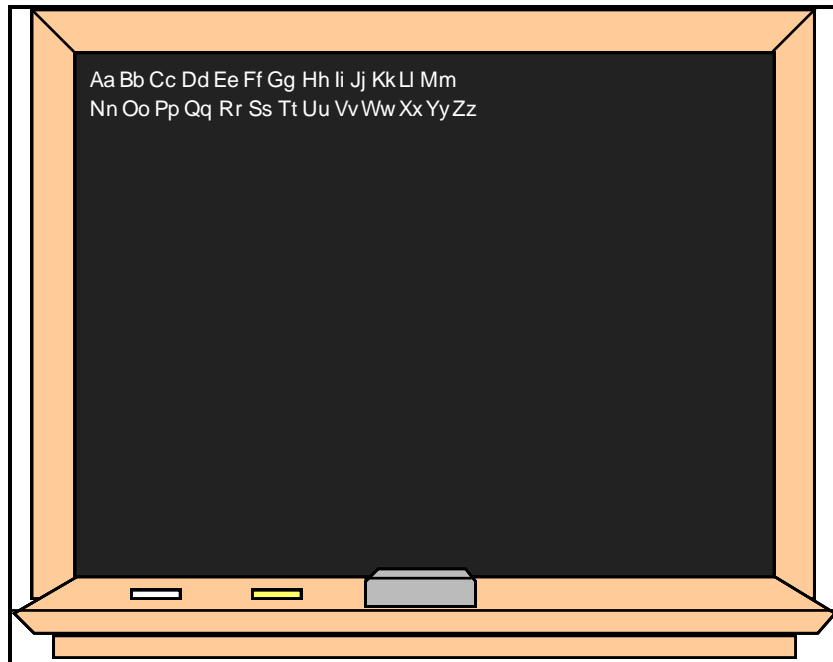


ELKHART ELEMENTARY SCHOOL



STUDENT HANDBOOK 2011-2012

WELCOME

The administration and staff of USD #218 would like to take this opportunity to welcome you. The information in this handbook has been prepared to help you succeed in Elkhart Schools. This information is in compliance with Board of Education policies. Additional copies are available in the school offices.

We are looking forward to assisting you in fulfilling your educational goals. We are here to make your years in school as successful, yet educationally challenging, as possible. You can benefit from everything Elkhart Schools have to offer by being actively involved in the learning in your classes and the programs offered. The support staff, teachers, counselors and administrators are all here to assist you with your education. We welcome the opportunity to help you proceed through your school years. We are always open to any suggestions you might have.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 218 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning Unified School District 218 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Nancy Crowell, Superintendent, PO Box 999, Elkhart, KS 67950, 620-697-2195. Mrs. Crowell has been designated by Unified School District 218 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.

DISTRICT TELEPHONE DIRECTORY OFFICE HOURS 7:30 TO 4:00

Superintendent's Office	697-2195	Elkhart Middle School Fax	697-4828
District Fax	697-2607	High School Library	697-2693
Elkhart Elementary	697-2133	Elkhart High School	697-2193
Elkhart Elementary Fax	697-2768	Elkhart High School Fax	697-4415
Elkhart Middle School	697-2197	Kansas Connections Academy	697-1166
Point Rock Academy	697-1253		

KANSAS SCHOOL SAFETY HOTLINE

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence.

This hotline became operative August 1, 1999.

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

The Kansas School Safety Hotline Number is 1-877-626-8203 or The West Region Protection Center @ 800-264-3798

ELKHART PUBLIC SCHOOLS' MISSION STATEMENT

COMMITTED TO EXCELLENCE

Elkhart schools are committed to excellence in teaching and learning for all students, thereby providing an opportunity for all students to reach their own maximum potential. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world. We will all work together to assure that every child feels important and that “Every Child Learns.”

E ELKHART

L LEADERSHIP

K KNOWLEDGE

H HERITAGE

A ACCOUNTABILITY

R RESPONSIBILITY

T TECHNOLOGY

DISTRICT OUTCOMES OF ELKHART USD 218

In defining the curriculum of study for students during each year of the district's educational program, the board subscribes to the following outcomes:

1. Development of Academic Skills and Knowledge: Students will grow intellectually, creatively, think rationally, and evaluate critically.
2. Development of Desirable Qualities and Citizenship: Students will use knowledge and skills to perpetuate and improve a democratic society and will develop a respect for the rights, opinions, values and property of others so that they may live as responsible functioning members of the community.
3. Development of Physical and Mental Fitness: Students will develop healthy minds and bodies and acquire knowledge of beneficial leisure time activities for adulthood.
4. Development of Life Skills: Students will learn basic life skills and engage in career exploration courses.
5. Development of Cultural Awareness: Students will develop an awareness of and respect for the traditions and customs of various cultures.
6. Development of Self-worth and Dignity: Students will develop a feeling of self-worth, dignity, and the skills for developing positive inter-personal relationships.

These outcomes are based on the belief that, “**Every Child Learns,**” and that upon graduation from the Elkhart Schools, every student will have acquired an ability to function in our society.

ACCESS TO BUILDINGS AND GROUNDS - The buildings will be open to general student use Monday through Friday. Students are allowed to enter the school cafeteria at 7:40 a.m. for breakfast. Students who are in the building at other times must have a sponsor present. Under no circumstances are students to be in the building outside of regular school hours without a staff member being present; this includes all shop facilities, gyms, computer facilities and grounds.

No school related meetings or activities will be scheduled on Sunday or later than 6:30 p.m. on Wednesday without the knowledge and approval of the appropriate building principal or the superintendent.

DISMISSAL PROCEDURES - Since weather in this area is very unpredictable and winters are somewhat severe, safety is of paramount importance. If adverse conditions exist before school begins, the decision to call off school is made by the Superintendent before 7:00 a.m. Announcements will be made on radio stations KGYN 1210-AM Guymon, KSCB 107.5-FM Liberal, KSLs 101.5-FM Liberal, and KFXx 106.7-FM Ulysses.

School will remain in session as long as weather conditions do not jeopardize the safety of students and school personnel. Parents should make arrangements for children in case school is dismissed during the school day. Children need to know where they are to go and what procedures to use.

LOST AND FOUND ARTICLES - An attempt will be made to save lost articles. Lost articles will be kept at the school office until the end of the current school year. We ask that you mark items that are apt to be forgotten. Students are responsible for lost articles.

REQUESTS TO LEAVE SCHOOL - No student will be allowed to leave the school grounds unless permission is requested by note or phone call by the parent and approved by the principal. The permission request should be in writing, signed and dated. If you need to remove your student during the school day, please come to the office. Students are not permitted to leave school without authorization from the school office.

TEXTBOOKS - Your teachers issue textbooks to you. These books are your responsibility and must be returned to the teacher at the end of the year or when you withdraw from school. Loss of books due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not doing class work. You are required to pay for lost books. If the book is found, a refund will be issued to you. You are also responsible for damages to the books and will be assessed damage fees.

CHAIN OF COMMAND - We ask that when a problem, question, concern arises that students/parents/guardians follow each step in the following chain of command: coach/sponsor/teacher, activities director (when appropriate), principal, superintendent, and Board of Education. We feel this procedure will help with most situations.

TEACHER AUTHORITY - Elkhart students are reminded that they are under the supervision and authority of any faculty member (including classified staff i.e. aides, custodians, etc.) during school hours and outside school hours while they are attending or participating in a school-sponsored activity on or off school grounds. This authority also extends to substitute teachers and any sponsor representing the school. Students will be respectful and attentive to all faculty and staff. Failure to accord proper respect to anyone responsible for supervision will result in disciplinary action appropriate for the behavior in question.

