



2018-2019

MOUNDRIDGE ELEMENTAR
STUDENT HANDBOOK

Welcome to our School



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Moundridge USD 423 Mission Statement

The mission of Moundridge USD #423 is to empower all students to contribute successfully as members of the global society. Students should have:

1. Respect towards self, others, the community and the environment.
2. Effective communication skills.
3. Abilities to set and meet high standards.
4. Abilities to apply problem solving processes in a variety of contexts.
5. Abilities to participate productively and responsibly in a rapidly changing society.
6. Cooperative and independent learning strategies.

Moundridge Unified School District #423 will know the mission has been achieved when all high school graduates have accomplished the above goal statements.



Moundridge Elementary School:

Helping each child blossom into the fullness of his or her abilities, talents, and gifts, by providing guidance, resources, individualized attention and love.

Welcome to our Garden!

MOUNDRIDGE ELEMENTARY SCHOOL
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WELCOME

The Moundridge Elementary staff would like to take this opportunity to welcome you to our school.

The information in this handbook has been carefully prepared to help you become acquainted with procedures at the elementary school. All information is in compliance with Board of Education policies.

If you ever have questions or concerns, please feel free to contact us at the school. Let's have a great year working together for Moundridge Elementary learners.

ADMISSION REQUIREMENTS

The entrance age for students entering kindergarten is as follows: must be 5 years old on/before August 31st.

New students to the district will complete a form to acquire records from the previous school. Kindergarten and all new students from outside the state of Kansas must present evidence of immunizations, health assessment, and an official birth certificate.

Out of district students are required to complete an application form for permission to attend USD 423 each year. Forms are available in the office.

ATTENDANCE POLICY

Attendance is very important to a learner's successful school experiences. State statutes also mandate it. Students are considered absent from school if more than one hour is missed. The school principal will determine all absences to be either excused or unexcused. Students could be required to make up any time lost from an unexcused absence.

A student is considered truant if he/she has missed three consecutive days (unexcused), five unexcused days during the semester, or seven unexcused absences in a school year. It is the responsibility of the parents and/or guardians to notify the school office when students are not in attendance. When a student is absent from school and the school has not been notified by telephone or note by 9:15 a.m., a telephone call will be made by the school to determine the reason for the absence per Board policy. When the office receives no communication from home, it must consider the absence unexcused. The school principal will communicate by letter to parents concerning excessive absences.

POWER SCHOOL

Parents and students may access personal attendance, grades, meal account balance information and **Upcoming Events** through the USD 423 website and the website link Power School. Log on and password information can be obtained through the school office. The website is www.usd423.org and then click on ELEMENTARY.

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TARDIES

A tardy is counted for students arriving five or more minutes late in the morning. Tardies will only be excused by a note from home or a phone call from the parent concerning doctor/dentist appointments or emergency situations. Students must learn to be on time and ready for school.

Classes will begin at 8:10 so your child will be considered tardy if they are not in the room by 8:10.

VOICE MAIL

The office phone has a voice mail feature. After 8 rings a message may be left concerning absences or other messages. The voice mail is checked periodically throughout the day. This should help parents who must leave for work before personnel are in the office or over lunch (11:15-1:00) when the secretary is away from the desk.

SCHOOL ARRIVAL AND DEPARTURE

Doors are unlocked at 7:30 am. Classes at the elementary school begin at 8:00 a.m.

School is dismissed at 3:30 p.m. and students should have left the school grounds by 3:40 p.m. Please adhere to these times and plan the pickup and delivery of students accordingly. No student is to leave the school premises during school hours unless excused by the office. Parents needing to get students earlier than dismissal time must do so through the school office. Please notify the office of this by 9:00 a.m. Please, never go to the classroom without clearance provided by the office. If other than the usual arrangements for school departure are made for your child, a note, phone call, or e-mail to the office must be made.

