



TONGANOXIE
ELEMENTARY
SCHOOL
BRAVES

Student Handbook - 2018-19



TONGANOXIE
USD 464

ACADEMIC EXPECTATIONS

The staff at Tonganoxie Elementary School believes in high expectations and lifelong learning for all. Students and staff will be given opportunities for learning and growth, for which everyone is accountable and progress is monitored regularly. Teachers will prepare high quality lessons that will promote student engagement in the learning process, giving them an opportunity to learn at their level. TES will provide a safe, nurturing environment that supports students and their academic growth and success. Should students struggle academically, resources and interventions will be utilized to help them. A collaborative relationship between parents and teachers is a tremendous asset to helping students achieve maximum growth, not only academically, but socially and emotionally as well.

ARRIVAL AND DISMISSAL

School begins promptly at 7:55 a.m. The first morning bell rings at 7:50 a.m., and the second (tardy) bell rings at 7:55 a.m. Students are expected to be in their classrooms when the second bell rings at 7:55 a.m. Students are allowed to enter the building at 7:30 a.m. Those who arrive before 7:30 a.m. must wait outside the building. There is no adult supervision provided for students who arrive before 7:30 a.m. In the event students wish to purchase breakfast, they may go to the Commons Area, where breakfast is served from 7:30 a.m. to 7:55 a.m.

For safety concerns, only specific doors will be unlocked at arrival times. After the school day begins, all entrances will be locked except for the front entrance. The doors will not be locked from the inside, and students can get out at any time in case of an emergency.

Regular dismissal time is 3:10 p.m. Specific procedures and directions will be shared with parents before school starts through multiple means of communication. Please establish your child's after school plan with your child's teacher at the beginning of the school year. **THIS IS WHAT YOUR CHILD WILL DO EVERYDAY UNLESS A NOTE OR A PHONE CALL FROM THE PARENT IS RECEIVED DIRECTING OTHERWISE.**

We are concerned at all times with the safety of students en route to and from school. Students and adults are expected to use crosswalks at all times and to be dropped off in designated areas only.

Students lose academic time if they leave school before dismissal. It is preferred that students remain in school the entire day. All students leaving early must be signed out in the office before being released. Students leaving between 2:00 p.m. and 3:10 p.m. will be marked as tardy for the afternoon.

Note: Students will not be released to anyone other than their parents or designated care provider during or at the end of the school day without a written note or a phone call from the parents giving us permission to do so. This is for everyone's protection.

ATTENDANCE

There is a proven correlation between students' school attendance, achievement, and success in school. Irregular attendance or a pattern of tardiness disturbs the learning sequence, lessens interest, and reduces progress. School attendance is also the legal responsibility of the student and his/her parents or guardians. With the exception of illness, injury, an emergency, or other significant situation that cause a student to be late/tardy, it is our goal to consistently have all students in school on time and for the full day. ***Arriving after 9:15 a.m. or leaving before 2:00 p.m. constitutes one half-day absence.***

Parental Responsibilities Regarding School Notification

When your child needs to be absent from school, please do the following:

1. Call the school office prior to 9:15 a.m. Your call serves two purposes:
 - The school personnel will know that your child is safe at home.
 - The reason for the absence can be recorded in the school attendance files. (When the reason for the absence is unknown the absence is recorded as unexcused.)
2. Make arrangements for homework to be picked up.

You must contact a principal if a student will be absent for multiple days for a planned absence in order for the absences to be excused. Make-up work policy must be followed.

Make-Up Work

During extended absences, parents may request that make-up work be supplied. Please contact the school in advance to make these arrangements. Notifying teachers and allowing them time to organize materials usually requires one school day. Individual teachers will determine the time frame for returning the missed work based on the requirements of the task and the needs of both teacher and student.

Excused Absences

The following are acceptable reasons for an excused absence:

- Student illness (The administration reserves the right to require a note from a physician when a student misses more than three consecutive days due to illness.)
- Serious illness of an immediate family member
- Death of a family member
- Family emergencies

Unexcused Absences

Except for the above-mentioned excused absences, all other absences will be considered unexcused unless approved by the principal in advance. Examples of unexcused absences are oversleeping, hair appointments, missing the bus, car trouble, running errands, personal business, job interviews, staying home to work on homework, etc.

Excessive Absences - Six-day Limit

- Students will be limited to six excused absences per semester.
- Absences past the six day limit will not be excused unless verified by a licensed physician or approved in advance by the administration.
- Students who are hospitalized, suffering from a long-term illness (an illness of four or more days in a row), or have a chronic medical condition while under the care of a licensed physician will be exempt from the six-day limit.
- Appointment cards must verify doctor and dental appointments after the six-day limit.
- Students reaching four days of absence, and again at six days of absence, will have written communication sent home stating the number of days missed and the consequences of continued absenteeism.

TRUANCY

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever occurs first. Students who are absent without excuse for one or more class period(s) at the secondary level or one or more hours at the

elementary level shall have that time counted as unexcused. The school year means the period from July 1 to June 30. When a student becomes truant, the principal shall send a letter to the student's parent notifying him/her that the student's continued failure to attend school without a valid excuse shall result in the student being reported to the appropriate authority. This letter shall be sent before reporting the truancy to either the Kansas Department for Children and Families (DCF) if the student is less than 13 years of age, or the county or district attorney, if the student is 13 or more years of age but less than 18 years of age. (*BOE Policy JBE*)

BICYCLE USE

Rules must be followed when bicycles are ridden to school.

- Bicycles need to be walked when the rider is passing through a school crosswalk.
- Once on school grounds the bicycle must be walked and parked in the bicycle racks.
- Bicycles are to be walked whenever on school grounds.
- It is recommended that each bike be securely locked.

ENROLLMENT/ IDENTIFICATION OF STUDENTS

All students enrolling in the district for the first time shall provide required proof of identity in the form of a certified copy of their birth certificate, a certified copy of their passport, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families. However, students enrolling in grades 2-12 from another Kansas school may provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory as proof of identity.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify appropriate legal authorities as required by law and shall not notify any person claiming custody of the child (*BOE Policy JBC*).

BULLYING

Please refer to the Code of Conduct bullying section of this handbook.

BUS

Please refer to page the Code of Conduct transportation section of this handbook.

CALENDAR OF SCHOOL ACTIVITIES

Each year the Board of Education of Unified School District # 464 makes available to all patrons an online information and activity calendar. Please refer to this calendar for general information about the district, and for dates and times of school activities. To access the activity calendar, go online to the district website at www.tong464.org.

COLD AND INCLEMENT WEATHER

During our Kansas winter months, warm clothing and recesses are of concern to both parent and school. Recess is an integral part of the school day and proper clothing is an essential element.

The temperature of the air is not always a reliable indicator of how cold a person will feel outdoors. Other weather elements such as wind speed, relative humidity, and sunshine also exert an influence. These factors, combined with the type of clothing worn, all have an influence on how cold one will feel.