BICYCLE, SKATEBOARD, SCOOTER, AND ROLLER BLADE USE - Bicycles may be ridden to and from school. The bikes must be parked in the bicycle racks provided. They are not to be ridden anywhere else on the school campus. Students are encouraged to provide locks on their bikes.

Skateboards, scooters and roller blades may be used as transportation to and from school. Students must remove roller blades before coming on school property and must put them on after leaving school property. Skateboards, scooters and roller blades may not be used on school

property at any time.

STEREOS, VIDEO GAMES, RADIOS, CELL PHONE, AND ALL OTHER NON-ACADEMIC ELECTRONIC EQUIPMENT - Students should not bring these items to school. They may not be used in classes since they are disruptive and may be used to cheat. If teachers observe these kinds of items, they may be confiscated. The school will not be responsible if these items are stolen. Taking these items on school-sponsored trips is left up to the discretion of the sponsors of each event.

DETENTION TIME - Detention time will be served in each building in a designated room. Students must be on time, must be quiet, and stay seated and awake and must follow all rules or the time will not be counted. Detention must be made up or the time will be doubled. Continued failure to serve detention will result in more serious penalties. Students with a good reason for not making up a detention the day it is due must make arrangements with the principal prior to the time the detention is to be served.

High School Detention Times: 7:15 - 8:10 & 3:15 - 4:00; Saturday, 8:00 - 12:00 Noon

Middle School Detention Times: 3:20 - 4:00; Saturday 8:00 - 12:00 Noon

Elementary School Detention Times: 3:30-4:30; Saturday 8:00 - 12:00 Noon

IN SCHOOL DETENTION - In school detention may be assigned for disciplinary purposes at the discretion of the principal and will be served during the regular school day at normal school times. Students will be required to do work from their classes during in-school-detention.

PHYSICAL EDUCATION - Physical Education is a participation class. Students enrolled in PE are encouraged to take part every day.

1. Students are expected to wear appropriate clothing for PE classes. This would include shorts, t-shirts, tennis shoes, and any other school approved attire preferably the kind that don't leave black marks.
2. Students are expected to participate unless they present a note signed by a parent (for one or two days), or a note by a doctor. (long-term-4 days or more) Students with a short-term note will be required to complete an alternative fitness or written assignments. If necessary, the PE teacher will work with the principal to make alternate arrangements for students with long-term excuses.
3. Students are expected to shower at the end of class. The school provides soap and towels. Each student is to provide deodorant and a comb or brush.
4. Students will be assigned a gym locker. Students can use a school lock or provide their own. It is recommended that students lock their gym lockers to protect their possessions. A fee will be assessed for missing or damaged school locks.
5. Grades will be determined by averaging daily participation with the written assignments and tests. Daily participation includes dressing out, taking a shower, and completing assignments and tests
6. Repeated failure to dress out may result in disciplinary action.

ACCIDENTS AND ILLNESS - All accidents should be reported immediately to the instructor, who in turn will report to the building principal. The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home.

POLICY FOR MEDICATION ADMINISTRATION - The administration of medicine to students by school personnel shall only be authorized and permitted in circumstances consistent with this policy. Medication shall be administered to students only by the school nurse or school personnel who are specifically delegated by the school nurse in compliance with the requirements of this policy.

Definition - For purposes of this policy, the term "medication" shall include both prescription and non-prescription medication taken by mouth, inhaler, injection (including Epi-pen) or application (including drops and creams).

If a student attending USD #218 must take medication during the school day the following policies will be followed:

Prescription Medications

- 1. The parent/guardian must have their physician fill out and sign the prescription medication authorization form.** The parent/guardian must sign the form and give it to the school nurse before any medication will be dispensed to the student.
2. The medication must be in the original prescription bottle. Pharmacies will provide a second container for school by request.
3. The student's name, physician, date, and directions must be clearly set forth on the container.
4. The medication shall be brought to the school by the parent/guardian. Refill of the medication is the sole responsibility of the parent/guardian. No more than a one-month supply of medication is to be kept at the school at any time.
5. All medications are to be stored in a locked cabinet. Controlled medications must be counted weekly and recorded in controlled medication log.

Inhalers/Epi-pens

The parent/guardian must have their physician fill out and sign the prescription medication authorization form. The parent/guardian must sign the form and return it to the school nurse. The inhaler or Epi-pen must be provided by the parent in the original prescriptive box with the student's name, physician, and directions clearly set forth on the box.

The parent/guardian of a student with a potential anaphylactic reaction to food, insect bite or other substance should complete an allergy action plan and return it to the school nurse to ensure proper use of medication if needed.

At the elementary school, Epi-pens provided by the parent/guardian will be kept with the teacher in the classroom or on a field trip. At the middle school and high school the student will be allowed to carry their Epi-pen at the discretion of the school nurse and principal. At least three school personnel in each building will be trained to administer the Epi-pen if needed.

Parent/guardian of an asthmatic student should complete asthma care plan and return it to the school nurse to ensure proper use of medication. An inhaler release form must also be signed by the physician and parent in order for inhalers to be carried by students at school. It is recommended that an extra inhaler be provided by the parent/guardian and kept in the nurse's office in case inhaler is misplaced.

Non-prescription (over the counter) Medications

The parent/guardian must fill out and sign the non-prescription medication form and give it to the school nurse before any medication will be given to the student.

The medication must be provided by the parent/guardian in the original over the counter container. The dosage directions for the child must be clearly set forth on the container.

All over the counter medication will be stored in a locked cabinet. Medication will be administered only as directed on the non-prescription medication form by the school nurse or delegated school personnel.

Additional Guidelines

The district reserves the right not to dispense medication if they deem it in the best interest of the student. Parents will be contacted if this situation arises.

No medication prescription or non-prescription will be dispensed without a signed district medication form. Telephone requests will not be accepted.

Students carrying medication on their person or keeping it in their lockers without signed district form may be subject to disciplinary action.

Medication that is not in the original container will not be dispensed.

All medication **must** be brought to the school by the parent/guardian.

The parent/guardian must contact the school nurse or principal in writing if there is any changes in the child's health affecting the medication administration or if the medication is discontinued.

IMMUNIZATION POLICY - Kansas law requires students entering school for the first time to be immunized against certain diseases. Forms are available at the county health nurse.

USD 218 Board of Education Policy JGCB Inoculations

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.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

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.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

EMERGENCY PROCEDURES, FIRE DRILLS, TORNADOES, EVACUATION OF BUILDING - Emergency exits and tornado information for each room will be posted in the classrooms in a visible location, and the teacher will review emergency procedures with the students.

Fire drills will be held once each month during the school year. Your teacher will inform you of the exit to be used in emergency situations. The signal to leave the building is a continuous long signal from the alarm system. Whenever this occurs, everyone is to leave the building in an orderly manner immediately. Move away from the building approximately fifty feet so others may also get out and await the signal to return to the building. Teachers will be responsible for ensuring all students/personnel have exited building or have taken proper safety positions.

Tornado drills will be held on a periodic basis during the school year. Your teacher will inform you of your designated places. The tornado alarm to alert the building is a continuous series of short signals. During a Weather Warning, all students will be taken to assigned places in the buildings. Teachers will be responsible for ensuring all students/personnel have exited building or have taken proper safety positions.

SCHOOL/CLASSROOM PARTIES - There will be no school or classroom parties without prior knowledge and permission of the principal. Such parties will be approved in advance and held in a suitable location.

CHANGE OF ADDRESS/TELEPHONE NUMBER - Parents and students are to keep the office informed of any change of address and/or phone number during the school year. It is necessary that we have this information in case of emergencies and to keep parents informed of student progress.

GUESTS - Adult visitors are welcome and encouraged throughout the year. We would like parents to see the many interesting, educational activities that are occurring. Parents have an open invitation to have lunch with their child at any time; however, as a matter of courtesy, they need to advise teachers in advance when they plan to visit the classroom.

