

USD 353 - Wellington

ELEMENTARY SCHOOL  
HANDBOOK

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The mission of USD 353 is to educate and empower  
all students with lifelong learning skills.

Elementary Schools:

**Eisenhower Elementary 924 N. Plum 326-4340**

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**Washington Elementary 1100 N. Washington 326-4370**

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## **WELCOME**

This handbook has been prepared to help parents and students understand the procedures and policies of the school district. Parents should feel that this is their school, and the education of their children is a concern and interest to parents as well as professional educators. USD 353 will continue to provide the best educational programs and services available within the district's budget. We appreciate the support of our students, parents, alumni, and patrons.

## **GENERAL INFORMATION**

### **Residency Requirements**

Students shall attend school at the attendance center in which their residence places them. If a parent desires their student to attend another attendance center, an application for transfer must be submitted in writing and approved by the receiving building principal prior to when the transfer is desired. A transfer is considered on an individual basis, and is only good for one year. There will be no moves during the school year without the approval of all administrators involved.

### **Health Assessment, Kansas Certificate of Immunization, and Proof of Identity**

#### **Health Assessment**

The 1994 Kansas Legislature passed a law requiring a Child Health assessment for new school entrants (not previously enrolled in any Kansas school). This applies to children ages 8 and under, including preschool children enrolling in school for the first time. USD 353 requires all kindergarten students to have a completed Health Assessment on file. The Health Assessment may be done up to 12 months prior to school entry. Health Assessment means a health history, physical exam and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development. As an alternative to the Health Assessment requirement, a pupil shall present: A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or A written statement signed by one parent/guardian that such an assessment will be scheduled and completed within 90 days after admission to school.

Failure to comply with the Health Assessment requirement will result in the student being excluded from school. Written notice of potential exclusion and the date of exclusion will be sent to the parent/guardian by the principal or school nurse. On the fourth consecutive day of absence due to exclusion the student will be reported to SRS as truant.

## **Immunization Requirements**

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

\*\*Specific timelines and variables for immunizations are available from the School Nurse or Health Department. Other information is available online at:

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

**For all Elementary Students the following Immunization Requirements will be followed:**

\* **5 Doses of Dtap/Dtap/DT** (Diphtheria, Tetanus, Pertussis) is required for 5 & 6 year old students. 4 week minimum interval between doses, with at least 6 months between dose 3 and dose 4.

4 doses acceptable if dose 4 given on or after the 4th birthday.

If dose 4 is administered before the 4th birthday, a 5th dose must be given at 4-6 years of age.

\* **3-4 DTP, DtaP and or DT/Td** (Diphtheria, Tetanus, and Pertussis) – Depending on dosing schedule, required for students age 7 & older.

\* **3-4 OPV or IPV** (Polio) – depending on dosing schedule – Required for all students.

\* **2 MMR** (Measles, Mumps, and Rubella) – dose one after 1st birthday, dose 2 a minimum of 4 weeks later – Required for all students.

\* **3 Hepatitis B** - Required for KG through 10th grade students in the 2010-2011 school year.

\* **1 VAR (Varicella –Chicken Pox)** vaccination or verification of the date of the illness signed by students physician - Required for 2nd through 10th grade students in the 2010-2011 school year.

\* **2 VAR (Varicella –Chicken Pox)** vaccinations or written verification of the date of the illness signed by the students' physician required for all Kindergarten and 1st Grade Students.

\*\*Specific timelines and variables for immunizations are available from the School Nurse or Health Department.

**The parent/guardian of the student must also present:**

- a. An annual written statement signed by a licensed physician (MD or DO) stating the physical condition of the child to be such that the immunization would seriously endanger the life or health of the child.
- b. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to the required immunizations.
- c. A written statement signed by one parent or guardian that such immunizations are in process of being received and will be completed within 90 days after admission to school. A copy of the completed immunization record will then be presented to the school the student attends.

**Non-compliance** with the provisions of KSA 72-5209 as amended will result in the child being excluded from school until compliance with the law has occurred. The building principal or designee (often times the School Nurse) will notify the parent or guardian in writing of the date the child will be excluded from school. On the fourth consecutive day of absence due to exclusion the student will be reported to the SRS or Juvenile Court System as truant.