All students are expected to participate in recess unless they stay in because of a teacher or parent request. If you deem it necessary for your child to stay in at recess, you should send a note to your child's teacher. If a child is to be kept in for more than three consecutive days, a note from the child's doctor is requested. Generally, if a child is too sick to go outside for recess, they are too sick to be in school. There may be exceptions to this, but it is a good guideline.

Please make sure that you are sending your children to school with proper clothing for the cold weather.

NECESSARY ITEMS:

- Bring warm winter coat and/or layers of upper body clothing.
- Wear gloves or mittens.
- Bring hat, hood, or stocking cap.
- Wear warm socks and shoes/boots.

So that teachers and parents can have a common knowledge regarding recess, the following guideline will be used:

THERE WILL BE NO OUTDOOR RECESS at times when the temperature is 20 degrees or below, the wind chill index is 10 degrees or below, or there is a significant amount of precipitation. The National Weather Service website will be utilized when making temperature-based decisions.

COMPLAINTS OF DISCRIMINATION

The district is committed to maintaining a learning and working environment, free from discriminatory behavior in the form of insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Harassment of students or employees of the district by any person is prohibited. Students or employees who believe they have been subjected to harassment on the basis of discrimination should discuss the alleged harassment with the building compliance coordinator and/or principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of harassment from a student must report the complaint to the compliance coordinator and/or principal. The following individuals have been designated the compliance coordinators for their building:

Tonganoxie High School Assistant Principal
300 E. Hwy 24/40
Tonganoxie, KS 66086
(913) 416-1460

Tonganoxie Middle School Principal
824 Washington
Tonganoxie, KS 66086
(913) 416-1470

**Tonganoxie Elementary Assistant Principal
1180 S. East Street
Tonganoxie, KS 66086
(913) 416-1480**

**District Compliance Superintendent of Schools
330 E. Hwy 24/40
Tonganoxie, KS 66086
(913) 416-1400**

COMPUTER USAGE

Please refer to the Code of Conduct computer security section of this handbook.

CONFERENCES

Individual parent-teacher conferences are held twice a year (during the 1st semester and during the 2nd semester). Please check your district calendar each year to note these specific dates. Appointments are made through the school office, and parents are urged to take advantage of this time to discuss the work of their children. If parents are unable to meet during scheduled conference times, teachers are not required to reschedule outside of these dates. Due to time restraints during conferences, and in situations where parents are separated or divorced, please keep in mind that only one conference time slot will be scheduled for each child. Throughout the year, parents are encouraged to contact the teacher to discuss any concerns regarding their child's progress.

CRISIS SITUATION

In a crisis situation (intruder alert), the office will make an intercom announcement. This will signal for everyone to lock their doors. Students will be moved to a part of the room that is "out of the vision" of the door window. Teachers will take roll and be accountable for the students under their supervision. If we need to evacuate the building for a period of time, we will designate and instruct everyone to go to a safe location, depending on the situation. This place will also act as a pick-up site for parents.

DISCIPLINE

Each student has the right to have an opportunity to learn. With that right comes the responsibility to respect the rights and property of others, and to become actively and productively involved in his/her own education. To reinforce respectful behavior, Positive Behavior Supports (example: BRAVES hallway behavior) will be expanded within the school to other areas that would benefit—playground, lunchrooms, assemblies, etc. Students who do not respect the rights and property of others will be disciplined in a fair manner and should expect consequences for their misbehavior. Classroom teachers will advise students of specific classroom and school rules and consequences. Students should remember, however, that each member of the school staff has the right and responsibility to see that school rules are enforced. School Board Policy and the District's adopted Code of Conduct will be followed in all decisions regarding consequences for inappropriate school behavior.

EARLY DISMISSAL

When school is dismissed early due to inclement weather or other important situations, the district's automated calling system, Skylert, will be implemented as a tool to keep TES parents informed. Skylert generates the information from the enrollment form you have completed for your child. It is the responsibility of the parent/guardian to complete this request and keep it up to date.

It is imperative to let the office know immediately if there is a change to your home or cell number. Because you will be notified by Skylert, the school will not make a personal phone call to each child's family. Parents may also tune their radio or television to local Kansas City stations for this type of information. Unless we hear differently from a parent, students will follow normal routines for dismissal.

EMERGENCY DRILLS

Fire drills will be held once each month during the school year. Tornado drills will be held three times per year, and intruder drills once per quarter. Every classroom will also have a fire evacuation route and an alternate evacuation route in case their normal route is inaccessible. Every classroom will also have a designated tornado shelter area. A map(s) showing both fire evacuation routes and the designated tornado shelter area will be posted in a conspicuous spot near the doorway in every classroom. Each teacher shall explain the plans for the emergency drills to their students at the beginning of each school year. The elementary school has fire drill procedures for occupants with disabilities. The person responsible for getting the non-ambulatory student(s) out of the building is the paraprofessional or classroom teacher assigned to the student's classroom. Should the caretaker not be available, the principal or assistant principal will assist. Exit routes and designated meeting points for non-ambulatory students are posted in the school office.

FIELD TRIPS

Parent Accompaniment: There may be field trips for which parent attendance is an option but limited, and other field trips where parent attendance is not an option.

Students Leaving: We highly discourage parents signing out their students early upon returning from a field trip. A student will be counted absent for half of the day, depending on the time of sign-out. If a grandparent or other representative wishes to sign out a student during the school day, the office must have written or phone confirmation from the parent prior to the student's dismissal.

Parental signatures on the yearly enrollment sheets give permission for field trips. Parents/guardians will be notified in advance by the classroom teacher of any upcoming trips.

Transportation: On field trips where parent attendance is an option, parents may ride on the bus to and from a field trip only if there is room on the bus. Parents should be prepared to drive themselves and not bring other children or siblings. Parents may not transport their child in their own vehicle. The student must ride in the bus to and from the school activity.

GUM

Because of possibilities of disruption to learning, and because younger students do not always dispose of it properly, gum is not allowed in the elementary school. Exceptions can be made, with approval from the teacher, when gum is needed in a science or nutrition lesson.

HEALTH SERVICES

First Aid: First aid will be given for minor injuries and illness. In case of a serious injury or illness, the parents, or others listed as emergency contacts will be notified. It is the parent's responsibility to provide up-to-date emergency information. You may update information on your child by accessing Skyward or calling the school office.

Medication: When your child needs to take medication at school, please follow the guidelines listed below:

- Medication prescribed by a physician may be administered at school. The first dose of all medication must be given by the parent.
- A pharmacy labeled container may serve as the physician's written order. All prescription medication must be sent in a pharmacy labeled container. (Your pharmacist will be happy to provide an additional labeled bottle for this purpose.)
- A note from the parent or guardian must accompany all medication. It should include the name of the medication, the time it is to be administered, purpose of medication, and duration of administering.
- Any change in the type of drug or dosage requires that a correctly labeled pharmacy container or a written order from your physician stating the change be sent to school.