Students should not bring siblings or friends to school for the purpose of visiting. Under special conditions the principal may allow visitors with **prior** permission.

FUND RAISING - All classes and school-sponsored student organizations desiring to engage in fund raising activities shall be required to write a fund raising project for submission to the principal as described below.

These fund-raising projects must be approved by the class or organization sponsor and the building principal and be scheduled on the school building calendar no later than October 1 for the first semester, February 15 for the second semester, June 1 for the summer; priority for consideration shall be date of submission and class status (senior, junior, etc.). Groups not submitting requests on time may request directly to the Board. The fund raising projects may be limited to one activity per semester by the building principal. All money for field trips must be received 30 days prior to the trip or the trip will be canceled.

FIELD TRIPS - A Field trip is an activity involving a group of students departing from the school in a non-competitive trip. Teachers must demonstrate relevance to course content and state goals and objectives in their request. The district form to notify parents of a forthcoming field trip includes the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

SCHOOL DRESS - Elkhart Schools recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. School personnel have the responsibility of protecting the health and safety of students and maintaining proper and appropriate conditions conducive to learning. The purpose of the student dress code is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. This means that students will not wear clothes with questionable lettering. "Questionable lettering" would include that which is profane or obscene, indicates or makes reference to tobacco, drugs or other alcoholic beverages, satanic/gang symbols or which is determined to contain double meaning. Also, clothing which presents a hazard to the health or safety of the student or to others in the school, materially interferes with school work, creates disorder, disrupts the educational program, or prevents the student from achieving his/her educational objectives is prohibited. Also hats or clothes that do not cover the student properly, such as "short-shorts", (shorts/skorts/skirts may not be worn higher than fingertip length with fingers extended and arms straight down on the sides. This is a judgment call with final decision made by the building principal. Tank-tops, spaghetti straps, half shirts, or sagging pants etc. will not be worn inside the school building during school hours. Any other dress deemed inappropriate by the principal will not be allowed. We feel that a sense of modesty can and should be developed.

A safety dress code as prescribed for shop, home economics, physical education, and science classes shall be followed. Footwear must be worn at all times.

Any student who is in violation of this policy shall be referred to the principal. The student's parent/guardian shall be contacted. Students will not be allowed to leave premises to change clothes. Repeated violations shall result in appropriate corrective and disciplinary action.

LOCKERS - Lockers are assigned to all MS and HS students upon enrollment. All lockers are owned by the school and are subject to inspection at any time.

Students are asked to report all breakage, loose bolts, and other defects to the school principal. Damages not reported to the office may be assessed against the locker's occupant. Lockers should be kept neat and orderly, no stickers, etc. Students are to keep their lockers locked at all times.

SEARCH AND SEIZURE - Students have limited control over their lockers, desks, work areas or any other designated assigned areas. Lockers, desks, work areas, etc., are the property of the school district: therefore, school officials have the right, upon "reasonable grounds," to search and seize as necessary (with regard to search and seizure, whenever the term "principal" appears, it is meant to include any person designated to act on his or her behalf).

GRADE CARDS AND PROGRESS REPORTS - Report cards are mailed or made available to all parents/students at the end of each nine-week period. The purpose of reports is to help the student develop his/her full capacity within the school situation. Grades will be posted using a straight percent; this will include grade cards, transcripts and all types of honors and awards. Progress reports will be sent or made available to parents at the mid term of each nine-week reporting period. Grade information is available 24 hours a day via internet access on the PowerSchool website. Contact your student's school office for access information.

INCOMPLETE GRADES - A student will receive an incomplete if the class work is not satisfactorily completed by the end of each quarter. An incomplete indicates that the student has a legitimate reason, approved by the teacher and principal, for not having completed the course requirements.

An incomplete must be made up within a maximum five (5) school days of the official end of each quarter, unless special arrangements are made with the teacher and principal. If the course requirements are not completed, the grade of zero (0) will be entered for all requirements not finished and the percent will be determined by averaging all percents for the class in question.

EXAMINATION OF RECORDS - By federal law, parents have control of the records of a student until the student reaches age eighteen. At that time, control is transferred to the student.

Original records will not leave the control of the office under any circumstances. Access to student records will be strictly controlled by the office and administration.

Requests for transcripts should be made to the guidance counselor or principal. Requests to examine records or have records transferred to other schools or to have copies of transcripts must be made by the person who has control of the records.

DIRECTORY INFORMATION - The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD 218, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 218 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD 218 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want USD 218 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 14. USD 218 has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams

- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

STUDENT IMPROVEMENT TEAM - The Student Intervention Team process is possible through the collaborative efforts of Students, parents, school administrators, teacher, counselors, school psychologists, nurses, Special Education teachers, and special support staff such as

migrant and ESL teachers. The goal of these teams is to expand the use of various resources and expertise in the schools and communities to address student needs. The process follows the indicated steps below:

1. The problem solving approach:
 - *teacher identifies a student concern
 - *teacher notifies parents, makes basic accommodations, and records interventions
 - *if student makes adequate progress--- continue program
 - *if concerns persist--- teacher completes request for assistance and an I-Team meeting is held including the teacher, administrator, special ed. teacher, counselor, and other involved staff members and parents. A plan is developed and implemented and data is recorded to monitor the effectiveness of the plan
 - *if the plan is successful in supporting the student, it stays in effect
 - *if concerns persist, the team either meets again to adjust the plan or the student is referred for a comprehensive evaluation.
2. The Evaluation Process:
 - *parent permission is obtained and due process rights are discussed
 - *student, parent, and teacher interviews are conducted
 - *previous records are examined
 - *classroom observations are conducted
 - *individual assessments are given to the student
 - *rating scales and checklists may be used
 - *student work samples are analyzed for errors
 - *all data collected is discussed
 - *focus on what the student can currently do, what the next steps are and what accommodations are needed to support further growth
3. Placement in Special Education:
 - *there are two criteria: student must exhibit a significant difference in ability than age level, and exhibit a curriculum need for something different than what the general education teacher can provide

ACTIVITY TRANSPORTATION - Students will be expected to ride to and from school-sponsored activities in transportation provided by the district. Occasionally, parents will want to take students in personal cars after contests/activities. This is permitted only if such requests are made in writing. Students will be released only to the parent. No student will be dismissed from school transportation at any time without legal guardian's personal knowledge and written consent. If parents elect to have their child ride home with anyone other than themselves, they must submit their request in writing and have approval of the building principal prior to the activity.

Sponsors have full authority over students they are sponsoring. It is recommended that one sponsor sit in the back of the bus. Sponsors will provide an itinerary, including stops. Unscheduled stops, i.e. bathroom stops, food, etc. may be made at the sponsor's request. Sponsors must have a written manifest of riders; one is given to the bus driver and one is retained at the transportation building. All vehicles are to be returned in good/clean condition. Please report any unusual damage to the school principal.

All movies (including those viewed on personal DVD players) shown on activity trips must be approved by the principal or, in his absence, his designee and no "**R**" rated movies will be shown on school trips. Sponsors will be responsible for playing tapes, controlling volume, and adjusting monitors. **NO STUDENTS MAY TOUCH THE VIDEO EQUIPMENT AT ANY TIME!**

RULES FOR RIDING BUSES - Please observe the following rules at all times:

1. The bus driver is in charge of the bus, and it is his responsibility to see that you are safe at all times. He shall report any violations to the teacher and if necessary to the building Principal.
2. The teacher/sponsor is responsible for the students' behavior on the bus. The bus driver is responsible for student behavior on normal routes. Violations should be handled immediately and if repeated a report made to the building principal.
3. Keep hands, arms, and head inside bus at all times after entering bus.