PARKING, PICKUP, AND DISCHARGE OF STUDENTS

All bus riders will use the front (east) entrance to the building. **Parents picking up or discharging pupils will use the back parking lot. Please do not park in the front parking lot after school.** Cars will enter at the west end driveway and exit at the east end driveway. Parents coming into the building may park in the one-way drive in the front as all doors, except the front door, will be locked during school hours. Handicap accessible parking is available in the front lane parking area and near the entrance door into the west wing. Kindergartners must be transported or accompanied to and from school. They may not walk alone for safety reasons.

BICYCLES, SCOOTERS, SKATEBOARDS

Students may ride bicycles, scooters or skateboards to school as long as safety rules are followed. All such modes of transportation should be walked or carried on school grounds. Bicycles are parked in the bicycle racks provided. Scooters and skateboards are kept in the conference area of the lunchroom during the school day.

Students are encouraged to use pedestrian and bicycle safety rules when going to and from school. Pedestrians should walk on sidewalks, stop and check for oncoming cars when crossing at intersections, and walk facing traffic if a sidewalk is not available.

Bike riders should ride with the traffic and use appropriate hand signals when turning corners. Slowing down and checking for oncoming cars before crossing streets should also be done. Helmets are also encouraged to be worn for the biker's safety.

BUS ROUTES AND PROCEDURES

The superintendent of schools will set up all routes. Your child's bus will drop off all middle school and high school students and then drop off at the elementary school. After school, the buses will pick up the middle school and high school students first and then pick up elementary students. Your child will board their bus and be transported from here to home. At times, students may not be riding a bus home, may be riding a different bus with another student, or may have guests riding with them. In the event this happens, parents must write notes of explanation to the school office and bus driver.

SCHOOL BUS RULES

The bus driver will notify parents of individual discipline problems on regular routes.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. In most cases, the driver will assign a seat to each student. Students in less desirable seats may move to a second seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Bus drivers are required to report all tardy students to the superintendent of schools. If tardiness persists, students may lose bus privileges.
4. Pupils must never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver and loud, unruly conversations are prohibited.
6. Classroom conduct is to be observed. Bus drivers are required to report disturbances to the superintendent of schools and to parent.
9. Pupils must not throw trash, gum or other rubbish on the floor or out the windows of the bus.
10. Animals/insects caged or loose, are not permitted on a bus.
11. Pupils must not, at any time, extend arms or the head out of the bus windows.
12. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
13. When leaving the bus pupils must observe directions of the driver.
14. During stormy weather when the buses cannot make their routes, school will be dismissed. If the buses do not run, this information will be announced over area radio and T. V. stations no later than 7:00 a.m. There may be occasions when the schools will be dismissed early because of weather conditions or other factors. This will also be announced over radio and TV stations.
15. Students requesting to be picked up or let off at some place other than the normal loading or unloading point must present a written request from the parent to the building principal before this permission will be granted.
16. No blown up balloons.



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VISITORS

Visitors are welcome at the elementary school.

1. All visitors should report to the office before going to a classroom.
2. Parents are encouraged to visit the school when prior arrangements have been made with the classroom teacher or building principal. Parents are encouraged to make school visitations from October through April. The beginning and ending months of school should be avoided.
3. All visitations should not be longer than one hour.
4. Parents are welcome to come and eat lunch with their student, but please call by 9:00 a.m. to request a hot lunch.

TELEPHONE CALLS AND MESSAGES

Many times parents request the school office to deliver messages to students and this is always done; however, parents are really aiding the school when necessary family arrangements are made at home **prior** to arriving at school. Staff will make calls for students at staff discretion. Unless an emergency exists, as determined by the office, students will not be called from class to receive a call.

If normal after-school arrangements are changed, parents should notify the office by telephone or note. **Unless notification is given, we will have the child do what they "normally" do at the end of a day --walk, wait to be picked up, or ride the bus.**

GRADING POLICY/PROGRESS REPORTS

Student evaluation reports to parents will take place every nine weeks (four times per year). Parent-teacher conferences will be held twice a year to discuss student progress. The elementary school does not use letter grades on progress reports.

