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Welcome

Welcome to Chase County Schools! The goal of our educational team is to unite students, teachers, and parents to work as a team to enhance student achievement. We believe in our students and it is the intent of USD 284 to develop responsible, self-directed and good citizens for our communities.

The student handbook contains important information concerning academic and/or extracurricular questions and situations that may arise during the school year. The administration and USD 284 Board of Education believe that an understanding of the school's policies and procedures by each student and his/her parent or guardian is necessary to create an environment that is safe and provides the best possible learning environment for all students. We suggest that each student discuss the rules and regulations in this handbook with his/her parent or guardian. It is to be used as a guide and is not expected to cover every incident that occurs. It will be followed fairly and consistently in all situations where stated rules and regulations apply. We hope that you have an enjoyable and successful school year.

The USD 284 Administrative Team "GO BULLDOGS"

Mission Statement

Purpose

Chase County schools will provide an effective educational experience for each student. The education of the students in Chase County is a partnership composed of staff, students, parents, guardians, and community members. This partnership is mutually responsible for the highest possible development of knowledge, skills and attitudes of every student. We will set high expectations to inspire students to become responsible citizens in our society. We will provide a safe, caring and consistent atmosphere to meet the needs of individual learners and all students will learn, develop and demonstrate the skills needed for academic, career, and individual success.

Goals

To achieve the purpose of the Chase County School District, the Board of Education and staff will ensure that students demonstrate competencies in:

Language Arts	Fine Arts	Mathematics	Science
Technology	Social Studies	Career Education	Health/Physical Education

In addition, students will be encouraged to: Communicate effectively, Be honest, Meet requirements and deadlines, Work cooperatively with others, Use the democratic process, Make responsible choices, Take advantage of guidance and other assistance resources, Acquire a foreign language, Analyze various forms of information for decision-making and problem-solving.

Commitment: Teachers, administrators, support personnel, and board of education members, as well as students, parents, and guardians accept their responsibilities for this mission to accomplish the district's purpose and goals. (Approved by BOE Summer 2008).

School Hours

School day: Monday to Friday 8:15 am - 3:45 pm

Daily Schedule

Breakfast 7:45-8:10 am (Teachers pick up students from the gym by 8:10 am)

Lunch/Recess : Kindergarten (11:15-11:45); 1st grade (11:30-12:00); 2nd grade (11:45-12:15); 3rd grade (12:00-12:30); 4th-6th grades (12:25-12:55)

Dismissal 3:45 pm

Arrival and dismissal

Students are not to arrive before 7:30 am. Parents dropping off or picking up their child should do so on the west side of the building. Buses will drop off and pick up on the east side of the building. During other times of the day, children should be brought to the office to check in with the secretaries.

Please make sure that you have made prior arrangements with your child about their after school plans. If plans change, contact the office no later than 3 pm.

Attendance

Absences

If your child is absent from school please notify the school's office (273-6676) before 8:30 am on the day of the absence.

Tardiness

Students are considered tardy when they arrive after 8:15 am. All late arrivals are required to report to the office to check in before going to the classroom.

Please refer to policy section (Attendance) for more information.

Student Expectations

One of our goals at CCES is to help students develop the skills of responsible behavior and self-discipline. Students are often faced with situations in which they must choose their behavior and be responsible for their actions. In order to provide the best possible learning environment for all students, the administration, teachers, and staff will assist students in learning to make appropriate choices and provide consequences when inappropriate behavior is chosen. Consequences could include losing a privilege, in-school suspension, after school detention, out of school suspension and/or involvement from law enforcement.

Bus Transportation

1. Bus transportation will be provided to and from school for those students who qualify. The district will provide transportation for all approved extra-curricular activities.
2. Students must observe the rules and regulations adopted by the Board of Education governing student transportation.

3. Students will also be subject to the school's behavior code.
4. Use of cell phones on regular bus routes is up to the discretion of the driver. All such rules shall be published each year in the student/parent handbook or copies given to students and parents at the beginning of the school year.
5. Bus drivers shall report any violation of said rules to the appropriate school administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

Bus Routes

The district provides student transportation. The safety of everyone is of utmost importance. Therefore, cooperate with the driver. He/she is in complete charge of all discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

District Bus Rules

1. Students must wait at their bus stop at the scheduled time. Do not arrive more than ten minutes before your scheduled time. The bus driver will not wait on you.
2. Do not throw any objects at any individual, structure, or property.
3. No loud talking, screaming, or profanity while waiting on a bus.
4. No hitting, kicking, or pushing another student or individual will be tolerated.
5. Wait until bus comes to a complete stop and door opens before leaving assigned waiting area to load.
6. Stand on the sidewalk or side of the road, out of the roadway.
7. All school rules and policies are in force.