4. Riders must remain seated facing the front while the bus is in motion.
5. Do not throw anything out of the bus whether in motion or at a stop.
6. Absolute quiet is required when approaching and stopping at a railroad crossing.
7. Look before crossing in front of any stopped bus.

LEAGUE AFFILIATION - Elkhart Schools are members of the Hi-Plains League. The Hi-Plains League has a tradition of excellent competition and sportsmanship in all activities. Other member schools of the league are as follows:

Meade Buffalos, Purple and White	Sublette Larks, Scarlet and Gray
Cimarron Blue Jays, Blue and White	Lakin Broncs, Purple and Gold
Leoti Indians, Cardinal and Black	Syracuse Bulldogs, Orange and Black
Satanta Indians, Green and Gold	
Stanton County Trojans, Maroon and Gold	
Southwestern Heights Mustangs, Red, Black and White	

INSURANCE - Elkhart Schools do NOT carry insurance for individual students. Students participating in KSHSAA activities are covered by a catastrophic policy. However, in the event of minor injuries, the school does NOT provide coverage, and it is the responsibility of the family to provide insurance or cover the costs.

ATTENDANCE POLICY - It is the philosophy of U.S.D. 218 to educate the total student and not merely provide the academic or skills portion of the individual's education. Active attendance in class is a valuable and integral part of the student's total education. Absence from class for whatever reason causes the student to miss a necessary part of education that can only be partially regained through make-up work.

Attendance in school is the combined responsibility of student and parents. The responsibility of the school is to provide instruction and to inform parents of absences from class.

In view of the above philosophy, the following attendance policy is in effect for all schools of the district.

A. Student absences will be classified as excused for the following reasons:

1. Personal illness.
2. Professional appointments unable to be scheduled outside the regular school day.
3. Serious personal or family problems.
4. Circumstances prearranged by the parents with approval of the principal (form provided by school, available in school office).
5. Court appearance.
6. Driver's License - one half day.
7. School sponsored activities (not recorded as absence).
8. The principal has final authority as to whether the absence will be considered excused.

B. All other absences will be considered UNEXCUSED.

1. Student absences of which parents were aware but do not meet the conditions as listed under excused absences.
2. Student absences will be classified as truant for the following reasons:
 - a. Leaving or being absent from school without approval of the principal and parents.
 - b. Leaving school without signing out at the office.
 - c. Coming to school without attending class.
 - d. Being absent from class without permission (skipping).
 - e. Obtaining permission to go to a certain place and not reporting there.

C. Tardiness is defined as arrival in the classroom after the scheduled starting time for the class.

Tardiness past fifteen minutes will be considered an absence.

D. The following procedures will be used when dealing with student absences:

1. It is the responsibility of the parent/guardian to notify the school's main office by phone or note verifying the absence of the student and the reason during each day of absence. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office.

2. Students will be allowed one day to obtain missed assignments and one day per day of absence to complete missed assignments except on long term assignments or assignments given for a college level courses. Assignments not completed during allowed time will receive no credit (unless special prior arrangements are made with the teacher and principal). Full credit will be given upon satisfactory completion of the work.

3. Absences, in excess of five days, which occur at the end of the grading period, will be made up within five school days after the end of the grading period, (unless special prior arrangements are made with the teacher and principal).

4. The student is responsible for obtaining make up assignments before and after school, but at the discretion of the teacher may be given assignments during class.

5. Assignments that cannot be made up during school or at home may result in the student reporting before or after school to complete assignments. Students with prolonged illness or injury or other special circumstances (in excess of five days) will make arrangements with the building principal and counselor for their makeup work.

6. Forfeiture of credit: A student who, for any reason, is absent eleven times from a semester course will forfeit credit for the course unless there are chronic health conditions of special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely eleven (11) absences, excused or unexcused, as shown by the school records and that on review none were due to extenuating circumstances, that credit should not be given.

7. Parents maintain the right to appeal any loss of credit from attendance issues to the Elkhart High School Attendance Committee. The appeal must be filed prior to the end of the semester for which the credit is in question.

8. Students who are truant from class will not be permitted to make up work for course credit. Students who are truant will be referred to the proper authorities if they fall under the State Truancy Law. Students with continued truancy problems could be suspended, lose academic credit or be dropped from the school rolls.

9. Excessive tardiness may result in disciplinary action.

10. The school will attempt to contact parents on student absences either by phone or mail. Parents are urged to call the school periodically to check on their students, especially in cases involving previous attendance or discipline problems.

11. The office and teacher will keep attendance records. It is educationally sound to insist that a student conference with each instructor be held after an absence to have assignments clearly explained and be available for necessary instruction.

COMPLAINTS AND GRIEVANCES - In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the District will consider complaints and grievances through the procedures established in the Board's rules and regulations implementing this policy.

Students, or their parents, may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to who, what, where, and when of the complaint. Any complaint not filed within said twenty (20) day period shall be deemed to have been waived.

Complaints or grievances concerning a board policy may be filed at anytime and shall be filed with the principal. Complaints or grievances concerning a particular building principal rule or regulation shall be filed with that principal. The appropriate administrator shall act upon any complaint fulfilling the requirements of this rule within ten (10) days after the complaint is received. Any decision rendered by the building principal may be appealed, in writing, to the Superintendent within ten (10) days of receiving the decision by the building administrator.

The Superintendent shall render a decision in writing within five (5) school days after the conclusion of the hearing. The Superintendent's decision may be appealed to the Board of Education at the next regularly scheduled Board meeting no later than thirty (30) days after receiving the appeal, the Board shall hold a hearing on the grievance. Within ten (10) days after the hearing, the Board shall communicate its decisions in writing to the employee.

SUSPENSIONS - LENGTH - NOTICE - HEARING

Section 1. K.S.A. 72-6902

(a) Students may be suspended for a short term not to exceed five (5) days for conduct violations. A short term suspension may be extended up to ten (10) days for carrying a weapon; knowingly possessing or using illegal drugs; selling, or soliciting the sale of illegal drugs while at school, on school property or at a school activity; engaging in behavior which resulted in, or is substantially likely to have resulted in, injury to the pupil or to others.

A long-term suspension may be imposed for the remainder of the semester. Students may be expelled for the balance of the school year. Any student violating the weapon policy may be expelled for one calendar year.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year.

(b) Except as authorized in subsection (c), no suspension for a short term shall be imposed upon a student without giving the student notice of the charges and affording the student an informal hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements:

1. The right of the student to be present at the hearing.
2. The right of the student to be informed of the charges.
3. The right of the student to be informed of the basis for the accusation.
4. The right of the student to make statements in defense or mitigation of the charges or accusations.

(c) A short-term suspension may be imposed upon a student forthwith, and without affording the student or the parents or guardians, thereof a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short-term suspension and the reason therefore shall be given to the student involved and to the parents. In the event the student has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon thereafter as practical but in no event later than 72 hours after such short-term suspension has been imposed.

(d) No suspension for an extended term and no expulsion shall be imposed upon a student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the student. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the student proposed to be suspended or expelled and to the parents or guardians thereof. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than 20 days after the date of the notice. A copy of this act shall accompany the notice and the regulations of the Board of Education adopted under K.S.A. 72-8903.

(e) Upon the conclusion of any formal hearing that results in a suspension for an extended term or an expulsion, the person or committee who conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the Board of Education of the school district and shall be open to the inspection of the student who is suspended or expelled, and if the student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the student. If the student has attained 18 years of age, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the student only upon written consent of the student.

(f) Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing has the responsibility of deciding whether or not to allow the student to return to regular classes until the period of time allowed for filing a notice of appeal has expired with no notice filed or until the determination of any appeal if a notice of

appeal is filed.