- Arrangements for medication for chronic conditions (i.e. asthma, diabetes, etc.) may be made by contacting the school nurse.
- Self-administration of some types of medication may be permissible; however, a written statement or completed self-administration plan from the student's physician must be on file in the nurse's office. These and all other physician's orders must be updated each school year.
- Non-prescription medications may be administered to students for a specific, time-limited minor illness or for intermittent conditions if authorized by the parent(s). A completed Authorization for Non-prescription Medication Form must accompany the medication in its original container. The school may limit parent-authorized medications to a total of ten doses. Most medications may be administered at home, including medication given three times a day. Administering medication with breakfast, after school, and at bedtime is ideal unless specified by your doctor. All medication must be brought to the nurse's office or front office immediately upon student arriving at school.

Please notify the school nurse if your child has been diagnosed with a communicable disease or has been found to have head lice for further direction.

If Diagnosed With	Student May Return to School:
Chickenpox	Six days after the onset of first crop of vesicles
Fifth Disease	Once no other symptoms impede his/her ability to function.
Pink Eye	Once infection responds readily to antibiotic treatment. (Excluded from school during the acute phase.)
Streptococcal Infections	After 24-48 hours with adequate treatment.
Head Lice	Student may return to school after hair has been treated with a pediculicide.

Immunizations:

See the district website (www.tong464.org) for requirements and policies pertaining to immunizations.

Screenings:

Screenings will be conducted by the school nurse. Vision and hearing screenings will be performed on all students in kindergarten, 1st, 3rd, and 5th grades. Any student may be referred for a screening during the school year by a parent, teacher, administrator, counselor, or the school nurse.

When should my child stay home?

As parents we all realize the importance of school attendance; however, there are times when our children are better off staying home. Research has shown that healthy children learn better, which often raises the question, "When should my child stay home?" Here are some basic guidelines that may make this decision less difficult.

Does my child:

- have a temperature of 99.6 F or above?
- have a runny nose with green or yellow mucous?
- cough or sneeze excessively?
- have red, watery, puffy eyes or discharge from the eyes?
- complain of nausea, vomiting, diarrhea, or persistent pain?
- exhibit symptoms of a contagious disease such as chicken pox, scarlet fever, etc.?
- have weeping lesions?

If you answered yes to any of these, it may be time for your child to stay home. If your child's temperature is above 100.4 F, or if your child exhibits signs of possible infection or persistent pain, you should contact your physician.

Healthy kids really do learn better. Communication between home and school serves as an important link when your child does have to stay home because of illness. Do not hesitate to call on your child's school nurse. Healthy kids really are her business.

LIBRARY

Elementary students are encouraged to use the school library. Although there are no fines levied for overdue books, students are asked to return books within two weeks so that others might use them. Parents are responsible for replacement cost of lost or damaged books.

LOST AND FOUND

Lost and found items are turned into the office and kept for the remainder of the semester. Parents and students should check the lost and found when something is missing. Proper labeling of personal items reduces the number of items which cannot be returned to their proper owners.

LUNCH & BREAKFAST PROGRAM

Tonganoxie School Student Nutrition's meal program serves appealing and reasonably priced meals to your child and to all the students in the Tonganoxie Schools (eligible students may receive meals for free or at a reduced price). All meals meet the criteria and regulations of the U.S. Department of Agriculture and the Kansas State Department of Education.

BREAKFAST AVAILABLE DAILY

All Tonganoxie schools provide breakfast, which includes choice of one entrée plus fruit or juice and milk. Breakfast will be available starting at 7:30 am. Exceptions may be made due to buses arriving late.

FREE AND REDUCED PRICE MEAL PROGRAMS

Free and reduced meal applications are available confidentially for families who qualify based on income and household size. Families may apply for benefits online after **July 1, 2018** at <http://tongiestudentcafe.com/?page=main>. Applying online will speed up the approval process. Hard copy

applications are also available on the same webpage, at all Tonganoxie schools and at the District Administration Center. All applications will be entered and maintained by the Student Nutrition Department. A new completed application must be submitted at the beginning of every school year. Processing applications is of the highest priority. It can take up to 10 days to process applications. Families will be responsible for any meals purchased before the application is processed. **Important: Don't forget to complete the "Consent for Disclosure"** included with the free and reduced application.

STUDENT NUTRITION ACCOUNT ACCESS

Student Access

Elementary students can access their meal account by:

- **K-2** Meal card – cards are provided with student name and ID number.
- **3-5** Keypads - Students enter their student ID number and the cashier rings in the sale.

In order to keep students from using other students' accounts, the cashier will ensure the student's account photo matches.

UNPAID MEAL CHARGES

Student meal accounts are debit accounts and should always maintain a positive balance from which purchases are deducted. Students may charge no more than **\$8.00** to this account. Charging of a la carte or extra items to this account *will not be permitted*. Adults will not be allowed to charge meals or a la carte items.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. 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 consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk. Parents or guardians shall receive notification via Skylert, email or a telephone call prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school, district office or **e-Funds** online (convenience fee is charged) or by check or cash. Students, parents, and guardians of students are encouraged to prepay meal costs. Parents or Guardians have an additional option available in e-Funds to set up "replenish low balance" notifications of any amount. Student meal accounts and purchase activities can be viewed by logging in to Skyward Family Access.

Sack lunches will be offered to students to take on field trips. This will be handled the same as if it were a traditional school lunch, with the student being charged on their lunch account. The kitchen manager will need five days advance notice.

Please contact the Student Nutrition Department if the student has a medical necessity for a restricted diet. Medical forms for disabled Child Nutrition Program participants under Section 504 of the Rehabilitation Act of 1973 can be obtained on the Student Nutrition website.

MEAL PRICES

All schools maintain a closed lunch period which requires all students to remain in the building. Students may not have any meals/drinks ordered or delivered to the school from any business, this includes

meals/drinks delivered by family members in the original packaging. Due to various food allergies and restricted diets, parents may only bring food in for their student which is not be shared with other students.

Elementary	\$ 2.45 lunch	\$1.35 breakfast
Middle School	\$ 2.75 lunch	\$1.40 breakfast
High School	\$ 2.75 lunch	\$1.40 breakfast
Reduced	\$.40 lunch	\$.30 breakfast
Adult	\$ 3.65 lunch	\$2.15 breakfast
Milk	\$.60	

A la carte prices are available on the Student Nutrition website: <http://tongiestudentcafe.com/?page=main>

INSUFFICIENT FUNDS AND/OR UNCOLLECTIBLE ELECTRONIC PAYMENT

In the event of a returned check or uncollectible electronic payment, the amount will be debited from the student’s meal account. Once account is debited, the parent/guardian will receive an email notification regarding the debit and current balance. A fee of \$30.00 will be charged. A second returned check or uncollectible electronic payment will result in a \$30.00 fee. For a third returned check or uncollectible electronic payment, the person will be assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks or electronic payments from such person. All future payments to the district or individual schools would then need to be in the form of cash or cashier’s check.