FEES

All MES students are assessed an annual fee of \$75.00. These fees will offset the cost of textbooks and consumable supplies and also includes the fees for the PE skating unit that is held each spring. Families may apply for free/reduced fees. The cost of lost or damaged texts, including library books, will be assessed to the student and/or parents

DELIVERIES

Deliveries of flowers, balloons, candy, gifts, etc. to the school for students are not permitted.

BIRTHDAY TREATS

Food Allergy Facts

Food allergies are presenting increasing challenges for schools. Because of the life threatening nature of these allergies and the increasing prevalence, school districts and individual schools need to be ready for the entry of students with food allergies. A recent study reported that 25% of all reactions in the past two years occurred at school (Journal of Allergy and Clinical Immunology 105:S182). More importantly, of the reactions happening at school 79% occurred within the classroom (The Journal of School Nursing, Vol. 20, Number 5, page 268).

Forty to fifty percent of those students with a diagnosed food allergy are judged to have a high risk of anaphylaxis (a life threatening allergic reaction). Every food allergy reaction has the possibility of developing into a life threatening and potentially fatal anaphylactic reaction. This can occur within minutes or even hours after exposure to the allergen.

Allergic reactions to foods vary among students and can range from mild to severe life threatening anaphylactic reactions. Some students, who are very sensitive, may react to just touching or inhaling the allergen. For other students, consumption of as little as one five-thousandth of a teaspoon of an allergic food can cause death. The severity of a reaction is not predictable. Cases like one in Spokane, Washington, where a young peanut-allergic student died while on a field trip, remind us that reactions can occur suddenly at any time or place. It is for this reason, as well as to comply with the new Kansas Wellness Plan, that we have decided that **NO OUTSIDE FOOD MAY BE BROUGHT INTO OUR SCHOOL** . This policy does not apply to sack lunches, or to teacher directed curricular food projects, or to the four classroom parties. The teacher will communicate with parents prior to a food project.

Treats in the classroom

If your child has a severe peanut allergy, diabetes or other special diet needs, then classroom treats can be a cause for concern. Bringing in cupcakes, cookies or candy to help your child celebrate special occasions has been considered a tradition for most parents. We still want to celebrate with your child on his/her special day. Each classroom teacher plans ways to help with this celebration (Star Student, for example). Students are also recognized on their birthday with a pencil from the office as well as with a picture on the bulletin board in the hallway.

Below are a few other suggestions for helping your child celebrate these special occasions without bringing in food items:

- Sharing your time to come in and read your child's favorite book or to play a game with the class would be a terrific way to help your child celebrate his/her special day.
- Purchase a classroom book or library book in your child's honor. We will add a label to the book that says *"This book was donated by Jane Smith on March 13, 2007 in celebration of her birthday"*.
- Come to school that day and eat lunch with your child.
- As usual, **take home treat bags are still not allowed**, however the above suggestions are great ways to make that day special.

If you need help in deciding how to help your child share his/her special day at school please contact your child's teacher and he/she can give you some suggestions. If you have any questions about this policy, please contact Mrs. Browne, principal, at 345-5500. Thank you for helping us keep all kids safe!

FILMS

Any film, video or taped media presented to students at MES will be of a "G" or "PG" rating. While every effort to show only "G" movies will be taken, nowadays it is difficult to find (even Disney) movies that are only "G" rated (example: *Frozen*). Teachers and our library para use several parent web sites to preview movies ahead of time. If you have any questions or concerns please contact Ms. Browne, principal.

PHYSICAL EDUCATION/MUSIC/RECESS

All MES students will receive physical education and music classes daily, with the exception of AM only Kindergarten. All students must participate unless excused by a written note. Parental excuses are valid for a period of 1-3 days. Any needed excuse beyond three days must be validated by a doctor's note. In terms of uniforms, students need only non-marking, soft-soled shoes for P.E. participation. **If student wears sandals or flip flops they will need to bring tennis shoes to change into.**

STUDENT HEALTH

Students will be sent home if vomiting, diarrhea, or fever is present. Students should be vomiting, diarrhea, and fever free without the use of fever reducers for twenty-four hours before returning to school.