(g) Whenever any written notice is required under this act to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of the parents or guardians at the address on file in the school records of the student. In lieu of mailing the written notice, the same may be personally delivered.

DUE PROCESS

Procedures for implementing due process and reporting complaints.

The hearing provided for shall be afforded procedural process, including the following:

- (A) The right of the student to have counsel of his own choice present and to receive the advice of such counsel or other person whom he may select.
- (B) The right of the parents or guardians of the student to be present at the hearing.
- (C) The right of the student and his counsel or advisor to hear or read a full report of testimony of witnesses against him.
- (D) The right of the student to present his own witnesses in person or their testimony by affidavit.
- (E) The right of the student to testify in his own behalf and give reasons for his conduct.
- (F) The right of the student to have an orderly hearing.
- (G) The right of the student to a fair and impartial decision based on substantial evidence.

Upon completion of any hearing which results in a long-term suspension or expulsion, should it appear to the hearing officer conducting such hearing that a violation of a criminal statute or a city ordinance may have occurred concurrently with the acts upon which such long-term suspension or expulsion is based, such official conducting the hearing shall report the same to the juvenile court or other appropriate law enforcement agency.

APPEAL TO BOARD OF EDUCATION, PROCEDURE AND RECORD

(A) Written notice of the result of any hearing resulting in a long-term suspension or an expulsion shall be given to the student suspended or expelled and to his parents or guardians within twenty-four (24) hours after determination thereof. Any student who has been suspended for an extended term or expelled, or one of his parents or guardians, may appeal such suspension or expulsion to the Board of Education, USD 218, by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Education, or by a hearing officer appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules that are consonant with the "Due Process" section. In all expulsion or extended term suspension cases, there shall be made a record of the appeal hearing by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district. The Board of Education shall render its decision on any such appeal not later than five (5) days after the conclusion of the appeal hearing.

(B) For the purpose of hearing any appeal under this section, the Board of Education may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Education or a certified employee of the school district. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Education in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report thereon to the Board of Education. After receiving any such report, the Board of Education shall determine the appeal with or without additional hearing. Any appeal determined by the Board of Education in accordance with this subsection (B) shall be valid to the same extent as if the matter were fully heard by the Board of Education without a hearing officer.

SUSPENSION OF COMPULSORY SCHOOL ATTENDANCE LAW

The provision of K.S.A. 1969 Supp. 72-1111 shall not apply to any pupil while subject to suspension or expulsion pursuant to the provision of this act.

DRUG AND ALCOHOL POLICY

Philosophy - All students have a right to attend school in an environment conducive to learning. The use of alcohol and other illegal drugs, or the improper use* of drugs, is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug free environment. Therefore, the use (including being under the influence of, possession of, or distribution of alcohol or other illegal drugs) is forbidden in school, on school property at any time, at school-sponsored participatory events (whether the event is on school property or elsewhere), or on school transportation. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to consequences listed below. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Prevention - Recognizing the extensive use and promotion of alcohol and other drugs in our society, the school has an obligation to prepare students for decision making against drug and alcohol use. This policy ensures the existence of a prevention program in the schools using multiple strategies to provide accurate information, develop life skills, train facilitators and educate parents. Drug education units shall be integrated within the standard curriculum at all grade levels. Extra-curricular school programs promoting awareness, wellness and alternatives to drug/alcohol use shall be available to all students.

The goal of this policy's drug/alcohol prevention program is to teach healthy, responsible youth capable of resisting alcohol and other drugs and capable of reaching their academic potential.

Intervention - The school district will work through curriculum and classroom activity, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population.

As an extension of this policy a designated intervention team will use the following school guidelines, with reasonable judgment, when responding to alcohol and drug related situations. These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations. Student behavior, as it relates to alcohol, illegal drugs, other controlled substances, look alike drugs, and act alike drugs; being high or intoxicated, in possession of, using or selling any of the substances listed above is a violation of school policy; students who assist in possession, use or sale of substances listed will be subject to disciplinary action.

Consequences for such behavior follow:

1. The city police department will be notified of all drug violations.
2. The principal or designee will make a written record of the violation and disciplinary action taken. Such record will be kept in the student's file.
3. All search and seizure action will be taken in accordance with the guidelines set forth in this policy.
4. In the case of a medical emergency related to substance abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In the case where the parents or legal guardian cannot be contacted, the person designated on school records as a contact person in the case of a medical emergency will be informed. All information available will be made known to the parent or guardian, physician and all others responsible for care and treatment.
5. A staff member shall request assistance of the principal or his/her designee when they observe a disoriented student or one who does not appear to have reasonable control of self. In addition, the principal or designees will:

- a. confront the student about the behavior immediately, except in the case of a medical emergency or disorientation.
 - b. inform the student of the consequences of his/her behavior.
 - c. notify the parent of the student. If a parent is not available, notify the legal guardian, if one has been legally appointed. If no parent or legal guardian is available, notify the person who has responsibility for the student.
 - d. suspend the student in school (if necessary) until a parent conference is scheduled.
6. Students who are concerned about their substance abuse and they voluntarily notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure can only be used once to avoid disciplinary action.
7. Consequences for first, second and third offenses within the same school year:

First Offense

1. A punishment up to and including short-term suspension;
2. Suspension from all student activities for a period of not less than one month.

Second Offense

1. A punishment up to and including long-term suspension;
2. Suspension from all student activities for a period of not less than one semester or four months;
3. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

Third Offense

1. A punishment up to and including expulsion from school for the remainder of the school year;
2. Suspension from participation and attendance at all school activities for the year;
3. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

The principal may impose a higher-level consequence for a severe offense.

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

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

A copy of this policy 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.

GANG ACTIVITY - Any behaviors that initiate, advocate, or promote gang activity on school grounds are prohibited. The use of hand signals, intimidation, graffiti, clothing, jewelry, accessories, or manner of grooming or activity which by virtue of its color, arrangement, trademark, symbol, or any other characteristic that indicates or implies membership or affiliation with such a group is prohibited. The principal shall take appropriate corrective and disciplinary action as necessary for any violation of these rules.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND MENACING - These actions will be prohibited.

USD 218 BULLYING/HARASSMENT PREVENTION PLAN

Statement of Intent - USD 218 is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Harassment/bullying of any kind is unacceptable in our district. If harassment/bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING district. This means that anyone who knows that harassment/bullying is happening is expected to tell the staff.

The USD 218 Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

What Is Harassment / Bullying - "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Harassment / Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet ,such as email & internet chat room misuse
- Mobile: threats by text messaging & calls
- Misuse of associated technology , i.e. camera & video facilities

Signs and Symptoms - A child may indicate by signs or behavior that he or she is being harassed

or bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but harassment / bullying should be considered a possibility and should be investigated.

Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

Standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

USD 218 believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. The consequences and remedial measures may include, but are not limited to, the examples below:

Possible Consequences

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Possible Remedial Measures / Outcomes

Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Counseling
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the harassment / bullying offense
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Student Intervention Team, as appropriate.

The principal and/or the principal's designee shall be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Falsely accusing another as a means of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

School officials will annually educate, train, and disseminate the policy to all school staff, students, and parents.

SCHOOL VIOLENCE HOT LINE - The Kansas State Highway Patrol has set up a "STOP SCHOOL VIOLENCE" anonymous toll free hotline number - 1-877-626-8203. Students that are frustrated and wanting to vent their feelings need to contact the above number or see your school Principal or Counselor.

Use of Trained Dogs to Search. At the request of the administration, law enforcement

officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

ASBESTOS

Dear Parents, Employees, and Patrons:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Elkhart USD 218 has had all our buildings inspected by Thompson Environmental Consultants from Liberal, Kansas. The contract with Thompson included planning, inspection, and the management plan. They have found asbestos at the elementary, the middle school, the high school, and the Fowler Field House.