REFUND GUIDELINES

If the student has an account balance and siblings remain in the district, the account balance will be transferred to the account of a sibling. If there is no sibling in the district, balances of \$5 or more will automatically be refunded by check and mailed to the family address. If the account balance is less than \$5, families have the option of refund or donate to the district “In Kind” account for students who have negative balances. Both options are by request to the Student Nutrition Department. The request for refunds less than \$5 must be made within 30 days after the last day the student is in attendance.

WELLNESS POLICY

The wellness committee began on a mandate from USDA through the National School Lunch Program in 2005. A district-wide student wellness policy has been approved by the Board of Education. Each year the committee meets to assess the progress and fine tune goals in areas of nutrition, nutrition promotion and education, physical activity and integrated school based wellness. District Wellness policies are posted on the Student Nutrition website.

PARTIES

Parties which interrupt the school day are discouraged. Halloween and Valentine’s Day parties are provided by room parents; however, the number of parents serving in that capacity will be limited. Attendance by other parents, grandparents or siblings is discouraged. Children who wish to celebrate their birthdays with classmates may do so the last few minutes of the school day within the school building. Birthday invitations may be handed out at school only if they are given to every child in the class. Student addresses and/or phone numbers cannot be given out from the office staff or teachers.

To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and NOT be homemade products. It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the student that has food allergies.

When parents do not wish children to participate in specific holiday activities, classroom teachers should be notified in advance so alternative plans can be arranged.

PERSONAL PROPERTY AT SCHOOL

Toys, skateboards, playthings, balls, bats, basketballs, radios, electronic equipment and other such personal property should be left at home unless special sharing periods are planned by the teacher. The school provides an adequate amount of equipment for use at recess. Knives and water guns are not permitted and will be collected on sight.

Personal items such as coats, caps, boots, jackets, and sweaters should be marked with the student's full name.

There is no need for a student to have a cell phone at the elementary school. If one is needed for use after school hours, the student must keep it turned off and in his/her backpack during the school day or on the school bus. Otherwise, the cell phone may be collected and retained at school until a parent can pick it up.

PETS

Pets should be brought to school only upon approval of the teacher and principal. Parents should bring pets at a time designated by the teacher. The parent should remove the pet from the classroom following the sharing activity. It is important that pets be brought in appropriate containers or cages.

KANSAS TRANSPORTATION LAW states that no animals will be transported on school buses.

Kansas State Regulations regarding animals at school will serve as a reference guide if questions arise.

PROOF OF RESIDENCY

Proof of residency must be presented for all new students in our district, including incoming kindergarteners, and may be requested for any student if a question arises. Documents required for proof of residency in USD 464 are:

- a driver's license or other State ID stating the name of the parent and the address,
AND
- a utility bill stating the name of the parent and the address.

PROPER ATTIRE AND APPEARANCE

Neatness and cleanliness are emphasized. Jackets, sweaters, and gloves should be provided for cool or cold days. Hats and caps are to be removed upon entering the building. Shorts must be of modest length and in good taste. There should be no halter tops or spaghetti strap tops, and no undergarments/straps should be showing. The midriff area should be covered at all times. Clothing which advertises/references drugs, alcohol, tobacco, or other inappropriate topics may not be worn. Heelys (shoes with a single or double wheel in the heel that allows the wearers to go from walking to rolling) will not be allowed.

If there is a question regarding the appropriateness of a student's clothing, the administration has the authority to determine whether or not a student's clothing is in violation of the dress code. The guiding principle behind the dress code is that clothing should be neat and clean in appearance, show regard for modesty, and be respectful and appropriate for school. The administration has the authority to send students home to change if they violate the dress code.

SCHOOL SAFETY HOTLINE

There is a statewide hotline available 24 hours a day, 365 days a year to report possible violence to the Kansas Highway Patrol. Information received on this hotline will be immediately shared with local law enforcement and school officials. Violent incidents in school have one thing in common—someone knows about the violence before it occurs. Sometimes, students do not share this information because they either do not know to whom it should be reported, or they fear retribution for “telling” on a peer. The anonymous hotline gives students a place to call with reports of possible violence and assures them their identity will be private. Report any information that might threaten the safety of school or students.

HELP KEEP YOUR SCHOOL SAFE! CALL THE KANSAS SCHOOL SAFETY HOTLINE AT 1-877-626- 8203.

SODA POP

Please do not send soda pop/soft drinks/energy/monster drinks to school. Your child may have a water bottle that closes and is leak-proof.

TEXTBOOKS AND SUPPLIES

Textbook/learning resource and activity fees are assessed each school year as established by the Board of Education. These fees may be waived under some circumstances. If you are unable to pay the fees, please contact the principal to see if you may qualify for a waiver. For a complete listing of District Fees, please refer to the District website (www.tong464.org) or contact the Board of Education office at 913-416-1400. We have attempted to keep supplies that students must furnish to a minimum. It is important that each student have the needed supplies at all times. A list of these supplies can be found on the District website (www.tong464.org) or may be obtained in the TES office.

VISITORS

All visitors to the school must first check in at the office. Parents should let teachers know in advance when they will be visiting. We also encourage parents to have lunch with their children at some time during the year. The school requests that if any unenrolled children come to visit the school, prior administrative permission must be obtained.

All employees of the school district are required to wear a badge when on duty in any building. Likewise, all visitors to Tonganoxie Elementary School, including school volunteers, are expected to report to the building's main office, sign in on the visitor log, and receive a visitor's sticker that is to be worn in plain view at all times. Upon leaving, all visitors must return to the main office and log their departure time.

The USD #464 Board of Education Policy states that the use of illicit drugs and the unlawful possession and use of alcohol or tobacco products is wrong and harmful. This Board Policy states to all parents, students, and staff that compliance with these standards of conduct is mandatory.

SCHOOL RECORDS

All student records shall be treated as confidential information. Under the provision of the Family Educational Rights and Privacy Act (FERPA) parents of students are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of these rights, which include:

1. The rights to review and inspect your child's educational records, except those that are exempted by law.

2. The right to prevent disclosure of personally identifiable information contained in your son/daughters educational records to other persons with certain limited exceptions. Disclosure of information from your son/daughter's records will only occur if:
 - The school has written consent for the disclosure
 - The information is considered directory information and you have not objected to the to the release of such information and
 - When the law permits disclosure without consent
3. The right to request your student's educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights.
4. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied.
5. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education. The address of this office is 400 Maryland Avenue, S.W. MES, Room 4074, Washington D.C. 20202.

DIRECTORY INFORMATION

For the purposes of FERPA, the Tonganoxie Public Schools have designated certain information contained in educational records as directory information that may be disclosed for any purpose without the consent of the parent.