In addition to the specific rules listed above, all bus riders are expected to abide by the following:

1. When crossing the road, go at least ten feet in front of bus, stop, check traffic, watch for bus driver's signal then cross the road. Never walk behind a parked bus!
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular stop, except by proper authorization from the parent and school official.

*CCJSHS and CCES students waiting at either building to load a bus are governed by bus stop rules.

Extra-Curricular trips (Activity trips)

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall obey the bus sponsor appointed by the school officials.
3. Students who have ridden a bus to an activity may be signed out by a parent/guardian to ride home with them.
4. A student who participates in an activity may ride home with their grandparents or another participant's parents if:
 - A. get the principal's permission at least one hour PRIOR TO the bus departure time to the event and file a signed and dated note for the permanent files explaining the situation,

including who is transporting the student home. The principal will fill out a Return Authorization form to be given to the sponsor.

- B. Students cannot be signed out to other students including siblings who are in high school.
- C. The adult who is designated to transport the student home shall present a signed note to the group sponsor at the site, stating that they are accepting the responsibility for taking the student home.

This procedure will release all liability of USD #284 and place it on the parent or guardian or those transporting the student. These policies have been approved by the USD #284 BOE and are listed in this student handbook.

Bus Discipline Policy

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved.

Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions:

FIRST OFFENSE: Bus driver will hold a conference with the student and notify the principal of the conference. A warning will be issued to the student, the student's parents/guardians will be notified and a bus conduct report will be filed with the student's principal, parents/guardians and the superintendent.

SECOND OFFENSE: The principal will deny students the privilege of riding the bus for three (3) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

THIRD OFFENSE: The principal will deny students the privilege of riding the bus for five (5) days. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

FOURTH OFFENSE: The principal will deny students the privilege of riding the bus for the remainder of the semester upon recommendation of the bus driver. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below. The principal or bus driver shall initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

NOTE: "Bus Driver" as used in this policy shall include regular, activity, and substitute drivers.

Bus Discipline Appeal Procedure

The student's parents/guardians may appeal a bus disciplinary action by doing the following:

STEP 1: Request in writing that the superintendent review the disciplinary action taken by the bus driver or principal. The superintendent within five (5) days will give a written answer to the individual who appealed the disciplinary action. If the individual who filed the appeal with the superintendent regarding disciplinary action taken by the bus driver or principal is not satisfied with the decision of the superintendent, then the individual may proceed to Step 2.

STEP 2: File a written request with the clerk of the board of education requesting the Board of Education to review the disciplinary action and the appeal decision made by the superintendent. Within ten (10) days following the next regular board of education meeting, a written decision will be sent to the individual who filed the appeal.

Dress Code

It is our philosophy that student dress is the responsibility of parents and students. However, dress that is detrimental or distracting to the learning process is not permissible. The following is a list of guidelines:

- Wearing of apparel should be neat, clean, and suitable to the school situation.
- Shoes must be worn in the building.
- Hats, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time. These items should be kept in a locker or backpack.
- Clothing that advertises drugs, tobacco, alcohol, or displays inappropriate writing, comments, or pictures will not be allowed
- Jeans may have holes as long as the holes are not above the mid-thigh, and are not excessive in size.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing which exposes a bare midriff or back is not permitted. The shirt or blouse should not expose bare skin when the student is standing and arms raised.
- No short-shorts or mini-skirts. The shorts or skirt should extend past the fingertips with the arms extended and/or measure to the mid-thigh.
- Halter-tops, tank tops, tube tops, and spaghetti-strap tops are prohibited. The straps on top must be at least two inches. Elementary students' straps must be an appropriate size that is acceptable as determined by the elementary administrator.

Students who wear inappropriate clothing or accessories to school will be required to make modifications.

Meal Program

Breakfast will be served from 7:45 - 8:10 daily.

The school lunch program provides nutritious, well-balanced meals for all students. Lunch counts are turned into the kitchen by 8:30. If your child is going to be late or if parents are joining their child for lunch, please contact the office before 8:30 or we can not guarantee that a lunch will be available.

