



WINFIELD ELEMENTARY SCHOOL

STUDENT HANDBOOK



IRVING



LOWELL



WHITTIER



COUNTRY VIEW

2026-2027

2026-2027

ELEMENTARY STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

Mission Statement & Board of Education	2
Administrators and Support Services	2
Attendance Map	3
General Information	3-4
Transportation	5-6
Enrollment	6
Student Information	6
Attendance Policy	7-10
Grading System	10
Health Information	10-14
Student Conduct & Expectations	14-15
Behavior Code & Discipline	15-17
Acceptable Use Policy	17-19
Legal Rights	19-21

Emergency Safety Intervention	21-23
-------------------------------------	-------

Asbestos Information	23
----------------------------	----

The USD 465 Board of Education will be reviewing Board of Education policies and student outcomes during the school year. The policies and/or outcomes in this handbook may be revised during this process. The revised Board of Education policies and/or outcomes will take precedence over those stated in this handbook.

An Equal Employment/Educational Opportunity Agency

USD 465 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Superintendent, 1407 Wheat Rd., Winfield, KS 67156.

WINFIELD PUBLIC SCHOOLS USD 465

MISSION STATEMENT

Developing responsible citizens for the future.

VISION STATEMENT

USD 465 will be known for a student-centered approach in creating dynamic and engaging citizens.

BOARD OF EDUCATION

Kinnie Ledford, President kinnie_ledford@usd465.com

Jalaine Richardson jalaine_richardson@usd465.com

Roy Andreas roy_andreas@usd465.com

Andrea Ball andrea_ball@usd465.com

Gregg Follmer gregg_follmer@usd465.com

Sarah Morton sarah_morton@usd465.com

Ed Trimmer ed_trimmer@usd465.com

WINFIELD PUBLIC SCHOOLS & COWLEY COUNTY SPECIAL SERVICES COOPERATIVE ADMINISTRATION & SUPPORT SERVICE

Superintendent

Tricia Reiser 221-5100

Assistant Superintendent

Phillip Bressler 221-5100

Elementary Principals

Jeff Everett, (IR) 221-5140

Desaree Groene, (CV) 221-5155

Joe Krumpak, (WH) 221-5150

Janci Ramirez, (LO) 221-5136
Ashley Schneider, (WELC) 221-5170

Director of Special Services Cooperative
Zachary Lawrence 221-7021
Assistant Director Special Services Coop.
Deana Waltrip 221-7021

Director of Teaching and Learning
TBD 221-5100

Elementary School Social Workers
Stephanie Bodkins (WH) 221-5150
Sarah Bowman (IR) 221-5140
Kristi Moore (CV & WELC) 221-5170
Karon Toon (LO) 221-5136

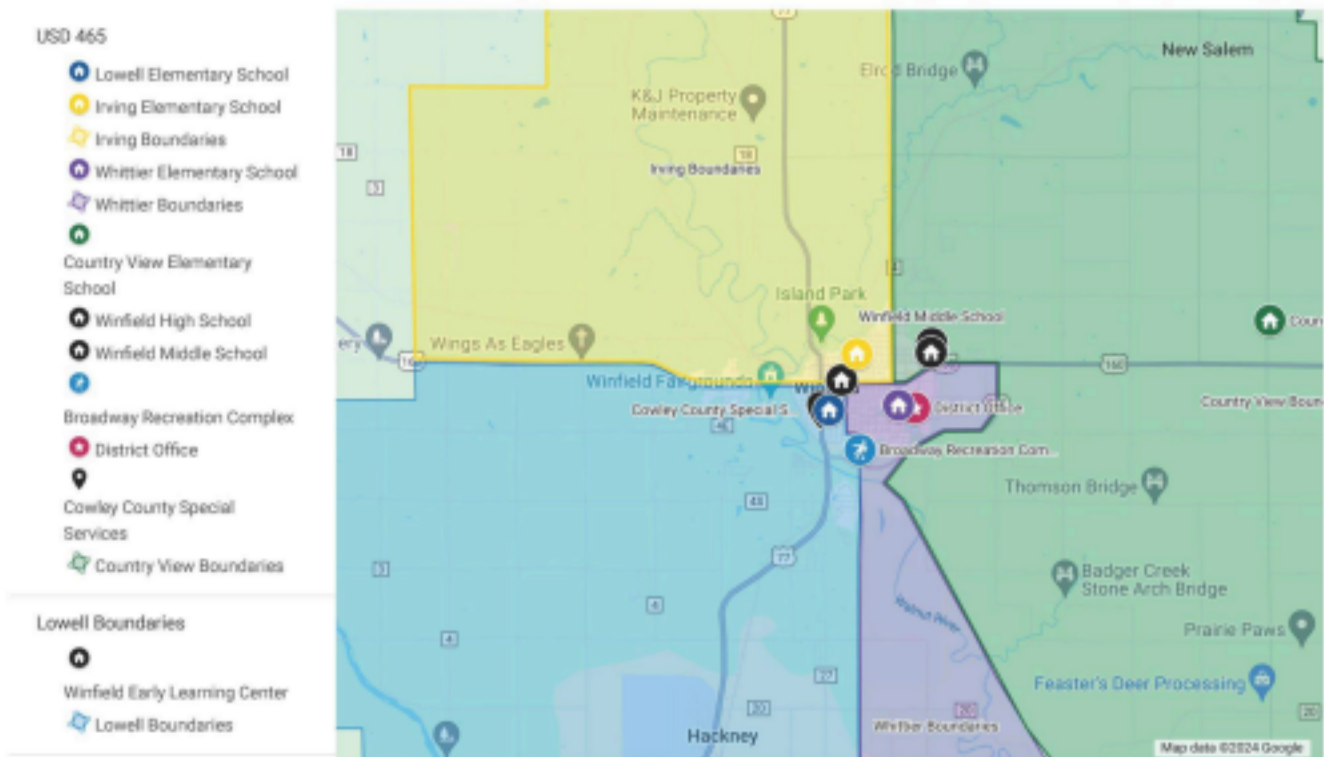
Nurse Coordinator
Felicia Mettling, RN 221-5130