Directory information categories include the following: the student's name, address, telephone number, picture, parent and/or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for official recognized activities and sports, dates of attendance or grade placement, honor, and award received, and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the information listed above as directory information. If you refuse, you must file written notice with USD # 464, 330 E Hwy 24-40, Tonganoxie, Kansas 66086.

CODE OF CONDUCT

GENERAL NOTE: The Student Code of Conduct applies at all times while students are on school premises, which shall include any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

EXPECTATIONS FOR STUDENT CONDUCT

Students shall be expected to assume their share of responsibility in maintaining a positive school climate in all classes and activities. Acceptable behavior begins with the acknowledgment of the rights of others, respect, and mutual trust among parents, teachers, and students. It is a goal of the school to help foster students' positive self-image, self-control, and self-discipline. While students are expected to control their conduct through such means, the ultimate responsibility for student behavior lies with the parents or guardians.

The board shall adopt a code of student behavior appropriate to building levels. The principal of each school is authorized and directed to develop such rules and regulations consistent with policies, rules and regulations of the board which may be necessary to govern the behavior of the students under his/her supervision. Such rules shall be re-viewed by the board and adopted by reference.

BULLYING

The district is committed to maintaining an environment free from bullying, as herein defined. The administration shall propose, and the board shall review and approve, a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Definitions – For the purposes of this policy, terms shall have the following meanings:

“Bullying” means : Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member (meaning any person employed by the school district) or parent (including a guardian, custodian or other person with authority to act on behalf of the child) towards a student or staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of: (1) Harming a student or staff member whether physically or mentally; (2) damaging a student or staff member's property; (3) placing a student or staff member in reasonable fear of harm to the student or staff member; or (4) placing a student or staff member in reasonable fear of damage to the student or staff member's property; (5) taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

- “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to: email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and web-sites.
- In addition, “Bullying” is also defined as any other form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying.

Prohibition –

- Bullying is prohibited while on or while utilizing school property, in a school vehicle (any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event), or at a school-sponsored activity or event. No student shall use school issued or personal devices to engage in cyberbullying as prohibited by Kansas law and this plan regardless of whether such electronic communication originated on or off the school's campus.

Jurisdiction –

- The school shall have jurisdiction to prohibit cyberbullying that causes a substantial or material disruption within the school even if the cyberbullying was done using the student's personal device and even if the incident originated off school property.

Notice – Notification to parents, students and community

- Parents shall receive written notice of this policy during enrollment.
- There will be a Student Assembly regarding the policies.
- The policy will be posted on the District Website, on each school's pages.

Investigations –

- Investigations will be initiated if a school official has reasonable grounds for suspecting that a student violated the cyber-bullying policy. Electronic devices will be confiscated and an investigation started.
- All searches will be limited to the scope of what we are looking for (the incident at hand).
- Parents will be notified immediately if their child is involved in an incident.
- Any evidence of cyberbullying discovered during an investigation will be preserved. Screen shots of evidence will be saved as part of the investigation, as appropriate. If the picture is inappropriate in nature the school will not save screen shots. The school will simply document the evidence.
- If, during the course of a cyberbullying investigation, images of nude minors are discovered, those images will not be distributed or saved by school personnel or shown to others. The school official will promptly turn it over to law enforcement.

Reporting –

- There is a link on our website (www.tong464.org) for all students to report incidents.
- Students can report an incident to any staff member, who will then report to building administration. All reports **will be** investigated.
- Parents will be notified immediately if their child is involved.

Consequences – If a student is found to be in violation of this policy, he or she will be subject to disciplinary action.

For less severe incidents, the following may occur:

- No senior agreement or final exemptions (high school).
- Removal from athletic team, club, etc. for a game or games, up to the remainder of the season
- In school or out of school suspension.

For more severe incidents, the following may occur:

- If a student is found to have deliberately cyberbullied another student or staff member as prohibited by this policy, the following will occur:

- Student will be short term suspended pending an expulsion hearing. The term of any resultant suspension or expulsion may be reduced if the student completes an anti-bullying course off campus.
- If a student is in a student SAFE ZONE when images or video are captured and used for cyberbullying, the abuser will automatically be suspended pending an expulsion hearing. The SAFE ZONES are defined as areas where people have a reasonable expectation for privacy such as bathrooms and locker rooms.
- If a student sends a picture depicting nudity or lewd images, the student will be suspended pending an expulsion hearing, as appropriate. All images or messages suggesting that a potential crime has been committed will be turned over to law enforcement immediately.
- Any offense that results in administration recommending an expulsion hearing will be dealt with as a team of no less than 3 building administrators. This panel of principals will review the incident to ensure that the recommendation of expulsion is appropriate.

Education –

- All students will be required to have their parent/guardian sign a form stating that they have read and understand the cyberbullying policy.
- The cyberbullying policy will be on the District Website (www.tong464.org), under each school's tab.

District Compliance Coordinator

The Tonganoxie Superintendent of Schools has been designated District Compliance Coordinator to coordinate compliance with this policy. All references in this policy to the District Compliance Coordinator shall include the superintendent's designee as a person authorized to coordinate compliance with prohibited conduct under this policy.

Prohibited Conduct

Bullying of students is prohibited by district policy. Bullying of employees is prohibited by district policy. Any student, district employee, or third party who engages in prohibited conduct as above described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, expulsion from school, or exclusion from all district property and programs and from doing business with the district.

Reporting of Prohibited Conduct

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the bullying immediately to the building principal or to the District Compliance Coordinator. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct.

Any student or employee who believes that he or she has been subjected to prohibited conduct as above described may file a formal written complaint or informal oral complaint with the building principal. Any school employee who receives from a student a complaint of prohibited conduct as above described shall inform the building principal and provide the student the necessary information regarding both formal and informal complaint procedures to report the conduct to the District Compliance Coordinator, or to the building principal, and provide the applicable forms.

NON-DISCRIMINATION

Unified School District #464 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission, access to, treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

**Superintendent of Schools
District Administrative Center
330 E. 24-40 Hwy
Tonganoxie, KS 66086**

COMPUTER SECURITY

USD 464 will report to the proper authority any violation of Kansas State Statute 21-3755.

Computer crime; computer password disclosure; computer trespass

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

Compliance with Copy Laws

The district intends to adhere to all copyright laws as applied to computer software. The district also intends to comply with the license agreements and/or policy statements contained in the software packages used in the district. Therefore, all software used on district computers shall be purchased by the district, properly licensed and registered with the publisher, and installed by Technology Department personnel.

Use of Unauthorized Software/Unauthorized Copying of Software

1. Students shall not be permitted to load any non-district owned software onto district computers without the express written permission of the district Technology Coordinator or designee.
2. Students shall not be permitted to copy any software without the express written permission of the district Technology Coordinator or designee.

Unauthorized Access/Sharing Passwords

1. Students shall not tamper with, attempt to gain or gain access to computer data or operating system to which the student has no security authorization (such as, but not limited to student files, teacher files, confidential information, student record data).
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their security authorization.