Students who do not eat the school lunch are encouraged to pack a nutritious sack lunch to eat at school. Items, such as, candy, soda pop, and sweet juice drinks are not viewed as appropriate for children to have during lunch.

Students are to demonstrate good manners in the cafeteria. They should remain seated and face their tray. Sharing or touching other student's food is not allowed. All trash should be picked up and thrown away when the student is dismissed from the table.

Extra milk is available for students. They are allowed to charge up to \$5. After that, the child will not be provided with milk during their milk break time. If you are having a hardship with the bill, please contact the office.

School Nurse (Health Services)

The school nurse is responsible for the direction and implementation of care plans for students with individual health concerns. In order to address the student's health concerns, parents need to be sure to communicate these needs to the school. For chronic health problems, parents will need to sign a release of information form, so the school can follow the doctor's recommendations for the particular issue during school hours.

PRESCRIPTION MEDICATIONS may be given to students by school staff with a doctor's prescription and a signed permission form.

NON-PRESCRIPTION MEDICATIONS such as Tylenol, cough syrup or cold capsules may be administered during school hours if the meds are in their original container and the parent/guardian sends a signed permission form for school staff to administer the drug. All medications must be given by an adult.

Students with fevers should not be sent to school. Any student with a temperature one degree or more above normal will be sent home. If a temperature is 100 or higher, the student should not return to school until the temperature has remained normal for an entire 24-hour period. First aid will be administered for minor injuries and illnesses as needed. Anything else will be referred on for more intensive medical intervention.

New students- including Kindergarteners- must provide a current physical from a doctor or the Health Department as stated by Kansas state law. State law requires all students to have updated immunization status in order to continue school attendance. The school nurse will send a notice for any immunization(s) needed. U.S.D. #284 has adopted a policy to only allow students to attend school who have updated immunization status.

GUIDELINES FOR DISPENSING PRESCRIBED MEDICATIONS

U.S.D. #284 will assist in dispensing medication prescribed by a physician to a student if necessary during the school day. ALL medication will be dispensed to a student in the school office by a person designated by the School Nurse if the following guidelines are met:

1. The medication must be sent to the school in the original pharmacy container on which the DATE, CHILD'S DOSAGE and NAME OF MEDICATION are clearly noted. We cannot dispense medication that is not in the original container.
2. The medication must have been administered at home at least once to reduce the risk of a reaction at school.
3. Any over-the-counter medication such as Tylenol, cough syrup, cold remedies, etc. will not be given without written permission from the parent or guardian. Forms are available in the office. All over-the-counter medications must be sent in original containers. Do not send medication to school with your child for them to take themselves. ALL medication must be given by an adult.

Medications will not be given to students by untrained school staff. This includes over-the-counter drugs such as Tylenol, cough syrup, or cold capsules. Students needing to take these types of medications while at school may do so as long as there is a signed parental permission

form on file AND the medication is provided by the parent. Parental permission is needed for all medications given at school.

ALL MEDICATIONS MUST BE IN ORIGINAL PACKAGES OR THE MEDICATION WILL NOT BE ADMINISTERED.

Students with asthma or severe allergies requiring the use of an inhaler or Epi-Pen are allowed to carry their medications, with the proper forms filled out. If you want your student to carry one of these medications you need to have a form filled out by your doctor and signed by you and your student. These forms are available from the school nurse.

Students in grades 9-12 needing to take over the counter types of medication while at school may do so as long as the medication remains in their personal possession and is not shared with other students. Students in grades 9-12 needing to take prescription medications that are considered controlled substances will not be allowed to carry their medication. Controlled substances such as ADHD medication, and prescription pain relievers will need to be kept in a secure, locked area. Signed parental permission forms will be required for all medications considered controlled substances that are given while at school, and administered by school staff. The school nurse will need to know if a student is on any medication that is a controlled substance.

State law requires all students to have updated immunization status in order to continue school attendance. The school nurse will send notice for any immunization(s) required by Kansas State Law. Immunizations may be obtained at the health department or your private physician's office. Proof of immunization will need to be brought to school. U.S.D. #284 has adopted a policy to only allow students to attend school who have updated immunization status.

Visitors

Guests, visitors, and parents must report to the office to sign in upon arrival and sign out when leaving any USD 284 building. Parents are always welcome but should make prior arrangements to meet with a teacher or visit a classroom in order to limit the disruptions during class. Parents should only request to remove a child from class to meet with them for emergency purposes.