ELEMENTARY BUILDING STAFF

Photos and contact information for elementary staff can be found on building websites.

Country View <https://countryview.usd465.com>
Irving <https://irving.usd465.com>
Lowell <https://lowell.usd465.com>
WELC <https://welc.usd465.com>
Whittier <https://whittier.usd465.com>

USD 465 DISTRICT BOUNDARIES



GENERAL INFORMATION

SCHOOL HOURS

School hours at the elementary buildings are 7:55 AM - 3:30 PM.

School office hours are 7:30 AM - 4:30 PM. Students are not allowed in the building until 7:30 AM.

CANCELLATION OF SCHOOL

School will ordinarily be in session regardless of the weather. School cancellations will be made over local radio stations and news outlets, district facebook page and the schoolwide alert system.

BREAKFAST/LUNCH MEALS

Students who do not have the money to buy their lunch should bring a sack lunch. Parents may apply for free or reduced meals by filling out an application on the district website. Students may not have more than a negative \$ 25.00 balance. The building secretary will monitor account balances and notify parent(s)/guardian(s) if meal charges have exceeded negative \$25.00 (or \$2.00 for students who qualify as reduced pay). Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal. For additional information please refer to *BOE Policy EE*.

PARENT/TEACHER CONFERENCES

Parent teacher conferences will be held twice during the school year. Once in October and once in February. Notice of conference times will be sent to parents. Parents are highly encouraged to attend these important meetings.

SCHOOL VISITS

The board encourages its patrons and parents to visit the district schools. Visits to school should be scheduled with the teacher and building principal. For the safety and protection of the students, we ask that all visitors please check in at the office when entering the building to pick-up an identification badge.

PERSONAL EQUIPMENT & ANIMALS

Personal materials should be left at home or stored in the student's backpack prior to them entering the school building. These items should not be out of backpacks during the school day. The students will assume responsibility for any items brought to school. With prior approval of the building principal/designee, animals may be brought to school for instructional purposes.

BICYCLES, SCOOTERS, SKATES, SKATEBOARDS, SHOES WITH WHEELS Skates, skateboards and shoes with wheels are not permitted. Children may ride bicycles or scooters to school. When they reach the school ground they are to get off the bicycle or scooter and walk it to the parking area, where it should be securely fastened to the bicycle rack. All bicycles and scooters are to be parked in the bicycle racks provided. Students are not to ride bicycles, skateboards, or scooters on school property.

CLASS PARTIES & FIELD TRIPS

Parent permission will not be required for any trips taken within the school district. Parent signatures are required granting permission for students to participate in field trips outside of the district. Students will be expected to travel to and from school sponsored events in school operated vehicles. Exceptions can only be approved by administration and must be made in writing 24 hours in advance. Parents wishing to supervise on field trips must notify the classroom teacher and complete a volunteer form to give permission for a background check at least one week before the field trip.