Unauthorized Use of District Computers or Software

Students shall not use district computers or software for non-district purpose except with the express written consent of the district Technology Coordinator or designee.

Internet Acceptable Use Policy (AUP)

Internet access should be used for educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Use the rules of netiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use. In an attempt to prevent this accidental encounter, USD 464 utilizes an Internet management system that includes content filtering. The system currently in use is “SIMS II” with TwoTrees Technologies in Wichita, Kansas.

Objectionable Behavior

Users will not:

- purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.
- use chat rooms without prior approval of the Technology Coordinator.
- harass, insult, or attack others.
- intentionally waste limited resources, supplies.
- use the Internet for commercial or political purposes.
- knowingly spread computer viruses.
- disclose personal information about themselves or others.

Violation of Policy

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Any student who violates the USD 464 Computer Security Policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all district computers and suspension or expulsion from school. Students who utilize computer data (i.e. another student’s work product or a teacher’s test) without authorization to gain an improper academic advantage may also be subject to discipline. Additionally, if student conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys district hardware and/or software, either directly or indirectly, shall be responsible for all costs associated with repair and/or replacement of parts and services.

TRANSPORTATION RULES AND GUIDELINES

All students enrolled in USD 464 public schools residing 2.5 miles or more from the school they attend, and within USD 464 district boundaries are eligible for transportation to and from school without charge.

Students enrolled in USD 464 public schools living less than 2.5 miles from the school they attend are eligible for transportation under the “Pay-to-Ride” Program if they meet the specified criteria listed below, providing USD 464 provides the “Pay-to-Ride” program that school year.

Students with certain disabilities may be transported without charge.

Transportation for students who are not eligible is the responsibility of the parent. Students are not eligible for transportation to and from school if they live along or inside the specific boundaries. Please contact the Tonganoxie USD 464 Transportation Department to determine whether you reside within these boundaries.

Tonganoxie USD 464 school buses are equipped with surveillance cameras. These cameras are used to provide a safe and secure school environment for students and staff, as the school bus ride is considered an extension of the school day. Surveillance footage, which is a record of student behavior, shall be placed in a secure location until the digital storage mechanism on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law/policy for the release of student record information. The local police municipalities have access to the cameras in emergency situations.

It is crucial that the driver maintain a safe environment on the bus at all times. It is the responsibility of all drivers to enforce the district's bus conduct policies. Students cannot be expected to follow the rules if the driver does not.

Rules

Students shall:

1. Follow the directions of the driver the first time given.
2. Arrive at the bus stop 5 minutes before the bus is to arrive.
3. Be courteous; use no profane language or obscene gestures.
4. Cross the roadway in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
5. Go directly to their assigned seat upon entering the bus.
6. Remain seated and facing forward to keep the aisles and exits clear.
7. Observe school policies for dress code and behavior and respect the rights and safety of others.
8. Not throw or pass objects on, from, or into the bus.
9. Carry only objects that can be held on their lap – up to the discretion of the bus driver.
10. Not carry or use any tobacco products, alcohol, drugs, or any other controlled substance on the bus.
11. Not eat, drink, or chew gum on the bus.
12. Not carry hazardous materials (including any type of glass), nuisance items, or animals on the bus.
13. Not leave or board the bus at locations other than the assigned stops at home or school.
14. Not extend head, arms, or objects out of the bus windows.

Consequences

First Referral:

- Parents contacted
- Written discipline notice provided to building administration

Second Referral:

- Bus suspension for 3-5 school days
- Written discipline notice provided to building administration

Third Referral:

- Bus suspension of 5-10 school days
- Written discipline notice provided to building administration

Fourth Referral:

- Bus suspension of 10 + days to the remainder of the semester
- Written discipline notice provided to building administration

A short or long term suspension may be issued immediately, depending upon the severity of the infraction. The sequence for discipline referrals does not “start over” at the start of the second semester and consequences for infractions are subject to administrator discretion.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

If a student is found to have committed an offense in violation of the Student Code of Conduct, the penalty or discipline imposed shall be within the following limitations entitled "Consequences" as deemed appropriate by the building administrator or hearing officer on appeal.

Nothing herein provided, however, shall limit the superintendent from authorizing a principal to impose stricter consequences in an emergency situation where intentional and willful violation of the Student Code of Conduct substantially disrupts, impedes, or interferes with the operation of a school.

Depending on the nature of the offense, administrators have the right, and in many cases will be obligated, to call law enforcement.

Additionally, the Board of Education may grant a variance from the Student Code of Conduct based upon the recommendation of the superintendent of schools following a request for variance to the superintendent by the building administrator.

DEFINITION OF TERMS

- **IN-SCHOOL CONFERENCE WITH STUDENT:** A private conference between student, teacher, and/or principal attempting to resolve unacceptable behavior.
- **TIME OUT/DETENTION, ETC.:** A period of temporary custody during regularly scheduled recess, classes, or beyond the regular school day.
- **REFERRAL TO SCHOOL COUNSELOR:** A counseling session(s) with the student, teacher, parents (if appropriate), and/or principal, attempting to reach acceptable understanding and resolution of an unacceptable situation.
- **PARENT/GUARDIAN CONFERENCE:** A meeting with parents/guardians designed to exchange information, advise, mutually resolve, and support attempts to affect student behavior.
- **CONTRACT/PROBATION:** An agreement between involved parties for future actions, limitations, and/or consequences.
- **FRIDAY SCHOOL:** Temporary custody for a period of one to three hours on Fridays after school. Appropriate supervision and parent notification will be provided. Transportation is not provided.
- **IN-SCHOOL SUSPENSION (ISS):** The interruption of classroom attendance and regular school participation by official directive from the chief building administrator or the designated representative, for a period not to exceed five days. A designated, supervised, academically conducive, but restrictive atmosphere will be substituted. Parental notification will be provided.
- **SHORT-TERM SUSPENSION (OSS):** The interruption of school attendance by official directive from the chief building administrator or the designated representative, for a period of time not to exceed ten school days. This requires mandatory parental notification.
- **LONG-TERM SUSPENSION (OSS):** A suspension not to exceed 90 school days. Mandatory parental notification.
- **EXPULSION (OSS):** A suspension not to exceed 186 school days. Such action may result in loss

of credit of not less than one and not more than two semesters. Mandatory parental notification.

- **PARENTAL NOTIFICATION/NOTICE:** The act of giving notice of or reporting to the parent or guardian, either by telephone or by written notice, the consequential or disciplinary action that has been imposed. In the case of short-term, extended and long-term suspension, or expulsions, written notice is required by Kansas statute 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. 72-6115.