The only asbestos in the elementary building is floor tile in the gym. This floor tile is classified as non-friable (cannot be easily crumbled) and therefore can be “managed” without removal.

The middle school has non-friable asbestos tile, which is covered by carpet and therefore can be “managed” without removal. The mudded joints to the broiler in the custodial room also contained non-friable asbestos. These have been wrapped and can also be “managed” without removal. This broiler is no longer in use.

The high school also has non-friable asbestos in the floor tile throughout the building, which is also covered by carpet and can be “managed” without removal. In the Industrial Arts woodshop the flex connector in the heating duct to control vibration also contains non-friable asbestos. This connector is wrapped and therefore can be “managed” without removal.

There are two areas in the Fowler Field House which have non-friable asbestos. It was located in the entryway of the old gym and in the health room. These too can be “managed” without removal.

Our district has appointed Andy Bane to be our “designated person” for supervising, inspecting, and removing, if necessary, any asbestos within our buildings.

Each building and the district office have a copy of the “management plan”. This plan is available for your inspection should you feel any need to examine it. We intend to fully comply with all relevant EPA and OSHA regulations in order that our children and employees will not be endangered. We will also keep you advised of any actions we may take regarding asbestos in any of our school buildings. In the meantime, if you have any questions or concerns, please convey them to myself or Andy Bane at USD 218.

Respectfully,

Nancy Crowell, Superintendent

ELEMENTARY SCHOOL SECTION

ELKHART ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Elkhart Elementary School is to provide quality instruction to all students. We share with students, parents and our community the responsibility that all students obtain the basic skills needed for LIFE LONG LEARNING.

“Every Child Learns”

Elkhart Elementary Guidelines for Success

1. Students at Elkhart Elementary School will take pride in their efforts to follow our motto, “Be responsible. Do your best, and help the rest.” Throughout the day, our students will put the school-wide guidelines into action. These are:

- a. Be responsible.
- b. Always try.
- c. Do your best.
- d. Cooperate with others.
- e. Treat everyone with dignity and respect.

2. In the classroom, students will follow the teacher’s classroom rules. Because each teacher structures activities a little differently, teachers will clearly communicate their expectations for each activity.

3. Our welcome letter explains our school guidelines, the importance of student responsibility, and our discipline procedures at Elkhart Elementary school. This letter will be sent home in the fall. Parents will be asked to discuss the letter with their children. Students and parents will sign the letter and return it to school.

ENROLLMENT

Children must be three years of age as of August 31 of the present school year to be eligible for enrollment in 3 year old Pre-school class. Proof of age must be obtained from a Certificate of Live Birth. Children must be four years of age as of August 31 of the present school year to be eligible for enrollment in the 4 year old Pre-school. Children must be five years of age as of August 31 of the present school year to be eligible for enrollment in kindergarten class. Proof of age must be obtained from a Certificate of Live Birth. Children must be six years of age as of August 31 of the present school year to be eligible for enrollment in the first grade class. Proof of age must be obtained from either a Certificate of Live Birth or a progress report from a public school kindergarten and identification. Beyond kindergarten or first grade students new to the district must present proof of age and identification.

CUSTODY OF CHILDREN

For the student's protection, if a student is under the restriction of a court order due to divorce, separation, death or any other reason, the school must have on file a copy of the court order. The school is placed in a difficult position when a parent requests that a student not leave with the other parent.

ARRIVAL TIME

The building will be open to general student use from 7:40 a.m. to 3:50 p.m. Monday through Friday. Children should not arrive at school earlier than 7:40 a.m. Students wishing to eat breakfast may arrive at 7:40 a.m. **In the event of inclement weather, students may enter the building earlier than 7:40 a.m. provided that they go directly to the cafeteria with assignments to be worked on.** Any student who, because of special circumstances, must be at school before 7:40 a.m. is to make special arrangements with the classroom teacher or principal. **SCHOOL DAY STARTS AT 8:00 AND WILL BE DISMISSED AT 3:30.**

VISITORS

Visitors are welcome at anytime during the school day. However, **ALL persons coming into the building after 8:00 shall stop by the office and sign in as a guest and receive a Visitor's pass. At the end of their stay they are to stop at the office and return the pass.**

GRADE SCHOOL TIME SCHEDULE

8:00 – Tardy Bell

11:40 Kindergarten noon dismissal
12:20 Kindergarten take up for the afternoon
11:45 1st & 2nd grade noon dismissal
12:10 3rd & 4th grade noon dismissal
12:20 1st & 2nd grade noon take up tardy bell
12:45 3rd & 4th grade noon take up tardy bell
3:30 Evening dismissal
Kindergarten schedule: 8:00 - 3:30

HONOR ROLL

Academic Honors will be given to 3rd & 4th Grade students who qualify. There will be two honor rolls:

All A Honor Roll- Students must have all A's, no B's, C's, S-, Or U's.
A & B Honor Roll- Students must have A's & B's, no S-, or U's.

HEALTH AND SAFETY

Illness at School

No sick or injured child will be permitted to walk home. An attempt will be made to contact his parents or another designated adult. In the event the child's parents do not have a telephone, school personnel will take the child home; however, the child will not be left unless there are

responsible family members there.

Safety to and from School

Please work with your child until he or she knows and understands the following:

- (1) Never get into a car with a stranger.
- (2) Know that the policeman is your friend.
- (3) Cross the street only at the intersection - never in the middle of the block.
- (4) Always walk on the sidewalk; walk facing traffic where there are no sidewalks.
- (5) Go directly home after school.

Parents who bring or “pick-up” their youngsters are expected to use the parent loading zones next to the school rather than expecting children to cross the street in front of on-coming traffic. This practice puts students at risk and should be avoided at all times. **Please do not park in the pick-up zone on the North and East side of the building.**

PETS

Pets should never be allowed to follow your child to school. If by previous arrangement your child brings his or her pet to school, parents should arrange to pick the animal up immediately after the student is finished showing it to his classmates.

SCHOOL PARTIES

Each classroom is permitted to have four (4) parties during the school year including the end of year picnic. Normally parents volunteer to supply the refreshments and favors for these parties which are usually thirty (30) minutes before dismissal time.

Parents who wish to recognize their child’s birthday with treats for the classroom should make arrangements with the teacher. The final ten minutes of the school day is the most appropriate time.

USE OF THE TELEPHONE

Children will not be called to the telephone from class. Messages of an urgent nature will be relayed to the child’s teacher.

Children should get teacher permission to use the phone, when necessary, at recess, at noontime, or after school. In case of illness we would like to place the call for the child; then we can be sure of what your instructions are regarding the youngster.

SCHOOL DISCIPLINE

Each teacher is encouraged to develop a discipline plan for his or her classroom. At the beginning of the school year children will be informed of the plan which will detail the penalties for various and repeated misbehavior in the classroom. The teacher will contact parents of the children who are continually disobedient. Students who severely disrupt the educational process will be referred to the principal for counseling and/or punishment.

School discipline is the guidance of conduct of students in a way that permits the orderly and efficient operation of the school to ensure the maintenance of a scholarly and disciplined atmosphere.

A. Student Rights and Due Process

Each student is guaranteed the preservation of his/her rights in any disciplinary matter. This includes the administration ensuring that the student will be informed of the charges against him/her and will have the opportunity to hear and react to the evidence and witnesses against him/her. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. Penalties are according to the disciplinary code.