To best help your child, we need all medical condition information. Keep us up-to-date on medicines, conditions, allergies, emergency contact information and any other important data we should know.

MEDICATIONS IN THE SCHOOL/STUDENT IMMUNIZATIONS

School personnel will not administer any prescribed medicines, aspirin, or other substances without the expressed written consent of the parents and doctor. Forms are available in the office to allow the school to administer medications.

It is recommended that the student be given the medicine for at least one dosage prior to the school administering the prescription. Parents may come to the school to administer medicine to their children.

In each school year, every pupil enrolled or enrolling in any school for the first time in the state of Kansas and prior to admission shall present the appropriate school official certification from physician or local health department that such a pupil has received, or is in the process of receiving tests, and inoculations as required by the State Department. All students must have updated immunizations or they will be excluded from school. Kindergarten students must have immunizations completed within 30 days of the first day of school. Possible alternatives to the state-mandated requirement are:

1. Certification from a licensed physician that receiving these immunizations would endanger the health of the child.
2. Written statement signed by parent or guardian that the child is an adherent of a religious

denomination whose teachings are opposed to these immunizations.

- Written statement signed by parent or guardian that such immunizations are in the process of being received within 90 days after admission to school. (Kansas Statute 72-5209)

At times, communicable diseases/conditions occur in school. (See chart below for a list). Contact the school nurse with questions.

Condition	Incubation period & symptoms	Return to School
Chicken Pox	2-3 weeks. Blister-like eruptions which become scabs, slight fever & cold symptoms	7 days after first crop of vesicles/all vesicles scabbed over
Fifth Disease	4-14 days or up to 20. Redness of cheeks, followed by a lacy flat rash mainly over extremities.	Not contagious after rash appears unless child has transient aplastic anemia
Head Lice	Child's hair should be clean for recheck at school upon return. Continue checking for 30 days because of reproductive cycle.	After one pediculocide treatment
Pink Eye	1-3 days. Inflammation of the conjunctiva or one or both eyes, swelling of lids and discharge.	Min. 3 treatments of prescribed medication and no discharge

Strep	1-2 days Fever, headache, sore throat, tonsillitis—one or more seen/sometimes rash	Fever-free and on antibiotic for 24 hours.
Scabies	1-2 days. Itching of abdomen, genitals or webbing of fingers; may see the signs of the mite.	After treatment is completed

Bureau of Disease Control and Prevention Curtis State Office Building 1000 SW Jackson Topeka, Kansas 66612-1274 Kansas Immunization Program 877-296-0464 www.kdheks.gov/immunize

KANSAS SCHOOL IMMUNIZATION REQUIREMENT (Kindergarten-12th Grade) 2016-2017 SCHOOL YEAR

Immunization requirements and recommendations for the 2016-2017 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor’s Child Health Advisory Committee Immunization Workgroup. The current recommended and minimum interval immunization schedules may be found at: <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html> . The best disease prevention is achieved by adhering to the recommended schedule however, if a child falls behind, the minimum interval schedule is implemented. To avoid missed opportunities, immunization providers may use a 4 day grace period per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A 72-5208-5211a - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20 defines the immunizations required for school and early childhood program attendance found here:

http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

Diphtheria, Tetanus, Pertussis (DTaP/Tdap): Five doses required. Doses given at: Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to kindergarten entry. Four doses are acceptable if dose 4 given after age 4 years. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.

Poliomyelitis (IPV/OPV): Four doses required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 -18 months, and dose 4 must be given 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry. Students enrolled in Grade 6-12 with a complete minimum interval Polio series do not need to be recalled for additional doses. Guidance found on the back of the KCI and School Requirements FAQ:

<http://www.kdheks.gov/immunize/schoolInfo.htm>

Measles, Mumps, and Rubella: Two doses required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum age is 12 months of age and interval between doses may be as short as 28 days.

Hepatitis B: Three doses required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.