INAPPROPRIATE BEHAVIOR – CLASS I OFFENSES

GENERAL NOTE: The Student Code of Conduct applies at all times while students are on school premises, which shall include any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

- **VIOLATING HALL RULES:** The failure to comply with or to follow established procedures for hallway behavior.
- **VIOLATING SCHOOL ASSEMBLY RULES:** The failure to comply with or follow established procedures for proper assembly conduct.
- **VIOLATING PLAYGROUND RULES:** The failure to comply with or follow established procedures for playground activities.
- **VIOLATING LUNCHROOM RULES:** The failure to comply with or follow established procedures for use of the lunchroom facilities.
- **VIOLATING THE DISTRICT ACCEPTABLE USE POLICY (AUP):** Failure to comply with the rules established regarding the use of school computers. Violating this agreement will jeopardize future use of district computers.
- **VIOLATION OF PARKING RULES:** The failure to comply with or follow established procedures for school parking for students.
- **VIOLATION OF DRIVING RULES:** Driving without a license or in a reckless or careless manner.
- **MISBEHAVIOR ON BUS:** The failure to comply with or follow established procedures for bus transportation privileges.
- **NON-CONFORMITY TO DRESS CODE:** Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety problem.
- **EXCESSIVE TARDINESS:** Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas after the "tardy bell" rings.
- **SKIPPING CLASS:** The unauthorized absence from a scheduled class without obtaining consent of the proper school authority.
- **CLASSROOM DISRUPTIONS:** Intentional acts, behaviors or conduct in the classroom or in the school building or upon school grounds, which disrupt the educational process.
- **USE OF PROFANE LANGUAGE:** The use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.
- **EDUCATIONAL NUISANCE:** Devices that impede or interrupt the educational process including, but not limited to: video games, stuffed animals, electronic toys, cellular phones, radios, tape players, CD players, and skateboards.

Consequences of Class I Offenses

<u>ELEMENTARY SCHOOL</u>	<u>MIDDLE / HIGH SCHOOL</u>
In-School Conference with Student	In-School Conference with
Time Outs/Detentions, etc.	Time Outs/Detentions, etc.
Referral to School Counselor	Referral to School Counselor
Parent/Guardian Conference	Parent/Guardian Conference
Contracts/Probation	Contracts/Probation
In-School Suspension (ISS)	In-School Suspension (ISS)
Short-Term Suspension (OSS)	Friday School
	Suspension (OSS)

INAPPROPRIATE BEHAVIOR – CLASS II OFFENSES

GENERAL NOTE: The Student Code of Conduct applies at all times while students are on school premises, which shall include: any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

- **ACADEMIC CHEATING:** To knowingly or willingly cheat, copy, plagiarize, etc....work, or to allow others to copy one's work.
- **LEAVING SCHOOL WITHOUT PERMISSION:** The leaving of school grounds during the designated school day without first obtaining permission of the principal or principal's designated representative. (Parents, for just cause, may request by note or by telephone, permission for their child to leave school grounds).
- **CONSTANT REFUSAL TO DO CLASSWORK:** The constant failure to participate in regularly assigned classroom activities, or the consistent failure to do required assignments.
- **DEFIANCE OF AUTHORITY:** The refusal to comply with a reasonable request from school personnel; any act of disrespect directed at a teacher or staff member including profane or insulting remarks, gestures, deceit (lying), or a statement that upbraids or is intended to upbraid such employee.
- **CONTRIBUTING TO A DISRUPTIVE SITUATION:** The intentional promotion or advocacy of student misconduct by any student, for any purpose.
- **THREATENING/BULLYING OF ANOTHER STUDENT:** The intentional unlawful threat or intimidation by word or act to do violence to the person or property of another student or the doing of any act which creates a well-founded fear within the other person.
- **EXTORTION:** The solicitation of money or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
- **INCITING, PROMOTING AND ENGAGING IN A FIGHT:** The intentional promotion by a student to engage another student in physical conflict; continuous harassment to engage and/or promote other students to engage in physical conflict, and/or the willful engagement of two or more students in physical combat.
- **THREATENING OF SCHOOL PERSONNEL:** The intentional unlawful threat or intimidation by word/act to do violence to a person or property of a school employee; or any act which creates a reasonable fear within the school employee.
- **SEXUAL MISCONDUCT:** Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to, fondling, touching, indecent exposure, or the engagement in any heterosexual or homosexual act on school property, during school functions, or at school-sponsored activities. Sexual intercourse or lewd and lascivious behavior may result in Class III consequences.
- **USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS:** The use in any manner

or the possession in any form or manner of tobacco/tobacco products (including e-cigarettes and vapor cigarettes) while in or upon school premises, including, but not limited to smoking, chewing/inhaling tobacco or having such products on one's person, in one's school desk or school locker. Students using tobacco products may be suspended out-of-school for three days. If the student is under the age of 18, law enforcement will be called and ticket may be issued. Further abuse shall result in Class III consequences.

- **PHYSICAL IMPAIRMENT DUE TO THE INGESTION OF LEGAL SUBSTANCES:** Any misappropriation or use of a legal substance such as over-the-counter medication, glues, markers, etc.
- **HAZING:** To harass or annoy by playing abusive or ridiculous tricks on students or staff members, as in an initiation.
- **STUDENT OR STAFF HARASSMENT:** The Tonganoxie School District prohibits any form of sexual, racial, religious, and disability harassment. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, disability or race as defined by this policy. (For purposes of this policy, "school personnel" includes school board members, school employees, agents, volunteers, or person subject to the supervision and control of the district.)

Sexual, Racial, Religious, and Disability Harassment are defined as:

- **Sexual Harassment:** Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
 - **Racial Harassment:** Consists of physical or verbal conduct relating to an individual's race.
 - **Religious Harassment:** Consists of physical or verbal conduct which is related to an individual's religion.
 - **Disability Harassment:** Consists of physical or verbal conduct which is related to an individual's disability.
 - **Harassment by a verbal/written or physical act:** To tease, taunt, or attack any student or staff member through verbal or written communication.
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- **INCENDIARY DEVICES:** The possession of any combustible or explosive substance or devices is forbidden. The intentional damaging of a building or the disruption caused either in the building or on school grounds by the use of any combustible or explosive substances or devices.
 - **VANDALISM:** The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to: breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property, including the furnishings and equipment housed within or upon the school property. Felony class vandalism shall result in a minimum three day out-of-school suspension and the incident reported to the appropriate enforcement agency.
 - **GAMBLING:** The participation on school property in games of chance with the express purpose of exchanging money or other tangible barter.
 - **STEALING:** The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense.

- **PERSISTENT INAPPROPRIATE CONDUCT:** Numerous violations of the Student Code of Conduct or the criminal laws of Kansas. Four offenses-either all of Class I or combined with Class II offenses-can be considered as "persistent."
- **CYBERBULLYING:** The sending or posting of harmful or cruel text or images using the internet or other digital communication devices.