Library

At CCES, we want students to learn to appreciate all of the materials in the library. If a book is lost or damaged, please report it to the librarian immediately. The person who checked out the book is expected to reimburse the school for the lost or damaged book at its replacement cost.

Distracting Items

Students should not bring items to school that do not support the educational process. Such items will be confiscated by the teacher or principal and will need to be picked up by the parents. The school is not responsible for personal property that is broken, lost, stolen, or misplaced. Students are discouraged from bringing large amounts of money to school. The school is not responsible for lost or stolen money.

Cell Phones

Students are not to use cell phones or other electronic devices in school during school hours. The devices should be turned off and stored in the student's backpack or locker. Under certain circumstances, the student may receive permission to use the devices by a teacher or administrator.

Recess

All students are to go outside at recess and should dress accordingly. Students will have indoor recess on days of inclement weather or when the air temperature or wind chill drops below 20 degrees F. The office will monitor weather and air temperatures.

Students are expected to have appropriate clothing at school for outdoor recess, such as a jacket, sweater, coat, gloves, and head gear. Students will follow the recess expectations and procedures for all equipment and games. Students who choose not to follow the directions given by an adult could result in the loss of recess time.

Classroom Parties

Parents are welcome at parties sponsored by the school. Parents wishing to provide birthday treats should first call the classroom teacher to arrange a time. Birthday party invitations that do not include the whole class may not be distributed at school. We prefer that gifts, flowers, balloons, and other such non-school items not be delivered to the school. They create a disruption to the educational process.

Animals and Plants at School

Persons bringing all animals and plants into the school, for educational purposes, must receive prior permission from the classroom teacher and the building principal. Under no circumstances are animals to be transported on school buses.

Title I School-wide Program

Chase County Elementary School has a K-6 Title I school wide program. This means that the school can combine Title I funds with other sources of funds in order to better meet the needs of all of the students. The Title I plan focuses on reading and math.

As part of the program, parents may request access to their child's progress as well as the following information:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived; The Baccalaureate degree major of the teacher and any other graduate certification or degree held by a teacher, and the field of discipline of the certification or degree; Whether the child is provided services by paraprofessionals, and if so, their qualifications;

Whether a child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents are invited to attend a meeting to hear more about the Title I program each year. A Parent-School compact will be signed each year at enrollment. At an annual meeting, the School Site Council will review an evaluation of the Title I program.

Grading Procedures

Criteria have been established for the mastery of every standard. When average percentages are used, we will use a grading scale of 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), and 59 and below (F). We will continue to use traditional letter grades as one way to designate how a student is learning their outcomes. In an effort to go paperless, we encourage parents to sign up for parent access to GoEduStar to monitor their child's grades and assignments. Paper copies of progress reports and report cards will not be sent or mailed home unless it has been requested in writing by parents.

Classroom Assignment of Students

Many factors are taken into consideration so that classes are balanced, equitable, and good learning situations. These factors include gender, academic level, peer relationships, and teaching/learning styles. Parents may make requests to the principal in writing until May 1. Requests must have a sound educational reason. All requests will be considered. The principal will make the final assignments based on teacher input and the factors previously mentioned. Any concerns should be directed to the principal and follow the district's patron complaint policy. Class rosters will be available after enrollment in August.

Placement Option

The principal can place students transferring from non-accredited schools into a particular grade. The principal will make the initial placement after consultation with the parents or guardians of the student and school personnel. Final placement shall be made by the principal based on the student's documented past educational experience and performance on tests administered to the student to determine appropriate grade level placement.

Retention

Any student being considered as a candidate for retention will be discussed on an individual basis. Data such as progress monitoring and input from parents and staff will be used in making the decision. The final decision on recommending a child for retention will be made by the principal. Appeals may be made through the district's Patron Complaint policy.

Early Dismissal due to Weather or Emergency

All school dismissal decisions are made by the Superintendent or designee. As soon as a decision is made, an automated system will begin calling all parents. Students will follow their normal after school routine unless we hear differently from parents.

Weather/Emergency School Closings

If severe weather or emergency causes the school to be closed, the closing will be announced through the EZ school messaging and both radio and TV. If a decision is made the night before it will be called in that night. If the decision is made early in the morning, please listen to one of the following stations. The closing will be listed under U.S.D. #284 Cottonwood Falls, Chase County.