Questions about immunizations may be addressed to the Sumner County Health Department or the USD 353 School Nurse.

**AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)**

Each of the 4 elementary buildings has one AED Unit located in a cabinet in their Commons or Office hallway area. AED's are ONLY to be used by staff, students or patrons who are trained and certified in their use by the American Red Cross or the American Heart Association. If an AED is used, notify the School Nurse immediately. Supplies & equipment will be checked & replaced as needed following each use. There are mobile AED units available for use during High School & Middle School extracurricular school activities. There must be at least one trained staff person, coach, or student/manager for an AED to be checked out for an activity out of the WHS or WMS building. Contact the High School or Middle School nurse to check out a mobile unit. Tampering with the cabinetry or vandalism of an AED unit will be dealt with as a disciplinary matter through the office of the principal. Replacement costs if the AED Unit or the AED Cabinet are damaged will be the responsibility of the student and/or parent/guardian causing the damage.

### **Proof of Identity**

Kindergarten students and other students attending USD 353 for the first time must also present their birth certificate which includes a state file number.

### **Attendance**

Regular attendance is an important ingredient to school success. Kansas Law provides that all children, enrolled in school (through age 18) shall be in regular school attendance. The responsibility to see that this occurs rests with the parent(s) of the child. Children who are ill should see a physician and all others should be in attendance. **Because attendance is so important, the schools will make every effort to see that all children are regularly attending school by enforcing tardy and absence policies.**

When students are ill, or cannot attend school, please call the school by **9:00 AM**. In the event that the school has not been notified, the office may contact parents regarding student absence. If the school is unable to contact you by telephone within three days of the child's absence, a letter may be mailed to you. An unexcused absence of three (3) consecutive days, five (5) days per semester, or seven (7) days per school year is considered "truancy" (KSA 1979 Suppl. 72-1113). Children who are truant will be reported to Social and Rehabilitation Services (SRS) or the Juvenile Court System. All absences after five (5) days in a semester will be considered unexcused unless a student presents a doctor's note.

**Change of Address/Phone-** Parents must notify the school immediately of a change in address, telephone number, place of employment or babysitter. It is vital that the school always have an emergency contact number on file.

**School Security-** Parents are required to check in at the office and sign the register before they visit classrooms or students are called to the office for dismissal. This procedure is for the safety of our students. **It will be enforced at all times.**

**Dismissal from School Due to Illness or For Appointments-** When a child must be sent home due to illness, the parent or the emergency contact person listed with the school will be called. Students should remain home until all symptoms of the illness are gone. Health Department requires students to be fever free for 24 hours before returning to school. If you are in doubt about your child's ability to overcome a serious type illness, please contact your family physician. Students will be dismissed through the office for doctor or dentist appointments, or other reasons, upon request by the parents.

**Admittance to School Following Absence-** Any student who is absent from school shall be expected to bring a note to school on the day following the absence, signed by parent/guardian, explaining the reason for the absence, or the parent/guardian may telephone the building office on or before the day of absence. Absences will be considered unexcused until the note or phone call is received.

## **Academics**

The grading scale for USD 353 is:

100-90=A    89-80=B    79-70=C    69-60=D    59-below= F

## **Missed Assignments**

Due to the demands of each class, it is essential that students miss as few classes as possible. It cannot be stressed enough that students must attend class on a daily basis. Vacation plans and medical appointments should be scheduled to provide minimal disruption to the school day. If, however, a child has to be absent, the student will have 2 days to make up assignments for every day they are absent. Parents may call in the morning to pick up make up work in the afternoon of a day when a student is absent.