Varicella (chickenpox): Two doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3 month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older a 28 day interval

between doses are required. Please note that regardless of students' age, if first dose is at 12 months of age with 2nd dose 28 days after 1st dose, both doses are valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found at K.S.A. 72-5209

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

Meningococcal (MCV4): One dose *recommended* at 11 years of age with a booster dose at 16 years of age.

Human Papillomavirus (HPV): Three doses *recommended* at 11 years of age.

Influenza: Annual vaccination *recommended* for all ages > 6 months of age; number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers and parents are key to the success of protecting our children and communities from vaccine preventable disease. Thank you for your dedication.

CLOTHING AND WEATHER CONCERNS

Students may wear shorts throughout the school year when outside temperatures are warm. Summer-type shirts are acceptable; however, no half shirts should be worn. **NO SHORT SHORTS OR SKIRTS** . Shorts and skirts must be long enough that when the student holds their arms at their side their fingertips reach the hemline.

Winter conditions require warm winter clothing, for health and safety reasons. The staff utilizes the out-of-doors for recess even during cold temperatures; therefore, students need coats, hats, gloves, and overshoes to keep warm.

APPROPRIATE DRESS FOR SCHOOL

Students are to dress for school in a manner that will allow them to sit, stand, walk, or run comfortably in all areas of school. Clothes and hairstyles should not interfere or distract from the student's learning or the learning of others.

General guidelines:

- "Muscle" type shirts may be worn with t-shirts underneath.
- Girls are encouraged to wear shorts under skirts for playground and PE class.
- Shoes should be appropriate for play. **Flip-flops, sandals and marking soles are not allowed in PE class.** PE-only shoes may be kept at school.
- Tops should be long enough to cover the waistband of jeans, shorts, etc.
- No undershirts or camisoles may be worn as regular shirt.

SCHOOL MEALS

Breakfast is available for all students at the elementary school. Non-bus students may eat breakfast from 7:45-8:05 a.m. Bus students may eat from 7:50-8:10 a.m.

The elementary school has a closed lunch hour. Every student is expected to buy a school lunch or bring a sack lunch from home. No excessive amounts of junk food should be brought with a sack lunch as well as **no soda pop**. The lunch serving line will finish serving participants by 12:15 p.m. each day. If your child is absent and returns to school mid-day, make appropriate lunch arrangements.

A carton of milk is served with all meals. A carton of milk with a sack lunch or a second carton of milk is \$.25. If students cannot have milk due to an allergy or health reason, a note from a

physician must be brought to the school office to be placed on file, and an alternate beverage will be provided.

Meals are to be pre-paid and then deducted from a student's meal account. Payments should be brought to the office, not through the lunch line. Students and parents will be notified when another deposit needs to be made. **No more than 5 charges will be allowed for each meal account.** Families with limited resources may apply for free or reduced price meals. This application must be made to the building principal and evaluated by Central Office. The request will be granted or denied in accordance with federal and state regulations. All requests are kept confidential by building administration.

DISCIPLINE

Discipline at the elementary school is based on the following principles: Discipline shows students what they have done wrong, gives them ownership of the problem, teaches them how to solve the problem, and leaves their dignity intact.

Any pupil who intentionally or accidentally destroys or damages any school property will compensate for such damage and may be suspended from school.

PLAYGROUND RULES

1. No fighting.
2. Respect the rights of others.
3. Stay out of the tree row
4. Use equipment the right way:
 - No climbing on up the slides
 - You must sit on the swings (no standing)
 - No hanging on the basketball goal
 - No throwing rocks/sticks and do not bring rocks inside the school
5. No toys or sports equipment should be brought from home to use at school unless approved by the principal. Play equipment is provided.

ELEMENTARY SITE COUNCIL

The Elementary Site Council is an advisory committee composed of parents and staff that meet to discuss future planning for the elementary school.