Consequences of Class II Offenses

ELEMENTARY SCHOOL	MIDDLE / HIGH SCHOOL
In-School Conference with Student	In-School Conference with Student
Detentions	Detentions
Referral to School Counselor	Referral to School Counselor
Parent/Guardian Conference	Parent/Guardian Conference
Contracts/Probation	Contracts/Probation
In-School Suspension (ISS)	In-School Suspension (ISS)
Short-Term Suspension (OSS)	Friday School
Extended Suspension (OSS)	Suspension (OSS)
Long-Term Suspension (OSS)	Extended Suspension (OSS)
Expulsion	Long-Term Suspension (OSS)
	Expulsion

INAPPROPRIATE BEHAVIOR – CLASS III OFFENSES

GENERAL NOTE: The Student Code of Conduct applies at all times while students are on school premises, which shall include: any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

- **AGGRAVATED OR PHYSICAL ABUSE OF SCHOOL EMPLOYEE:** An intentional, willful threat or attempt to do bodily harm to a teacher or staff member; blatant degrading verbal abuse of a teacher or staff member; the unwanted, intentional touching or application of force to the person of a teacher or staff member when done in a rude, insolent or angry manner.
- **BATTERY:** Physical attack with or without provocation.
- **SETTING OFF DISASTER ALARM FALSELY:** The intentional activation of fire alarms or like warning devices.
- **WEAPONS:** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall, subject to the suspension process, result in expulsion from school for a period not less than one year (12 months), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of the Code of Conduct (Consequences for Violations). As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other de-vice similar to

any of these devices. In this policy, the term “weapon” includes firearms; any bludgeon, sand club, metal knuckles or throwing star; any knife or a knife commonly referred to as a switchblade (a blade that opens automatically by hand pressure applied to a button, spring or other device in handle of knife, or blade that opens or falls or is ejected into position by force of gravity. This list is not meant to be all inclusive. Kansas State Statutes will be used to make further determinations in regard to a weapons violation.

- **GANG RELATED VIOLENCE:** Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting, and/or possession or use of weapons, when such can be attributed to organized groups or gangs.
- **ALCOHOL/DRUG SALE OR DISBURSEMENT:** The selling or dispersing of alcohol or drugs or other controlled substance.
- **USE OR POSSESSION OF ILLEGAL AND/OR CONTROLLED SUBSTANCES:** Use or possession of illegal and/or controlled substances, alcoholic beverages including cereal malt beverages, drugs, marijuana, narcotics, cocaine and substances intended to alter or affect bodily functions.

Consequences of Class III Offenses

ELEMENTARY SCHOOL	MIDDLE / HIGH SCHOOL
Extended Suspension (OSS)	Long-Term Suspension (OSS)
Long-Term Suspension (OSS)	Expulsion
Expulsion	

PROCEDURES FOR SUSPENSION AND EXPULSION

The board extends its authority to suspend and expel any student as authorized by law (K.S.A. 72-6114 through 72-6119) to the following certified personnel: superintendent, administrative assistant, attendance center principal and/or personnel acting in the capacity of superintendent or principal.

The board includes as policy the student handbooks of the various schools, and such published handbooks are a part of this policy by reference.

Any certified personnel named in accordance with this policy of the board may suspend or expel students.

A student shall be suspended or expelled from school only upon finding that he/she is guilty of:

1. Willful violation of the Student Code of Conduct for which the applicable penalty or discipline is suspension or expulsion from school;
2. Conduct which substantially disrupts, impedes, or interferes with the operation of a school;
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property or at a school activity;
4. Conduct which has resulted in conviction of the student of any crime specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States;
5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of a school or substantial and material impingement upon or invasion of the rights of others, K.S.A. 72-6114.
6. Failure to comply with the Kansas School Immunization Law. When a student is suspended under

this policy, notice and hearing shall be provided in accordance with procedures hereinafter set forth. The suspension shall extend until compliance is obtained (K.S.A. 72-6262).

When a suspension is imposed during the school day, the student shall not be removed from school until his parents or guardians have been notified. In the event that the student's parents or guardian cannot be notified during regular school hours, the student shall remain under the jurisdiction of the school until the regular dismissal time.

In addition to a written notice within 24 hours to the student, parents or guardian and the superintendent, the certified employee authorized to suspend any student shall also be responsible for notifying the student and his parents or guardian either by telephone or personal conference of the conditions governing the student's re-admittance.

The principal of any school may establish appropriate requirements relating to parental or student contact, the student's future behavior at school, in-school suspension rules and opportunities for making up work for credit missed because of suspension.

The primary responsibility for work missed during the suspension period lies with the student.

SUSPENSION WITHOUT A HEARING

Should a student's misconduct endanger others or disrupt the operation of the school, the student is to be referred to an authorized person who may impose a short-term suspension without affording the student a prior hearing. An informal hearing shall then be provided as soon as practicable, but no later than 72 hours after the imposition of the short-term suspension.

SHORT-TERM SUSPENSION HEARING PROCEDURE

Except for a case of urgency as outlined in Suspension Without a Hearing, a short-term suspension (not exceeding ten days) must be preceded by oral or written notice to the student of the charges and an informal hearing. The hearing, which may be held immediately after notice of the charges is given, shall recognize these rights of the student: to be present at the hearing, to be informed of the charges against him/her, to be informed of the basis for the accusation, and to make statements in defense of himself/herself or in mitigation of the charges or accusations.

LONG-TERM SUSPENSION OR EXPULSION

Prior to the imposition of a long-term suspension or expulsion, a formal hearing shall be conducted according to the provisions found in K.S.A. 72-6114 through 72-6119 in such a way as to guarantee the fundamental concepts of fair play. The principal shall appoint a hearing officer or committee to conduct the hearing. The principal may designate other staff members to be present at the hearing or to serve in an advisory capacity to the hearing officer or committee conducting the hearing.

In order to ensure that adequate facilities are provided for the hearing, school personnel may, prior to the hearing, request the student and his parents or guardian to list the persons who will attend the hearing.

The hearing officer or committee conducting the hearing should explain that the purpose of the formal hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide opportunity for the student, his parents or guardian, counsel and witnesses to present other information that should be considered before a decision is made.

The hearing officer or committee shall uphold, modify, set conditions, or reject the principal's recommendation for a long-term suspension or expulsion.

The hearing officer or committee shall determine if the suspended or expelled student is allowed to return to classes pending any appeal or during the period allowed for notice of appeal.

The principal, designated representative, or committee shall inform the suspended or expelled student and his parents or guardian of the opportunities the student has for maintaining his school work during the period of suspension or expulsion.

The burden of proof in respect to the imposition of a long-term suspension or expulsion shall rest upon school personnel.

The student who has been suspended for an extended term or expelled, or his parents or guardian, may appeal the suspension or expulsion to the board of education by filing a written notice of appeal with the clerk of the board not later than ten calendar days after receiving the written notice of the suspension or expulsion.

APPEAL TO BOARD OF EDUCATION

The appeal shall be heard by the board of education, or by a hearing officer appointed by the board, within 20 calendar days after such notice of appeal is filed in accordance with the procedures found in K.S.A. 72-6114 through 72-6119.