Radio Stations

KVOE 1400 and 101.7; The WAVE 96.1; KFDI; WIBW 580 and 94.5 Country

Television Stations

Channel 3 Wichita (KSNW); Channel 10 Wichita (KAKE); Channel 12 Wichita (KWCH); Channel 13 Topeka (WIBW); Channel 27 Topeka (KSNT)

Policy Section:

Annual Notification of Directory Information

The Family Educational Rights and Privacy Acts (FERPA), a Federal law requires that USD #248, Chase County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chase County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised your child's school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chase County Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information as directory information: An LEA may, but does not have to, include all the information listed.

- *Student's name
- *Address
- *Telephone listing
- *Electronic mail address
- *Photograph
- *Date and place of birth
- *Dates of attendance
- *Grade level
- *Participation in officially recognized activities and sports
- *Weight and height of members of athletic teams
- *Degrees, honors, and awards received
- *The most recent educational agency or institution attended

If you do not want to disclose directory information from your child's education records without your prior consent, you must notify your child's school in writing by the first Friday of the school year. A form will be available upon request at enrollment or from the office.

Attendance

Regular attendance is expected from all students enrolled in USD #284 schools. A child's parent or guardian has a legal duty to make sure his/her child attends school. The principal is required to report the student to the proper authorities as being truant from school. Prior to reporting, a letter will be sent to a child's parent or guardian notifying them that the student's failure to attend school without a valid excuse will result in the student being reported truant.

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 comes first. Students who are absent without a valid excuse for a significant part of any school day will be considered truant. (An absence of two or more hours in any school day is considered an absence for a significant part of the school day.)

Excused absences include the following:

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

All absences which do not fit into one of the above categories would be considered an unexcused absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parents or the student. In the event of excessive absences, parents may be required to provide a doctor's note for their child's absence.

Bullying

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Such examples could include: harming a student or staff member, either physically or mentally; damaging a student or staff member's property; placing a student or staff member in reasonable fear of harm to self or property.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events.

The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties

involved, and the severity of the behavior. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion.

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, or in school property, or at school sponsored activities or events is prohibited. Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events, and on school owned or operated property. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and be subject to consequences at school.

Events Policy

The schools of USD #284 Chase County will enforce the following rules and regulations in order to promote a safe and enjoyable environment for all students, spectators, and fans at all school functions, events, and sports contests.

1. All preschool through 6th grade students will need to be accompanied by an adult.
2. All students, preschool through 12th grade will be seated in the gymnasium or bleachers during the games. Playing in the hallways, behind the bleachers, or on the grounds during the games will not be allowed.
3. Students (preschool through 12th grade) will not be allowed to go outside or leave the premises during the event or games. Administrators may make exceptions to this policy if permission is obtained in advance.
4. Students (preschool through 12th grade) not abiding by the rules will be asked to leave or sit with their parents.
5. Continued misconduct on behalf of the unruly students will result in the students being prohibited from attending the remaining home games.

Homebound Instruction

USD #284 will provide homebound instruction for students who are unable to attend school for medical reasons. Homebound instruction is reserved for students who cannot attend school due to a disability, which will prevent the student from attending school for at least two weeks. Students who are experiencing pregnancy, injury, or illness are not eligible for homebound instruction unless the physician treating the student certifies in writing that the student is unable to attend school and receive regular classroom instruction.

- 1) If a parent/guardian requests a homebound placement, a letter from the student's physician must be sent to the appropriate building administrator. The letter must be on the physician's official office stationery and must include the diagnosis of the condition which requires the student to stay at home for at least two weeks, and the doctor's estimate as to how long the student will remain at home due to the illness or injury. This

should include the estimated beginning and ending date for which homebound instruction will be needed.

Note: If a homebound placement is approved, after two weeks have passed the physician caring for any student requesting further homebound instruction must re-certify in writing each week that the student is still physically unable to attend school if homebound instruction is to continue.

- 2) If proper medical authorization is sent to the building principal, the principal will consult with the superintendent of schools. The superintendent may give the principal permission to hire a certified teacher who has a valid Kansas teaching certificate at the proper level to instruct the student in the home. A copy of the teacher's certificate must be on file in the USD #284 office so the teacher can be paid for homebound instruction. It will be the responsibility of the homebound teacher to turn in a timecard to the board office. Hours will be certified by the building principal. Homebound instruction may be for any number of hours per week up to a maximum of 12 to 15 per week. Please note that some classes will not be eligible for homebound instruction since the student cannot complete the goals and objectives of the course (ie..lab classes) at home.
- 3) Hourly pay rate for homebound teachers will be determined by the superintendent of schools.
- 4) If the homebound placement is more than 5 miles from the board office, mileage will be paid at the same rate as is paid to other USD #284 employees.
- 5) Students declared eligible for homebound instruction may be placed on a 504 plan.