TRANSPORTATION

BUS TRANSPORTATION

Unified School District #465 provides bus transportation for all children that live two and one-half (2 ½) miles or more from their attendance center.

BUS GENERAL INFORMATION

Providing transportation is a team effort between bus drivers, students, and parents. It takes all of us working together to get students to and from school and home safely and on time.

- Students should not wait for the bus in the traveled portion of the roadway.
- Students who must cross the roadway after departing the bus should cross approximately 10 feet **in front**

of the bus after the driver signals “all clear”.

- Students should be on time in meeting the bus. The bus will wait no longer than 1 minute.
- Students who are not going to ride the bus in the morning should call the Bus Barn (221-5145) and inform the transportation supervisor.
- Students who do not ride the bus for 2 consecutive mornings and **have not notified** transportation will not be picked up again until they have notified transportation.
- When a child is going home with another student or to a different location, the school and bus driver must receive a note or call from the parents of both children. If both notes are not received the student(s) will be sent to his/her regular stop.

BUS RULES & PROCEDURES

The following regulations should be observed with regard to school bus routes:

1. The driver is in charge
2. While on the bus, students must:
 - a. Keep the aisles clear
 - b. Be in their assigned seats, if seats are assigned.
 - c. Talk quietly to other students.
 - d. Not talk to the bus driver.
 - e. Not be a part of horseplay or fighting.
 - f. Keep arms and other objects inside the bus.
3. Students will be expected to move immediately away from the unloading area after getting off the bus.
4. Each student is to be ready for school when the bus arrives.
5. All buses will load and unload in the west parking lot in the designated area. 6. All school rules are in effect during bus transportation.

Student Conduct and Discipline

Students are considered to be under school rules from the time they board the first bus in the morning until they leave the final bus at the end of the day. Students are under the supervision of the bus driver, bus aide, or bus stop monitor while riding the bus or waiting at a supervised stop.

Discipline Process

1. **Initial concern**: The driver contacts the parent/guardian about the concern and notifies the Director of Transportation. The Director will record the initial concern.
2. **First written report**: The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with the student and contacts the parent/guardian to review the matter and any disciplinary action taken, as well as outlining consequences for future infractions. The principal shall reply all with any disciplinary action taken and the consequence of a future infraction.
3. **Second written report**: The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with

the student, the parent/guardian, and the driver or aide to review the matter and any disciplinary action taken, as well as outlining the suspension of riding privileges. The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.

4. **Third written report:** The report is sent to the principal. The principal meets with the student, the parent/guardian, the driver or aide, and the director of transportation to review the matter and any disciplinary action taken, as well as outlining the timeline and any requirements of the student for reinstatement of riding privileges. The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.

Building principals may, at their discretion, and in collaboration with the Director of Transportation, skip steps as outlined above based on the nature and severity of the infraction.

ENROLLMENT

PROOF OF NAME & ADDRESS

Proof of Address: Acceptable documents include a current utility bill (gas, water or electric) showing the student's address, or a current rental or purchase agreement. If these documents are not available, an affidavit signed by the parent or the enrolling adult will be accepted. **Proof of Name and Age:** Acceptable documents include birth certificate, baptismal certificate, family Bibles that dutifully record births and deaths, or other hospital documents or certificates. An affidavit filled out by the enrolling adult, attesting to the child's name and age, will also be accepted.

IMMUNIZATION & HEALTH ASSESSMENT

Kansas requires all children entering school for the first time in Kansas to provide their immunization records prior to admission to and attendance at a public school. A health assessment is now required for school entry for children through 8 years of age who have not previously enrolled in a Kansas school.

STUDENT INFORMATION

STUDENT DEMOGRAPHIC INFORMATION

Notify the school office of any changes in the student's home situation. This includes changes in home/cell phone numbers, home address, parent's place of employment, custody changes, and emergency contacts. Please notify the school if there is a person not permitted to take your child, or if there is joint custody of your child.

USD 465 ATTENDANCE POLICY

Absences and Excuses

USD 465 is dedicated to collaborating with parents and guardians to ensure regular school attendance for all students. Ensuring your child arrives at school on time every day is crucial for academic success. According to KS Statute K.S.A. 72-3121 school attendance is mandatory (see statute below).

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Chronic Absenteeism: According to the Kansas State Department of Education (KSDE), “being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.” Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Notification Procedures: Guidelines for notifying parents on the day of a student’s absence shall be published in the student handbook.