## **Health Services**

The School Nurse provides a variety of health related services to the students of USD 353. The Nurse works together with students, parents/guardians & school personnel to foster the optimum health of each individual student. Health records which include immunization records as required by Kansas State Law are maintained by the Nurse for each student. First aid or emergency treatment will be handled by the school nurse for the school building in which she is present. Other school personnel are designated to perform emergency treatment and medication administration when the nurse is not present. Students who become ill or are injured during the school day are to report directly to the Nurses Office for care. Parent/Guardian contact is to be initiated by the Nurse or her designee from her office or by the Principal or Secretary from his/her office to the ill or injured Student's Parent/Guardian. Students will be cared for in the nurse office and return to class if appropriate & able. General Guidelines for Student dismissal for illness include: temperature of 100.00F or above; vomiting, identification of potential communicable disease, etc. General Guidelines for Student dismissal for injury include: loss of consciousness, potential fractures, need for stitches or an injury which prevents them from participating in school/events, etc. The student's Parent/Guardian may opt to take/send their student home for illness or injury. Building attendance policy will apply anytime a student is dismissed as ill or injured. Only the school nurse or principal's office may dismiss students from school for injury/illness. In the event of a serious accident, the school will contact the Parent/Guardian while continuing to care for the student. In the event that the parent/guardian cannot be located or is unable to come to the school and immediate medical care is needed for the student, 911 will be called by school personnel to facilitate EMS transport to the hospital. The Parent/Guardian can decline EMS care/transport if they are present to care for &/or transport their student.

Screenings for the control and prevention of communicable diseases, vision and hearing are also offered through the school year. Students with communicable diseases will be handled following guidelines established by the Kansas Department of Health and Environment.

### **Vision & Hearing**

Vision screening is provided to all USD 353 students every other school year (every 2 years). Hearing screening is provided every 3 years. Elementary students will receive a pass note to bring home for these screenings. A referral letter will be mailed to the parent or guardian of any student who fails the vision or hearing screening.

If you do not want your student to receive vision or hearing screening, you must send a written refusal of these services to the School Nurse in your student's building.

### **Head Lice Policy**

Students with head lice will be sent home from school. Additional information regarding the method of spread, removal and control of head lice is available through the School Nurse or the Health Department. All live lice and nits/eggs must be removed from the student's hair before they will be allowed to return to school.

Absence Policy related to head lice:

1. If a child misses 8 days per semester or 10 days per year they will be referred to the proper authorities.
2. Children under the age of 14 will be referred to SRS.
3. Children 14 and older will be referred to the County Attorney. (BOE approved 10/9/1997)

### **MEDICATION ADMINISTRATION**

In order to comply with the U.S.D. 353 Board of Education policy JGFGB & JGFGBA on administration of medication, school personnel do not dispense any medication, not even Tylenol or an antacid, without a written order from a health care provider & parent/guardian written permission. Health Care Provider is defined as: MD, DO, ARNP, PA or Dentist/Orthodontist. Any medication needed by or taken by students during school hours are to be kept in & dispensed from the Health Room/Nurse Office. If a student is to take medication during school time, the school will work with the student's parent/guardian to obtain permits and begin/maintain medication administration. Medications ordered three times daily should usually be given before school, after school and at bedtime. Self-Administered medications are addressed in a separate section immediately following this information. Students who do not follow the Medication Administration Policy or Self-Administered Medication Policy will be held responsible & subject to appropriate disciplinary measures.



If a medication is ordered to be given four times a day or at a specific time during school hours, the following criteria must be followed:

1. An Annual Written Health Care Provider Order (or copy of) and written parent/guardian authorization to give the prescription or over the counter medication. A form is available in school offices for this purpose. It is not a mandatory form, provided all information is included as identified below for dispensing by the physician/dentist and written authorization is received from the parent/guardian.
2. The student must have received at least one dose of medication before it is given at school.
3. The medication must be sent to school in its original container. Pharmacists will generally give you an additional labeled prescription container (if you request it) at the time the prescription is filled. Over the counter medications must be sent to school in their original container.
4. If a student needs prescribed medication during a school-sponsored event such as a field trip or athletic event, arrangements will be made prior to the event. Depending on the student's age and situation, the medication will be administered by a supervising adult or the student.
5. A new Annual Written Health Care Provider Order & written Parent/Guardian permission are required for each school year.

### **Self-Administration of Medication**

Medication in this section will be defined as a medicine prescribed by a health care provider for the treatment of anaphylaxis (allergic reaction) or asthma. This includes but is not limited to any medicine defined in section 201 of the federal food, drug and cosmetic act, inhaled bronchodilators and auto-injectible epinephrine. The following requirements must be met before a student will be allowed to self-administer inhaled bronchodilators or auto-injectible epinephrine. This policy applies to all students, grades KG through 12th.