Patron Complaint Procedures

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. The purpose of this procedure is for patrons to officially lodge a complaint and be aware that their concerns have been listened to and dealt with accordingly. The first phase is for the patron to write out their complaint on the Patron Complaint Form. The principal will deliver his/her opinion and what action he/she will take within 3 school days. If, after the opinion delivered by the principal is not considered satisfactory by the patron, they may submit the form to the superintendent. The superintendent has 5 school days to render a decision. If, after these steps have been followed and accomplished, and the patron has not received what they consider a satisfactory response from the previous steps, they may approach the Board of Education with their case at a regularly scheduled meeting.

Per Board Policy KN, the BOE encourages all complaints regarding the district to be resolved at the lowest possible administrative level. The district administrative team will attempt to do so in all cases unless otherwise prevented from doing so by legal and/or moral circumstances. Parties to any complaint filed in this manner must be involved at the lowest level possible until resolution is achieved. If resolution is not reached, the BOE will be made aware of the unresolved complaint.

Name of Complaining Party _____ **Date** ___/___/___

Nature of Complaint

<input type="checkbox"/> Student Instruction	<input type="checkbox"/> Student Safety	<input type="checkbox"/> Transportation
<input type="checkbox"/> Food Service	<input type="checkbox"/> Custodial-Maintenance	<input type="checkbox"/> Coaching or Sponsorship
<input type="checkbox"/> Legal Matter	<input type="checkbox"/> Professional Performance	<input type="checkbox"/> Professional Behavior
<input type="checkbox"/> Building Management	<input type="checkbox"/> District Management	
<input type="checkbox"/> Other (_____)		

Specifics of Complaint (use additional sheets if necessary) _____

NOTE: Only those complaints that are specific as to the nature, involvement, dates, times, etc. will be processed for resolution. All written materials compiled as part of this complaint process will become part of the file for this complaint.

LEVEL-1 RESOLUTION, COMPLAINT SOURCE

Has the source of your complaint been given an opportunity to resolve your complaint? Yes (next question) No (STOP)

Complaint Source _____ Date of Meeting ___/___/___ Method _____

Has the source of your complaint resolved your complaint to your satisfaction? Yes (RESOLVED) No (move to Level-2)

My signature below indicates that all facts given and statements made concerning my complaint are complete and accurate. I authorize USD 284 to go to the next levels in the complaint process and understand and agree that this complaint form will be used in district attempts to resolve my complaint.

_____	_____	_____	_____
Complaining Party (please print)	Phone Number	Signature	Date of Complaint

LEVEL-2 RESOLUTION, CLASSIFIED SUPERVISOR or CERTIFIED PRINCIPAL

Have you conferenced with the source of this complaint? Yes Date of Meeting ___/___/___ Method _____

Have you shared the results of the conference with the complainant? Yes Date of Meeting ___/___/___ Method _____

Was the complaint resolved to the satisfaction of both parties? Yes (RESOLVED) No (move to Level-3)

Supervisor / Principal Signature _____ Date ___/___/___

LEVEL-3 RESOLUTION, SUPERINTENDENT

Have you conferenced with the source of this complaint? Yes Date of Meeting ___/___/___ Method _____

Have you conferenced with the supervisor / principal? Yes Date of Meeting ___/___/___ Method _____

Have you shared the results of the conference with the complainant? Yes Date of Meeting ___/___/___ Method _____

Was the complaint resolved to the satisfaction of all parties? Yes (RESOLVED) No (notify Board of Education)

Was BOE notified that this complaint was not resolved? Yes Date ___/___/___ Method _____

Superintendent _____ Date ___/___/___

Copies To: Complainant, Complaint Source, Complaint Supervisor or Principal, Superintendent

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment free from discrimination. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a staff member to a student or when made by a student to another student. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person, with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal or another certified staff member. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. Weapons can include, but not be limited to:

- *any weapon 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 weapon described in the preceding example

- *any firearm muffler or firearm silencer

- *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 $\frac{1}{4}$ ounce, mine, or similar device

- *any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore or more than $\frac{1}{2}$ inch in diameter

- *any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled

- *any bludgeon, sand club, metal knuckles, or throwing star

- *any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement

- *any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

Possession of a firearm or other weapon listed can result in expulsion from school for a period of one calendar year.