Excused/Unexcused Absences:

The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence: Parents may excuse students up to ten (10) absences per year without documentation from a health care provider. Subsequent absences will be considered unexcused unless supported by a healthcare provider’s note, except in cases of hospitalization or long-term illness under a physician’s care. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

***K.S.A. 72-3121 (d) (1):** Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.*

USD 465 Excessive Absence/Truancy Procedure

Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive (in a row) unexcused absences	Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.

5 unexcused absences per semester	Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.
7 unexcused absences per year	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.
10 excused or unexcused absences	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments: Appointments after exceeding the district's absence limit require verification by appointment card. Students are typically excused for a maximum of half-day per appointment to minimize class disruption.

School-Sponsored Activities: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all buildings (grades pre-K-12).

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

REPORTING ABSENCES & DISMISSAL CHANGES

Parents are asked to notify the office by 9:00 AM when their child is absent. Make sure that your child knows who will be picking them up from school or the bus stop. If your child is to go to a daycare provider following the school day, please see that the child is aware of those arrangements prior to their leaving the school in the morning. Changes to a child's regular arrangements must be called into the school office by 3:00 p.m.

TARDIES

The school day starts at 7:55 a.m. If a child arrives at school after that time, they are considered tardy. Arriving late to school constitutes a tardy. Students must report to the office when coming late to school or leaving during the school day. Students who leave campus without permission will be subject to disciplinary action.

EXCUSED ABSENCES

❖ Personal illness and professional appointments.

- ❖ Serious illness or death of a member of the family.
- ❖ Emergencies requiring the student's services or presence at home.
- ❖ Obligatory religious observances.
- ❖ Participation in a district-approved or school-sponsored activity.
- ❖ Absences pre-arranged by parents and approved by the principals.
- ❖ Students of active duty personnel shall have additional excused absences at the discretion of the district for visitations relative to leave or deployment.

ABSENCES IN ADVANCE

Absences necessary for non-school-related reasons such as family trips, college visitation, church, or other conventions must be arranged in advance in the office.

RELEASING CHILDREN FROM SCHOOL

Building principals shall only release a student during the school day with a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student or if the safety of student(s), staff members(s), or others would be endangered by orchestrating the student's release from school, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

TRUANCY

Prior to reporting any student to the Cowley County Truancy Program, a letter shall be sent to parents notifying them of the school's intent.

Any absence from school, other than for illness, is discouraged. Parents/guardians are asked to notify the office with an explanation of their child's absence either before the absence, before 9:00 a.m. the day of the absence or contact the school the following day with a call or note explaining the absence. When a student is absent from school, if a parent/guardian has not contacted the school on or before the day of the absence, an attempt will be made by the school to contact the parent/guardian to determine the reason for the absence.

According to the Kansas state law, a child is truant when such child has three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30 the following year.

Prior to reporting truancy to either the local Division of Family Services (DFS) office (if student is under 13) or Cowley County Attorney (if student is 13 or over), a letter shall be sent to the student's parent(s)/guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

GRADING SYSTEM

The district shall have methods for assessing and reporting the quality of student academic progress to parents or guardians as approved by the board. Information shall be published in appropriate handbooks. *BOE Policy IHA*

GRADE REPORTING

POWERSCHOOL is required for teachers to report grades for each nine-week grading period. Students who enter a class during the nine-week period should have a grade from either the previous class or the school from which they transferred. (Transfer grades may not be immediately available.) Teachers are required to update their POWERSCHOOL grade book weekly.

GRADING SCALE K-2 & SPECIALS K-5

Academic Key:	1	2	3	4	Blank Box- Not assessed
	Does not Meet the Standard	Approaches the Standard	Meets the Standard	Exceeds the Standard	Not assessed at this time.

GRADING SCALES 3-5

A point system will be used.

The district grading scale is as follows:

A= 90 to 100

B= 80 to 89

C= 70 to 79

D= 60 to 69

F= Below 60

HEALTH INFORMATION FOR PARENTS & STUDENTS

All information regarding health, wellness, and safety is available through the district website in the location below. Students and staff shall follow the guidelines for readmittance to school following communicable diseases in order to stop disease transmission and prevent outbreaks. Kansas law (K.S.A. 65-122) directs exactly how we must work to control the spread of communicable disease. USD 465 follows the Classroom Handbook of Communicable Diseases.

USD 465 - Winfield Re-admittance Policy

Following Communicable Disease

Students and staff shall follow the guidelines for readmittance to school following communicable diseases in order to stop disease transmission and prevent outbreaks. Kansas law (K.S.A. 65-122) directs exactly how we must work to control the spread of communicable diseases.