1. The parent/guardian will provide the school with an Annual Written Health Care Provider Order from the health care provider (as defined earlier), stating the name and purpose of the medication; the prescribed dosage, the time the medication is to be regularly administered and any additional special circumstances under which the medication is to be administered.
2. A statement from the health care provider or their designee that the student has the skill level necessary to use the medication and any device that is necessary to administer such medication as prescribed.

3. The health care provider will prepare a written treatment plan for managing asthma or anaphylaxis episodes of the student and for the medication used by the student during school hours.
4. The student's parent/guardian will provide to the school a written plan of action for the medication, and that the student has the skills required to self-administer the medication.
5. Teachers will be notified by the school nurse or building principal that the student has available in the health office or is carrying with them the prescribed medication.
6. Parents/guardians are to be aware that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication, and that they agree to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to self-administered medications and will sign a statement to that effect.
7. If a student abuses this policy by sharing medication with another student or other identified misuse their right to self-administration of medication as defined here will be revoked by the principal and school nurse for their building.
8. A new Annual Written Health Care Provider Order & written Parent/Guardian permission are required for each school year.
9. A recommended form for the Self-Administered medication is available in the nurse office or school office of each attendance building in the district.

### **Guidance and Counseling**

The purpose of the school counselor and social worker is to provide individual and group counseling for students, parents, and teachers, to provide classroom guidance activities, and to refer students and/or parents to area agencies which can provide needed or supplemental services. The counselor/social worker also helps teachers, parents and administrators to better understand pupils through the use of appraisal data, orients students, faculty, patrons and administrators to the guidance program, provides for parent conferences or special training and consults with classroom teachers to help them improve students' performance. Counselors/social workers recognize that some problems faced by pupils are very difficult to solve. The counselor/social worker does not solve problems for people, but can be helpful in finding answers and solutions.

### **Racial Harassment or Intimidation**

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wear or possess items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation – White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” group. This is not intended to be all-inclusive.)

Violations of this policy shall result in disciplinary action by school authorities. For students there will be a three-day out-of-school suspension for the first offense and having a required parent conference prior to re-admittance. The second offense will result in a three to five day out of school suspension with a possible expulsion hearing. The third offence will result in a suspension from school pending an expulsion hearing. Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district’s discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a racial harassment complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

### **Anti-Hazing and Bullying**

Hazing and bullying activities that involve students hazing and bullying other students are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean spiritedness. USD 353 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity. This policy’s purpose is to create and preserve an educational environment free from hazing or bullying activities.

USD 353 prohibits students from engaging individually or collectively in any form of hazing or bullying on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in these activities will face disciplinary action.

**Definition of bullying:** A person who is habitually cruel or overbearing, especially to smaller or weaker people, those who treat others in an overbearing or intimidating manner aggressively or by intimidation.

**Examples of bullying:**

- it is a deliberate, hurtful behavior
- it is repeated
- it is difficult for those being bullied to defend themselves

**There are three main types of bullying:**

- physical; hitting, kicking, taking belongings
- verbal; name-calling, insulting, racist remarks
- indirect/emotional; spreading nasty stories, excluding from groups

**Definition Hazing:** Any action or situation created that causes, or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

**Activities that may be construed as hazing include, but are not limited to the following:**

- any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual.
- any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of an individual.
- any activity that would subject an individual to extreme mental stress, embarrassment or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

Violations of this policy shall result in disciplinary action by school authorities. Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

**Special Services**

The Wellington USD provides a wide range of services for students with special needs. Special services are provided to students who meet current state and federal guidelines. Whenever possible, all attempts are made to provide additional assistance to identified students within the general education classroom. The focus of Special Services is to develop a close collaborative relationship with parents, general education teachers, and special services teachers for the purpose of meeting the needs of students with special needs. Questions about how a student may receive additional support can be directed to the building principal or to the Director of Special Education.