B. Definitions of Breach of Discipline

Breach of discipline is any conduct of students that interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the educational program or which are

antagonistic to the welfare of other students cannot be tolerated. Breach of discipline may include, without limitation:

1. Temper tantrums that disrupt the learning environment.
2. Bully type behavior.
3. Open defiance involving refusal to conform to rules and regulations, profane or disrespectful language, loud or boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of school, refusal to comply with a request or directions of teachers, administrators, or other school personnel, including requests to identify oneself or similar actions.
4. Willful disobedience.
5. Continual breaking of rules.
6. Physical attacks or threat of physical attack.
7. Personal misbehavior.
8. Display of bigotry or intolerance.
9. Criminal behavior of students or non-students.

C. Scope of School Control

Areas in which disciplinary control of students is to be exercised is as follows:

1. On school premises.
2. Near school premises. Conduct of students away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management, and welfare of the school.
3. While engaged in school related activities.

D. Recommended Actions in Handling Breaches of Discipline

The following possible actions may be taken in cases of breach of school discipline regulations: (Counseling/intervention strategies will be used at all phases concerning discipline)

1. Reprimand, verbal or written.
2. Detention, before or after school (one day notification given to student), and/or Saturday School.
3. Denial of privileges, exclusion from class and/or extracurricular activities.
4. Assignment to a supervised area.
5. Placed on probation with a written contract.
6. Placed in Saturday School.
7. In-school detention.
8. Out of school suspension.
9. Expulsion from school.

E. Authority

Teachers and administrators must have authority to use reasonable and appropriate means to prevent breach of discipline or to stop a continuing breach of discipline. Factors to be considered are age, previous history, and maturity of student, seriousness of the action, the nature of the danger to the student or the nature of danger to others. Teachers may use moderate physical force to restrain a student or break up any physical disruption between students or in self-defense.

DRESS CODE

The instructional staff is expected to enforce the dress code and report infractions to the building principal.

Dress is the responsibility of the parent and student. Safety, health, and the rights of others should not be offended by one's dress and will be considered factors in establishing a dress policy. Students are asked to use good taste in wearing apparel.

1. Students must wear shoes of some sort.
2. Caps and hats will not be worn inside the building.
3. Clothing and appearance such as beach apparel, mesh shirts, bare midriff, and/or bareback, half shirts, etc. simply are not in good taste in a public school setting. Clothing such as T-shirts, will be free of objectionable terms. (That which is profane or obscene, indicates or makes reference to tobacco, drugs or other alcoholic beverages or which is determined to contain double meaning).
4. Protective clothing must be worn in all classes where needed. As a general rule, children will

be outside for recesses. As a result, children need to have suitable coats and/or sweaters available when the weather changes drastically. Help your child prepare for the day by dressing properly!

BREAKFAST/LUNCH PROCEDURES

The Grade School prides itself on the high quality - low cost meals that are served in its cafeteria and encourages every child to eat at school. However, those who do not want to eat school meals may bring their own from home. Elkhart Elementary School has closed lunch. However, parents may check their child out to go with them to lunch outside the school. Students must return before the afternoon take up time.

Students who purchase school meals are asked to pay in advance. It is not the policy of the school to charge meals.

Free or reduced price meals are provided for students who qualify under state and federal regulations. Applications for such meals are provided to parents at the time of enrollment. Such applications are to be made out by the parent and returned to the principal's office. Written notification of approval or failure to qualify will be sent from the superintendent's office.

Cafeteria monitors encourage youngsters to try each kind of food that is served. They do not force children to eat food they do not like, it is necessary that children eat the food they are served before they are given "seconds."

WITHDRAWALS-TRANSFERS

When it becomes necessary for a youngster to transfer to another school, parents should notify the principal's office at their earliest convenience. Teachers will then be able to have their grades figured and a transfer sheet ready for the final day of school.

At the primary level it is appropriate that the parents come to school at the close of their child's last day and officially check the youngster out—get his/her personal belongings and pick-up the transfer sheet which should be presented to the new school.

PLAYGROUND POLICY

All children will be encouraged to participate in the activities of the playground; either in some game or in use of the equipment. Good sportsmanship and fair play will be expected at all times while rough and undesirable activities will not be permitted at any time ("hard" ball, tackle football, rock throwing and snowballing).

Toys and sports equipment (knives, guns, bows & arrows, skates, baseballs, gloves, etc.) should not be brought to school. Their presence not only constitutes a danger to children on the playground but often these articles do not get home with their owners.

Kindergarten, first and second grades, third and fourth grades each have separate recess times. Teachers are present to supervise and to help youngsters avoid accidents; however, in spite of our most watchful care, injuries do occur. The school does not carry insurance on children who might be injured on the playground; we do encourage parents to carry school time insurance if they have no other.

No child should leave the playground for any reason without permission from a supervising teacher. If children will follow this procedure, teachers will know when it is necessary for children to retrieve balls in the street and can watch for their safety.

General guidelines for outside activities suggest that children benefit from daily outdoor activities. Recess time will be scheduled outdoors each day unless weather conditions are extreme.

PLAYGROUND RULES

Play Structures

1. Only students in second grade and under are allowed to play on the smaller play structure.
2. Students are not allowed to climb on the outside of the tube slides or the slant window.
3. Students should climb up the Cozy Climber, but not slide down it.

Sand Area

1. Sand is to be kept inside the cement boundaries of the sand area.
2. No throwing, kicking, or wild digging of sand is allowed.
3. When students leave the sand area all holes should be filled in.
4. Students should not dig deeper than the sand layer into soil.

Slides (same rules for all slides)

1. Come down on backs or seats only.
2. Do not climb up slides backwards.
3. Do not stop at top, middle, or bottom of slide.
4. Do not chase or wait at bottom.
5. No trains.

Swings

1. Do not twist or spider in swings.
2. Do not bale out of swings.
3. Do not stand in swings.

Monkey Bars (including ones on play structures and dome shaped)

1. Do not play tag or chase on the monkey bars
2. Do not skip more than one bar.
3. Do not cradle
4. Do not hang from bars by knees
5. Do not crawl on top of the monkey bars.
6. Students in the 3rd and 4th grade are allowed to cradle, hang from the bars by their knees and crawl on top of the monkey bars.

Jump Ropes

1. Jump ropes are to be used for jumping only.
2. Ropes are to be used only on the cement.

General Rules

1. Students are not to play on the guy wire that extends into the sand area.
2. Students should not play basketball and soccer by game rules.
3. Students are not to climb up any poles.
4. Students are to keep hands and feet to themselves (no kicking, shoving, tackling, and pulling on clothing, etc.)
5. Students are to use appropriate language, which includes no name-calling.
6. Students are to remain in the playground area unless given permission. (Retrieving ball in streets.)
7. Students should ask permission to go into the building for any reason.
8. Students will keep rubber chips on the ground. This is not play material.
9. When students are called at the end of recess, they must walk when they get to the cement or sidewalk.
10. The appearance of the playground is the responsibility of all students and staff. Please encourage students to pick up trash and deposit in the trash cans available on the playground.
11. Students who use the playground after school hours are encouraged to close and latch the playground gates.

Consequences

1. Warning!
2. Minutes standing by wall.
3. Severe Behavior: sent to the office.

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term “technology” will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, ipods, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not.

As part of their academic work for specific classes, or for general interest research, students may have access to internal and external computer networks. The external computer network is often called the “Internet.” While reasonable efforts will be made to provide supervision when students are using computer networks, neither school staff, nor the district can guarantee the accuracy or appropriateness of information which may be accessed by students. Parents who are concerned about this situation should discuss the issues with teacher or the principal/designee.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use, are subject to disciplinary action.

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

Students shall not install software on district computers or computer systems.

Personal computers and other personal technologies should not be brought to school. Other guidelines for the use of technologies may be listed in individual school handbooks and students must follow those as well.

Children’s Internet Protection Act– The district shall implement the Children’s Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal communication Commission forms as required.