USD 465 follows the Kansas Classroom Handbook of Communicable Diseases authored and provided by the Infectious Disease Epidemiology and Response Section within the Bureau of Epidemiology and Public Health Informatics at the Kansas Department of Health and Environment (KDHE) and is available on the KDHE website.

*K.A.R. 28 1-5: When the conditions of isolation and quarantine are not otherwise specified by regulation, the isolation and quarantine of persons afflicted with or exposed to infectious or contagious diseases shall be ordered and enforced by the local health officer or the secretary of health and environment in order to preserve the public health, safety, or welfare.

Children with a fever (temperature greater than 100°F) should not come to school until they are fever free for at least 24 hours without fever reducing medication.

- ❖ Vomiting and/or diarrhea (≥ 2 episodes): May return 24 hours after symptoms resolve.
- ❖ Streptococcal Infections (strep throat/impetigo): May return 24 hours after the initiation of appropriate prescribed therapy.
- ❖ Respiratory Viral Infections (COVID-19, RSV, Influenza): May return when fever free at least 24 hours without fever reducing medication and improvement of symptoms (reduction of cough, body aches, and headache)
- ❖ Pertussis (Whooping Cough): Infected persons may return upon completion of prescribed antibiotic therapy. Otherwise, remain in respiratory isolation for 3 weeks if untreated.
- ❖ Ringworm (Tinea): No exclusion if receiving treatment and taking measures to avoid skin-to-skin contact until skin lesions are completely healed.
- ❖ Conjunctivitis, Bacterial (Pink-eye): May return to school once any prescribed therapy is implemented.
- ❖ Hand, Foot, and Mouth Syndrome (Vesicular stomatitis): No exclusion, however, children with fever and rash should stay home until 24 hours fever free.
- ❖ Fifth Disease (Erythema Infectiosum): No exclusion - may return immediately. Once rash appears, they are no longer contagious.
- ❖ Scabies: May return to school 24 hours after initiation of prescribed antiparasitic therapy.
- ❖ Head Lice: No exclusion - students are sent home at the end of the day and must be treated before returning the following day.
- ❖ Bed Bugs: No exclusion, however, seek pest control treatment and notify the school nurse.

CHRONIC HEALTH CONDITIONS

Please inform the school nurse of any chronic health condition and all emergency medications prescribed for your child. Please keep your school nurse updated on your child's health status, such as surgeries, any new diagnosis and/or other health conditions that may affect your child's academic success.

In accordance with HB 2008, injectable epinephrine (Epi-pen) may be kept at school for use in the presence of potential anaphylaxis (life-threatening allergic reaction). If the Epi-pen is administered, an immediate call to 911 and parents will be made. A physician's order is required for this medication. Please contact your school nurse for the Epi-Pen form that parents and the student's physician will need to sign.

MEDICATION POLICY

DISPENSING OF MEDICINE AT SCHOOL

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

Administrative Procedure:

1. A student is eligible to take medication at school if it is to be given at a specific time during the school day or if it is to be given more than three times a day. When medication is prescribed three times daily, the medication should be given *before* coming to school, *after* returning home from school, and *before* going to bed.
2. All student medications must be administered under the supervision of the school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, written requests will be submitted to the student's school signed and dated by both the lawful custodian and licensed physician/dentist containing the following information:
 - a. Name and birth date of student to receive medication
 - b. Diagnosis/reason for medication
 - c. Name of medication to be given
 - d. Dosage/amount to be given (A new physician/dentist written order will be required for dosage changes.)
 - e. Times to be given
 - f. Method of administration
 - g. Expected duration of treatment.
 - h. Lawful custodian signature must authorize school health services personnel to exchange information with prescribing physician/dentist and personnel from the dispensing pharmacy.
 - i. Medication authorization form may be obtained from the school nurse or downloaded from the district website.
 - j. The physician order must be updated at the beginning of each school year and dated not prior to May 1 of the previous school year.
3. Short term prescription medication:
 - a. This includes medication that will be given for less than 10 school days such as antibiotics, steroids, etc. Parent signature will be required for administration. Current prescription label (dated within the current school year, and not expired) may be used as a substitute for the primary healthcare provider's written authorization.
4. Self-administration of medications:
 - a. Students with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires written lawful custodian and physician signature including information as listed in #2, and information that describes the conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc
 - b. Self-administration authorization form may be obtained from the school nurse or downloaded from the district website.
5. Lawful custodians are responsible for:
 - a. Verbalizing request for medication order to school nurse
 - b. Obtaining physician or dentist order
 - c. Supplying medication in the original container
 - d. Authorizing school health service personnel to exchange information with the attending physician and personnel from dispensing pharmacy
6. The School Nurse is responsible for:

- a. Keeping medications in a locked cabinet.
 - b. Counting all regulated medications when received.
 - c. Initiating a medication order
 - d. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas Board of Nursing.
 - e. Observing students for desired and potential effects.
 - f. Completion of necessary medication documentation.
 - g. Providing necessary feedback to lawful custodian and physician.
7. Termination of Medication:
- a. Short term medication: The medical plan will be terminated when medication supplied by the lawful custodian has been administered.
 - b. Long term medication/PRN (as needed): During the school year the termination of a medication plan by the lawful custodian, prescribing physician or school must be by written or verbal notice.
8. Over-the-counter (OTC) medications:
- a. Grades Pre-K-5th grade will require written authorization from lawful custodian and licensed physician/dentist.
 - b. In addition, these rules apply:
 - 1. All medication is to be carried in its original container
 - 2. At no time should a student give medication to another student
 - 3. The principal may revoke the self-administration privilege of any student found to be in violation of the policy
9. The school nurse or designee will count and record all regulated meds upon receiving.
10. Only FDA approved prescriptions and over the counter medications may be administered by school personnel.
11. In accordance with state law, injectable epinephrine is stocked at student buildings by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

SCREENINGS

Vision and Hearing Screenings are conducted by the Nursing Staff of USD 465. Early detection of vision or hearing problems is critical to help students be ready to learn.

Vision Screening

Students to be screened are:

- Annually for every child participating in IDEA part B (students ages 3-5 receiving Special Education services)
- Kindergarten, 1st, 2nd, 3rd, 5th, 7th and 10th grades
- Students new to the district
- Parent or teacher request

Hearing Screening

Students to be screened are:

- Annually for every child participating in IDEA part B (students ages 3-5 receiving Special Education services)
- Kindergarten, 1st, 2nd, 5th, 8th and 11th grades
- Students new to the district
- Parent or teacher request

Parents will be notified of failed screenings and given referral information. Please notify the School Nurse of the results of any follow up care. A signed release must be on file for those students exempt from screening per parental request.

STUDENT CONDUCT & EXPECTATIONS

STUDENT DRESS AND APPEARANCE

Styles which are disruptive will not be allowed. Clothing or other apparel that promotes and/or advertises alcohol, tobacco, illegal substances, profanity, insinuation of profanity, sexual connotations and/or are demeaning toward race, religion, creed or sexual orientation are prohibited.

Shoes must be worn. Skirts and shorts must provide appropriate coverage.

BEHAVIOR EXPECTATIONS

1. Students have primary responsibility for their actions. We expect students to demonstrate self- control.
2. Students must observe the rules of the school for their own security and that of others.
3. Students are expected to follow classroom rules established by the teacher(s).

A student shall not use any conduct intentionally to cause the substantial and material disruption of any lawful function of the school. Neither shall the engagement of other students in such conduct be encouraged.

BULLYING POLICY

Bullying by students, staff, parents and patrons is prohibited by Board of Education policy. Please see the USD 465 website to access the Bullying & Harassment Policy.

CELL PHONE/PERSONAL ELECTRONIC DEVICES

No personal electronic devices are to be used during school hours. This includes but is not limited to cell phones and smartwatches.

HARASSMENT

Harassment will not be tolerated in the school district. Harassment occurs when one or more individuals engage in behavior against another individual(s) that has the effect of creating an abusive, offensive, threatening, intimidating, exploitative, or hostile school environment. This includes bullying, sexual harassment, racial harassment, communication harassment, and discrimination of any kind.

Communication harassment includes electronic harassment, verbal harassment, telephone harassment, or use of any other communication media to harass another. 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.

When acts of harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Any student who believes that he or she has been subjected to harassment

should discuss the alleged harassment with the building principal/designee. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

BEHAVIOR CODE & DISCIPLINE

We believe:

1. Students are responsible for their actions. We expect students to demonstrate developmentally appropriate behavior and self-control. We understand this is an ongoing learning process.
2. We expect students to observe the rules of the school for their safety and the safety of others.
3. Students are expected to follow classroom social contracts and rules established by the classroom teacher.

NON-NEGOTIABLES

Policies

- ❖ **Weapons:** No student may possess a dangerous weapon or replica, or use any object to harm or threaten any person.
- ❖ **Drugs:** No student may possess, sell, distribute, or use any illegal drug, alcohol, or tobacco product.
- ❖ **Violence:** No student will engage in any violent act or threaten any person's safety or life.