### **Title I Services**

Title I is a federally funded program approved by the Kansas State Department of Education and the Wellington Board of Education. Title I services are available in eligible elementary schools for students in grades K-5. A limited number of students may participate in small group or tutorial activities in reading or mathematics to reinforce the basic skills taught in the regular education classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas.

### **Food Services**

The school cafeteria is staffed with efficient cooks who prepare wholesome, nutritious meals. It is recommended that children purchase breakfast and lunch for the week on Mondays. When funds are needed in the child's account, the school secretary will notify the parents by sending a note home with the child. Children will not be allowed to charge breakfast or lunch.

### **Textbook Rental Fees**

The Wellington Unified School District charges a fee for textbook rental, consumable materials, supplies, and equipment of certain subjects. Replacement costs will be charged for lost or damaged school books and property.

### **Student Insurance**

USD 353 will provide a basic insurance on our students for medical expense arising from a school related accidental bodily injury. The schools will have pamphlets available with information concerning coverage and filing claims. This coverage is primary coverage for students with no health insurance, and secondary for students who have other health coverage.

### **Theft and Loss**

Parents of pupils who bring valuable personal articles to school such as musical devices, bicycles, watches, rings, etc., and lose them are advised to check their insurance policy. Many insurance companies will write special supplementary coverage for such articles. The school district does not assume responsibility for loss or theft of personal items at school. However, staff members will investigate all reports of lost or stolen items.

### **Emergency School Closings**

If hazardous weather forces schools to close, announcements will be made on local radio and television stations. The radio and TV stations will be notified by 7:00AM to alert listeners in the case of all-day closings. Parents should make arrangements for a place for their children to go in the event that weather forces the schools to dismiss early and buses to run early, when there might be no one at home. It is highly recommended that parents/guardians sign up for Crusader Alerts. Directions to sign up for this free service can be found on the district website at [www.usd353.com](http://www.usd353.com).

## **Band**

Fifth Grade students have an opportunity to participate in the band program. A representative will demonstrate band instruments and explain how parents may purchase or rent an instrument.

## **Grade Cards and Conferences**

Grade cards are sent home after the end of each quarter. Parents are invited for conferences periodically during the year. These conferences provide an opportunity to enhance home/school communication. Conferences may be scheduled at other times when parents or teachers consider them necessary. If a problem arises at school, discuss the matter privately with your child's teacher. If the problem persists and the teacher has already been contacted, please call the building principal.

## **Field Trips**

Field trips are a **privilege** that may be scheduled throughout the school year and can be taken away from students by the school administration. A field trip is considered as an extension of the classroom and is an educational experience. Teachers and volunteers will provide adequate supervision. A permission slip signed by the parent/guardian at the beginning of the school year.

## **Dress Code**

Student attire should be in good taste, practical, and appropriate for the season and occasion. Clothing which promotes drugs, sex, tobacco, violence, or alcohol will not be permitted. The student's name should be placed on coats, sweaters, boots, and other clothing that may be lost. Parents will be notified if their child's clothing is inappropriate or disrupts the educational environment.

## **Lost and Found**

Each school maintains a lost and found collection. Articles not claimed will be donated to charity.

## **Bicycles**

Students riding bicycles to school should park their bikes in the assigned areas. It is the parent's or guardian's decision to allow their child to ride their bike to school. It is not the responsibility of the school if the bike is lost or stolen.

## **Visitors to the Classroom**

All visitors to the classroom **must** check in with the office before going to a classroom. This is done for the safety of both the visitor and the students.

## **Party Invitations**

Invitations to parties will not be passed out at school unless the entire class is to be invited. Invitations not meeting this criterion will be sent back home with the student.

### **Parent/Teacher Association (PTA)**

The PTA is an organization which promotes quality education and fine school programs for children. Each school has an active PTA. Parents are encouraged to join and become involved.

### **Care of School Property**

School equipment and supplies are provided for use in the education of students. Misuse or destruction results in loss of the equipment or supplies, and funds from another project may be used to replace or repair the items. It is the responsibility of everyone; students, staff, parents, and patrons, to take care in using school property. Costs may be collected for abuse and misuse of school property. This may include replacement cost of a lost or stolen book.