DISCIPLINARY ACTION RELATED TO MISUSE OF TECHNOLOGY

Student failure to abide by the Acceptable Use Policy may result in disciplinary action following disciplinary procedures established in the district with the following qualifications:

1. Student misuse of the system is defined in the Acceptable Use Policy. The definitions therein are not exclusive. If a student is clever enough to invent a new way of misusing technology, and it is reasonable that the student would know what he/she is doing is improper, the student may nonetheless be disciplined.

2. Student use of the district's technology is a privilege granted to students by the district, not a legal right. Since it is a privilege, the district may restrict any student's use of technology or the net system if the student abuses that privilege.

Disciplinary Action

The following levels of discipline will be enforced by teachers and the administration. Any level of discipline may be selected, depending on the individual situation and the severity of the violation.

Level 1 – In situations where the student is suspected to have misused the system, the instructor shall discuss the matter with student, informing the student of what the student is suspected to have done, hear the student's side of the story, and institute action deemed appropriate by the teacher. Parents will be notified.

Level 2 – In situations where there have been repeated infractions or where the student has engaged in extreme misuse of the system, which may or may not directly result in suspension or expulsion, the principal may revoke technology privileges for a period of time appropriate for the situation.

Level 3 – In extreme situations, which may or may not directly result in suspension or expulsion, the Superintendent or designee may take school disciplinary action(s) and/or appropriate legal action(s). Access privileges may be revoked.

Suspension or Expulsion. If the student has violated the Acceptable Use Agreement in a way that leads to suspension or expulsion, discipline shall be administered, appealed, and controlled by the Board Policy on discipline [JDD]. In all other situations, the above procedures apply.

Appeals. Except in situations where the discipline administered was suspension or expulsion, students or parents may appeal any decision at the district level of appeal under this regulation by using the district's Uniform Complaint Procedures, [JCCA, JCE, JE-R, JCE-R]. Where the student is suspended or expelled, appeal procedures based on the district guidelines [JDD-R] will apply.

“NETIQUETTE” ON THE INTERNET

All users of the USD #218 technology 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:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarity, or any inappropriate language.
3. Do not reveal your personal address or phone numbers or those of others.
4. 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.
5. All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.

6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (i.e., downloading very large files during prime time, sending mass e-mail messages).
9. Adult patrons, visitors, or other guests allowed network access are serving as ambassadors and representatives of the district. Conduct and message content on the network should positively reflect on the district's reputation.

POLICY FOR ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS

The following policy for acceptable use of technology and networks (including e-mail, all software, video and digital equipment, and the Internet) shall apply to all district administrators, faculty, staff, and students.

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks (except for authorized staff members).
2. The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not change any file that does not belong to the user.
5. The user shall not falsify his identity to others.
6. The user shall not use district school technology or networks for any non-instructional or non-administrative purpose (i.e., games or activities for personal use).
7. The user shall not use technology for unlawful purposes, such as illegal copying or installation of software.
8. The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.
9. The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan Horse, or similar name.
10. The user shall not deliberately use technology to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access, send or create any obscene or objectionable information, language, or images.
11. The user shall not intentionally damage the technology, the network system, damage information belonging to others, misuse system resources, or allow others to misuse system software.

12. The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.
13. The user shall not circumvent security measures on school or remote computers or networks.
14. The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
15. All information on any school or district network is considered property of USD #218 unless specified by law, students and staff shall have no expectation of privacy for any information created, stored, or used on any district computer system.
16. The user shall not use the technology or network in ways that violate federal, state, or local statutes.
17. While resources should be consulted for various assignments, words or ideas cannot be copied directly and they should be properly cited, with credit given to the original authors. Images taken from another source must also be cited properly. (Plagiarism)

KANSAS COMPUTER CRIME LAW

K.S.A. 21-3755. COMPUTER CRIME; CRIMINAL COMPUTER ACCESS.

(a) As used in this section, the following words and phrases shall have the meaning respectively ascribed thereto:

- (1) **“Access”** means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
- (2) **“Computer”** means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic, or communication and includes all input, output, processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
- (3) **“Computer Network”** means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
- (4) **“Computer Program”** means a series of instruction or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer systems.
- (5) **“Computer Software”** means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- (6) **“Computer System”** means a set of related computer equipment or devices and computer software which may be connected or unconnected.

(7) **“Financial Instrument”** means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.

(8) **“Property”** includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.

(9) **“Services”** includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system, or computer network to perform useful work.

(10) **“Supporting Documentation”** includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs, or data.

COMPUTER CRIME IS:

(1) Intentionally, and without authorization, gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.

(2) Using a computer, computer system, computer network or any other property, for the use of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;

OR

(3) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.

(c)(1) Computer crime which causes a loss of the value of less than \$500 is a class A nonperson misdemeanor.

(2) Computer crime which causes a loss of the value of at least \$500, but less than \$25,000, is a severity level 9, nonperson felony.

(3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, nonperson felony.

(d) In any prosecution from computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title mead in good faith.

(e) Criminal computer access is intentionally, fraudulently, and without authorization, gaining or attempting to gain access to any computer, computer system, computer network, or to any computer software, program, documentation, data or property contained in a computer, computer system, or computer network. Criminal computer access is a class A nonperson misdemeanor.

(f) This section shall be part of, and supplemental to, the Kansas criminal code.

History: L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.

ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS STUDENT/PARENT/GUARDIAN AGREEMENT

In order to make sure that all members of the district community understand and agree to these rules of conduct, the district asks that both student and parent/guardian sign the following:

Acceptable Use of Technology

I agree not to hold USD #218 Public Schools, or any of its employees, or any of the institutions or networks providing access to networks, responsible for the performance of the system or the content or costs of any material accessed through it.

I have read the terms and conditions for Elkhart Schools' technology use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Elkhart Schools responsible for materials acquired or sent via the network.

_____ I agree to abide by the Acceptable Use of Technology policies.

_____ I do NOT agree to abide by the Acceptable Use of Technology policies.

(Failure to agree to this section will result in the student having no access to district technology.)

District Technology Checkout

I sign this form as a condition of checking out technology to take home as needed for academic use. I assume responsibility for any damage to and responsibility for, the repair and/or replacement of the technology while it is in my custody. I assume responsibility for any unauthorized use of the technology while it is in my custody and will supervise its use to see that the technology is used only for academic purposes. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware which may result from my use of the technology. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software which may result from a virus introduced as a result of my use of the technology. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws. I have reviewed the Kansas law included in the acceptable use policy.

_____ I agree to abide by the District Technology Checkout policy.

_____ I do NOT agree to abide by the District Technology Checkout policy.

(Failure to agree to this section will result in the student NOT being allowed to take any form of technology outside of school.)

Release of Material on the Internet

I understand that USD #218 Elkhart School system is using the Internet as a means to communicate with the public and as a means to share student work with a larger audience. I further understand that one or more work products created by my child, i.e., photographs, pictures, images, written works, video tapes, etc. may be used on the district's computer network or networks.

Use of any of these images or work products, like other student record, requires the release of the parent or guardian (or student 18 years of age or older) before they can be viewed on a computer network open to the public.

I hereby give my consent to, and authorize publication on the district computer system of any work product as noted above, made by my child, or publication of any school photograph in which my child may appear. I realize any person or persons may view the web site on which my child or my child's work product may appear. By signing this form, I agree to release and forever discharge Elkhart school, its agents, servants and employees, members of the USD #218 School Board and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees growing out of, caused by, or arising in any manner out of the posting, publication, or use of my child's work product or image on the district's computer system.

_____ I agree to allow the publication of my child's work and/or image on the district computer system.

_____ I do NOT agree to allow the publication of my child's work and/or image on the district computer system.

(Failure to agree to this section will result in the student's work and/or pictures not being published on the district computer system.)

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.