General Behavior

- ❖ Aggressive behavior with the intent to harm
- ❖ Chronic disruption/disrespect
- ❖ Abusive language/threats of harm

These rules apply on all school properties at all times, and at all school-sponsored activities. Consequences for violating any of these rules are listed in School Board Policy JCDA-JCDBB (available at any school office and on the web at <http://www.usd465.com>) and range from suspension from classes to expulsion from school for up to one year.

The Handbook includes common language and standard procedures for building administrators. This is a guide for practice and consistency, but may be adapted when considering the variables of each situation.

WEAPONS & DESTRUCTIVE DEVICE

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

- ❖ On the school grounds during, before or after school hours;
- ❖ On school grounds at any other time when the school is being used by any school personnel or group; or
- ❖ Off the school grounds at a school activity, function or event.

ALCOHOLIC BEVERAGES, DRUGS, CONTROLLED SUBSTANCES & NARCOTICS

A student will not knowingly possess, use, distribute or be under the influence of illicit drugs and alcohol of any kind:

- ❖ On the school grounds during, before or after school hours;
- ❖ On school grounds at any other time when the school is being used by any school personnel or group; or
- ❖ Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription (for prescribed person and prescribed quantity) from a

registered physician shall not be considered a violation of this rule, unless used outside of prescribed conditions.

PHYSICAL VIOLENCE ON SCHOOL EMPLOYEE, STUDENT OR VISITOR

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

- ❖ On the school grounds during, before or after school hours;
- ❖ On school grounds at any other time when the school is being used by any school personnel or group; or
- ❖ Off the school grounds at a school activity, function or event.

TOBACCO/VAPE/VAPE PEN/E-CIGARETTES/ANY NICOTINE DELIVERY SYSTEM

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned and operated by the district and in school vehicles. Disciplinary action will be taken as indicated in the USD 465 Discipline Handbook.

CONSEQUENCES FOR VIOLATIONS

❖ **ALTERNATE RECESS** is the removal of a student from free recess time to another activity that allows for physical activity but is not directly engaging with other students.

❖ **IN-SCHOOL-SUSPENSION (ISS)** is assigned for violations of behavior expectations. infractions. This may involve anywhere between 1 to 10 days. All procedures and policies related to ISS are included in the U.S.D. 465 Board of Education Policy. ISS is served in a supervised location, typically the main office.

❖ **OUT-OF-SCHOOL-SUSPENSION (OSS)** is assigned for major or repeated violations of student expectations. This may involve anywhere between 1 to 10 days. All procedures and policies related to OSS are included in the U.S.D. 465 Board of Education Policy. If a student is suspended from school, he/she cannot represent USD 465 in any activity or attend any USD 465 events.

❖ **LONG-TERM SUSPENSION:** A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory

❖ **EXPULSION:** An expulsion extends the period of exclusion for up to 186 school days.. Parental notification is mandatory.

❖ **NO CONTACT AGREEMENT:** A mutual agreement between two students to avoid interaction with one another.

PARENTAL NOTIFICATION/NOTICE: In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. *K.S.A. 72-9802(c)*

CORPORAL PUNISHMENT: No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct. Provided, however, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

SEARCH OF STUDENTS

The building administration is allowed to search students, backpacks, binders, and desks in order to protect the safety of students under school jurisdiction. Student desks are the property of USD 465. The building administration may search any desk at any time if they believe the desk contains stolen, illegal or dangerous materials. If such material is found, it will be seized and turned over to the proper authorities. A search may be made without notice to the student to whom the desk is assigned. Drug dogs and metal detectors may be

used for search and seizure purposes at the discretion of the administration.

INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

Building principals/designees have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation will be conducted in a manner which minimizes interference with regular education or school activities.

School district employees are legally required by K.S.A. 38-1522 to report abuse and neglect when they suspect that it may be occurring.

ACCEPTABLE USE POLICY

As per Board of Education Policy IIBG-R, students are expected to adhere to the following guidelines when using services provided by the school through the Network and the Internet. Before a student is granted access to the district's technology network and the internet, students and parents must agree to comply with the USD 465 Acceptable Use and Internet Safety Policy, agreed upon during the enrollment process.

TECHNOLOGY USE

Although students will be issued a Chromebook to use for the duration of each school day, USD 465 retains full and complete ownership of the Chromebook device. Any student who transfers, withdraws or is expelled prior to the end of the school year will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by USD 465. Students will be responsible for any damages.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school.