### **Damage or Destruction to School Property**

Pursuant to KSA 38-120, the Wellington Unified School District will vigorously pursue legal court action to recover actual damages from parents of any child who maliciously or willfully damages or destroys district property. Parents are urged to talk with their children about this policy; that the child(s)' actions, behavior, conduct be appropriate and not contribute to such damage/destruction to district property.

### **Bus Transportation**

Bus transportation will be provided to and from school for those students who qualify. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle. Students will be subject to the district's student behavior code and other regulations.

The principal and/or the Bus Service may suspend or revoke the transportation privileges of a student who violates any rule or regulation.

### **DISCIPLINE**

It is the responsibility of schools to provide planned learning activities within an orderly and safe environment, which is conducive to learning. Discipline problems will be handled at the building level. Individual buildings have specific discipline rules concerning classroom behaviors. Contact individual building principals if you have questions about discipline rules in your student's building.

### **Disciplinary Control by School Personnel**

Any teacher, para-educator, aide, secretary, custodian, or school employee may exercise disciplinary measures in the halls, on the school grounds, and at all school activities. The school has absolute control over students during school hours or at school functions.

Students and their possessions may be searched at any time if reasonable suspicion of violation of school rules exists.

## **Computer Security Policy**

### **Kansas State Statutes 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;

1. 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;

1. 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 Computer Services 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 Director or designee.
2. Students shall not be permitted to copy any software without the express written permission of the District Technology Director 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 any non-district purpose except with the express written consent of the District Technology Director 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 communication on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

### **Objectional 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 proper approval of the Technology Director.
- Harass, insult, or attack others.
- Intentionally waste limited resources, supplies.
- Use the Internet for commercial or political purposes.
- Knowingly spread computer viruses.
- Join a listserv.

### **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 353 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. Minimum punishment shall be removal of network access for five days. Students who utilize computer data (i.e. other student's work product or a teacher's test) without authorization to gain an improper academic advantage may be subject to discipline under the Board's policies on cheating.

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.

**\*\* DISTRICT NON-NEGOTIABLE RULES \*\***

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

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-sponsored activities. Consequences for violating any of these rules are listed in School Board Policy JCDA-JCDB (available at any school office) and range from suspension from classes to expulsion from school for up to 186 days. USD 353 has a zero tolerance policy on violations of the rules for weapons and drugs. The student will be recommended for 186 day expulsion.

**Kansas School Safety and Security Act (KSA 72-89b03)**

The Kansas School Safety and Security Act and USD 353 Board Policies EBC and JCAC require school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime **may** have been committed, the administrator is required by law to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent on the seriousness and nature of the situation. **Fighting with blows involved is considered reason to file a report with law enforcement.** When law enforcement officers conduct an investigation and/or question a student during school hours, the building principal will make a reasonable attempt to contact the parent/guardian of the student prior to questioning. To the extent possible, reasonable requests of the parent/guardian will be observed. The administrator involved will document notification or attempted notification of the parent/guardian. If a student's parent/guardian is not present during questioning of a student, the principal or a certified school staff member will be present. The decision to arrest a student and remove the student from school jurisdiction is up to law enforcement and **not** under the authority of school personnel. This policy is enforced in all USD 353 buildings.

**Drug Free Schools and Communities Act (P.L. 102-226, 103 St. 1928, Amended 1989)**

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. USD 353 has a zero tolerance policy on use of illicit drugs in the school setting. Any student who violates this policy will be reported to the appropriate authorities and will be recommended for expulsion from school for 186 days.

**Safety Hotline**

The Kansas Highway Patrol has implemented a statewide hotline available 24 hours a day, 365 days a year to report impending school violence. This information is shared with local law enforcement and school officials. Help keep your school safe! Report any information that might threaten the safety of school or students. The toll free number is **1-877-626-8203**.

**CONCLUSION**

The mission of USD 353 is to educate and empower all students with lifelong learning skills. To this end, the staff at each district school are actively involved in programs and activities designed to help students achieve their maximum potential. Please join us in our deep commitment to educational excellence as we strive to provide the opportunities for every child to receive a high quality education and to become a happy, productive individual.