PARENTS AND TEACHERS TOGETHER

PATT is an acronym for Parents and Teachers Together. The purpose of the PATT organization is to promote a partnership between students, teachers, parents, and community. The PATT organization strives to create effective communication, thereby enhancing education for children. PATT is a valuable link because it provides another avenue for active participation. Although fundraising is not PATT's primary goal, it allows the organization to make contributions impacting students at MES. Membership in PATT automatically includes all parents and guardians who have children enrolled at MES.

Title 1 Annual Notification

Parents Right-To-Know Title I Annual Notification Moundridge Elementary School 2018-2019

This notification is provided to inform you of your right to request the following specific information concerning the school and teachers:

Parents may request information regarding the professional qualifications of their child's/children's classroom teachers and paraprofessionals.

Professional qualifications include:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

All teachers at Moundridge Elementary meet the above criteria. Each one is licensed for the grade levels and subject areas being taught. Each one has a baccalaureate degree and none are teaching under an emergency or provisional waiver. The Paraprofessionals, who work under the direction of the Title I and classroom teachers, meet required qualifications for the position.

As a parent you will be contacted by the school if your child is taught by a "non-highly qualified" teacher for four continuous weeks or more.

As a parent you have the right to request your child's state assessment scores. You have a right to obtain the school and school district state reports cards. This may be found at www.usd423.org.

Parent-School Compacts

Schools receiving Title I funds are required to make a Parent-School Learning Agreement available. This Parent-School Compact is provided annually during online enrollment.

Kansas Multi-Tier System of Supports (MTSS)

As part of our Title 1 program, Moundridge Elementary uses the 3-Tier Reading Model. This model consists of three tiers or levels of reading instruction. *Movement through the tiers is a dynamic process, with students entering and exiting as needed.*

Tier 1 is comprised of three elements and ALL elementary students are part of Tier 1:

1. Our core reading program, Scotts Foresman Reading Street, is grounded in scientifically based reading research.
2. We will do benchmark testing (AimsWeb) of all kindergarten through fourth grade students to determine instructional needs at least three times per year (fall, winter, and spring). Progress monitoring weekly, bi-weekly, and/or monthly will ensure that we are targeting individual needs of each student.
3. We will have ongoing professional development to provide teachers with the necessary tools to ensure every student receives quality reading instruction.

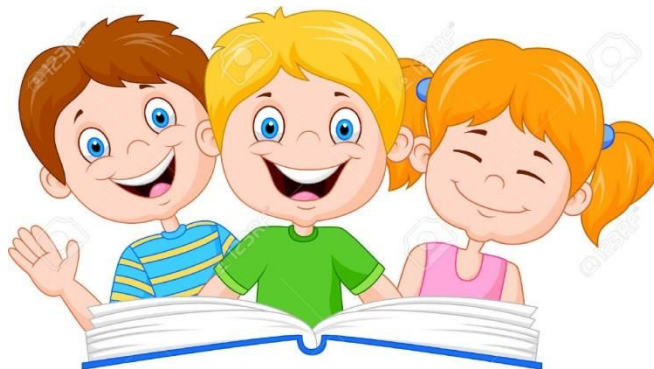
Tier 2: Supplemental Instruction (Power Reading)

Tier 2 is designed to meet the individual needs of students by providing them with additional small-group reading instruction daily. During Power Reading time your child will move to a smaller group of students who have similar needs. A certified teacher will create specific guided reading lessons to meet their needs. All elementary students receive Tier 2 services as well.

Tier 3: Instruction for Intensive Intervention

A small percentage of students require more support in acquiring vital reading skills than Tier 2 instruction can provide. For these students, Tier 3 provides instruction that is more explicit, more intensive, and specifically designed to meet their individual needs.

If you have questions or would like to request further information, please feel free to contact Ms. JoAnn Browne, Principal at (620) 345-5500, ext 403.



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USD 423 BOARD POLICIES

Sexual Harassment

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or to the harassment occurs on school grounds.

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

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

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

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

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

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually. *Approved: November 12, 2001*

Racial Harassment: Students

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial Harassment is racially motivated conduct which:

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

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

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member.

Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student

may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

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

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

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

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

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

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