- Students are responsible for all damages caused by liquid or food particles.
- Chromebooks are required to be left in the protective "always on" case.
- Never transport the Chromebook with the power cord plugged connected to the chromebook.
- The Chromebook must remain free of any writing, drawing, stickers and labels.
- Always transport Chromebooks with care and with the screen closed.
- Never lift the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
- Do not remove the USD 465 label and barcode from the chromebook.

CHROMEBOOK MONITORING

Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes.

The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use. Teachers and administration may at any time conduct a Chromebook audit. The student will immediately turn over their device for a Chromebook audit when requested.

DAMAGE OR THEFT PROCEDURES

- ❖ All Chromebook problems must be reported to the office.
- ❖ Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, “hacking” or creating, loading or sharing malicious software, scripts or code.
- ❖ In case of theft, vandalism or other criminal acts, a police report may be filed with the local police department.
- ❖ Chromebooks that are broken or fail to work properly must be reported to administration as soon as possible so that they can be taken care of properly. The Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.
- ❖ Cost of repairs are the responsibility of the student, and could be assessed up to the replacement cost of the Chromebooks.
- ❖ **Estimated repair costs:**
\$25 charger, \$25 keyboard (missing keys), \$95 screen, \$175 full replacement, \$45 outer casing, \$25 replacement case

EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times; including off-site use.

DOWNLOADING APPS & ADD-INS

- ❖ Students will not be allowed to download or delete apps on the device without prior approval.

MANAGING & SAVING DIGITAL WORK

- ❖ The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ❖ The school will not be responsible for the loss of any student work.

DIGITAL CITIZENSHIP

Students will receive Digital Citizenship training throughout the year as part of their Chromebook training. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not record and/or share images or video of others without their explicit permission. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

LEGAL RIGHTS

DISCRIMINATION

The Winfield Public Schools are committed to the belief that every student is entitled to quality education without prejudice or favoritism, regardless of sex, race, color, creed, economic status, or national origin. If there is any reason to believe a student is being discriminated against, the child's parents/guardians should contact the building principal/designee.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District 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 principal 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 student may ask USD#465 to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the

district decides not to amend the record as requested by the parent or eligible student, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding their 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.

The following are considered school official:

- persons employed by the district as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel)
- a person serving on the school board
- a person or company with whom the district has contracted to perform a special task (i.e. attorney, auditor, medical consultant or therapist)
- a parent or student serving on an official 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 district will disclose education records without consent of parents 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 district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office - U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

In accordance with the Family Rights and Privacy Act (Buckley Amendment); USD 465 has designated the following information as directory information:

1. The student's name.
2. The student's participation in officially recognized activities and sports.
3. The weight and height of members of athletic teams.
4. Dates of attendance and grade in school.
5. Degrees and awards (including honor rolls) received.
6. Most recent previous school district attended by the student.
7. Student photos for use in newspaper and district publications.

This information is considered public information which may be released by the school district without your prior consent. You have ten days from the date of this notice to inform your building principal/designee that any or all of the directory information should not be released.

OCR VOC/ED GUIDELINES

Civil Rights Comprehensive Notification for Winfield, Unified School District 465. In compliance with the Executive Order 111246; Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Unified School District 465, Winfield, Kansas shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Unified School District 465, Winfield, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

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

TITLE IX COORDINATOR SECTION 504 COORDINATOR
Assistant Superintendent, Phillip Bressler
1407 Wheat Rd., Winfield, KS 1407
(620) 221-5100

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to:

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

All students attending Unified School District 465, Winfield, KS may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age handicap, or sex.

EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

DEFINITIONS

- "Emergency Safety Interventions" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

- “Seclusion” requires all three of the following conditions to be met: (1) The student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement. “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

PROHIBITED TYPES OF RESTRAINTS

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communications;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - o Any device used by law enforcement officers to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment used to secure students during transportation.

TRAINING

All staff will be trained on Emergency Safety Interventions (ESI).

NOTIFICATION & DOCUMENTATION

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notifications must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

REPORTING DATA

District administration shall report ESI data to the state department of education as required. Local Dispute Resolution Process The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

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

Any such investigations must be completed within thirty (30) days of receipt of formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written finds of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

ASBESTOS INFORMATION

ASBESTOS

This school has complied with the federal Asbestos Hazard Emergency Response Act by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A management plan written, based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

Some asbestos-containing building materials remain in some school facilities. However, an operations and maintenance plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials until their ultimate removal.

The inspection results and management plan are available for review in the principal's office.