



Junior Raiders

**West Elementary
Student Handbook
2011-2012**

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West Elementary School

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Dear Students and Parents,

Welcome to West Elementary school—home of the *Wamego Junior Raiders*. We are excited to begin this school year with you and are ready for a year full of achievement and success. At West Elementary, we value all students' individual strengths and talents and encourage them to put forth their best effort in all areas of school life including academics, fine arts, physical education, technology, character education, and behavior.

It is very important that you review our handbook and refer to it as necessary throughout the year. The purpose of this handbook is to provide you with information regarding the policies and procedures of West Elementary School. Other items that deserve your attention are the West Elementary Professional Learning Communities model, including our mission, vision, values, goals, and curriculum information. Please take time to read all of the information in this handbook, as it is important and necessary for you to be familiar with its contents. Any questions you have regarding the items in this handbook should be addressed to the building principal. Please also understand that all Board of Education policies are not included in this handbook. A comprehensive notebook of BOE policies is available on the district website at www.usd320.com.

The West Elementary team includes students, parents, and staff. It takes the cooperation and hard work of each of these groups to achieve excellence. Our goal is to ensure that all students' needs are met and that each child reaches proficiency in all academic areas. We look closely at our assessment data to make instructional decisions and plan professional development activities for teachers. Our School Improvement Plan is the guiding document that we use to identify our target goals and SMART goals, plan research-based instructional strategies, and monitor progress toward our goals. Copies of our School Improvement Plan are available in the school office.

We are very fortunate to have a facility that is conducive to learning and is in excellent condition. Our students and staff take pride in keeping our building clean and presentable for our guests. We invite you to visit us at your convenience and would be happy to give you a tour of our school.

We also invite you to become an active part of our team and encourage you to volunteer in our school. Opportunities for involvement include the West Elementary Site Council, PTO, classroom volunteers, committee volunteers, and much more. We also encourage you to contact us with any questions or concerns you may have. Open communication between home and school is a must to ensure a successful school experience for each child.

Please join us in our quest for excellence, as we begin another exciting school year. We are confident that your experiences at West Elementary will be rewarding and enjoyable. We look forward to working with you in the year ahead.

Sincerely,

Amy R. Flinn
Principal

*The mission of West Elementary School
is to assure learning for all through a community of support.*

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USD 320 - WAMEGO

Board of Education Members and District Administration

Richie Chrest	785-456-2763	Merlyn Pence	785-456-8556
Barb Downey	785-456-9195	Amy Schwein	785-456-8014
Mike Malin	785-456-6941	Richard Weixelman	785-456-2725
Philip Wethington	785-456-6723		

Superintendent: Doug Conwell

Director of Instructional Services: Mary Kaye Siebert

Special Education Cooperative Director: Mike Bilderback

USD 320 Mission Statement

Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem solving citizens who will produce quality work in their individual pursuit of excellence by offering relevant, academically challenging, and diverse learning experiences.

District Belief Statements

We believe

- The family is the primary influence on a child's development.
- A community has a significant supporting role in the growth and development of its members.
- All people are responsible and accountable for their own actions.
- Society is enhanced by the development of its members.
- Change is necessary for growth.
- Excellence is achievable and worth pursuing.
- All people have a capacity to learn.
- Higher expectations promote higher results.
- Learning is a lifelong process.
- Each individual is valuable.

District Objectives

All students will:

- Engage in productive behavior while in school.
- Produce quality work.
- Be self-motivated and goal oriented.
- Master curriculum or their individual achievement programs.

District Strategies

- We will develop a comprehensive curriculum with valid, measurable outcomes and the assessment tools necessary to accurately measure student progress toward those outcomes.
- We will cultivate self-motivation and productive behavior in students.
- We will develop strategies that will require students to create and monitor personal and academic goals.
- We will develop and support a faculty who accepts the responsibility to challenge and motivate students.
- We will effectively communicate with students, parents, and community to form strong partnerships.
- We will define the basic characteristics of quality student work, and develop a plan to communicate those to our community.

District Curriculum

Curriculum for Wamego USD 320 is adopted by the Board of Education upon the recommendation of district curriculum committees. Curriculum in Grades 3-5 includes the areas of communications (reading and language arts), mathematics, science, social studies, library, art, music, physical education, technology, character education, health and human sexuality and AIDS education. All curriculum is written with specific outcomes for students. Parents are encouraged to review the curriculum outcomes which are available in the principal's office. Specific concerns regarding the curriculum should be directed to the teacher and principal.

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Mr. Doug Conwell, 510 E. Hwy 24, Wamego, KS 66547, 785-456-7643 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All Forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Refer to JGECA,2,3,4, on file at the school for further information.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Introduction to Handbook

It is understood that the school principals, or their designees, shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither principals nor their designee have the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.

School Improvement

West Elementary is fully accredited by the Kansas State Board of Education through the Quality Performance Accreditation (QPA) process. QPA is a school improvement process that holds schools accountable for continued improvement with respect to student achievement. Parents are encouraged to review West's School Improvement Plan with respect to student achievement, which is available in the school office. It is the responsibility of the Site Council to monitor the School Improvement Plan, the guiding document for QPA that targets the areas of reading, writing, and mathematics.

WEST ELEMENTARY SCHOOL PROFESSIONAL LEARNING COMMUNITIES

West Elementary School has embraced the Professional Learning Communities model for school improvement. The three "big ideas" of a PLC are a focus on learning, collaboration, and a focus on results. Every teacher is a member of at least one PLC team that will meet regularly to address curriculum, instruction, and assessment

issues with a focus on learning and results. In addition to weekly team meetings, vertical team meetings across grade levels will also be organized to ensure continuity from building to building and grade level to grade level.

West Elementary Mission Statement (*Why do we exist?*)

The mission of West Elementary School is to assure learning for all through a community of support.

West Elementary Vision Statement (*What do we want to become to accomplish our purpose?*)

Our vision is to work collaboratively using a guaranteed, viable, and relevant curriculum to ensure all will be proficient, well-rounded, and have a thirst for learning in a safe and proactive environment.

West Elementary Collective Commitments (*How will we behave to create the school that will achieve our vision?*)

- We will provide a safe, inviting atmosphere for all.
- We will keep our students' needs and learning first.
- We will collaborate using agreed upon norms.
- We will work with the community to achieve our school's mission.
- We will create and implement a curriculum that focuses on best practice and research-based strategies.
- We will set S.M.A.R.T. goals and use data to guide educational decision-making.

West Elementary Goals

Each PLC team will create their own S.M.A.R.T. goals (specific, measurable, attainable, realistic, and timely). Teams will present their S.M.A.R.T. goals to the faculty each year and will report on progress toward these goals.

WELCOME TO WEST ELEMENTARY SCHOOL

Contact Information

School address	1911 Sixth Street Wamego KS 66547
School Office	785-456-8333
School Fax	785-456-7267
School Web Site	www.usd320.com

SCHOOL BUSINESS

Admission Requirement (Policy JBC)

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

Non-resident students are those who do not meet the definition of a resident student. Out of district students may enroll in USD 320 at the same time that other students enroll for the coming school year, but are not officially added to the school roster until formal approval is established. A copy of the procedure page shall be given to the parent/guardian as part of the enrollment process.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in Kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Transfers from Non-Accredited Schools (Policy JBC)

The principal will place students transferring from non-accredited schools initially after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Student Information Form

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s), e-mail address(es) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Address/Phone Number Change

Please notify the school office immediately if any of the following change:

- phone numbers for home or parents work
- mailing or street address
- emergency contacts.
- e-mail address

(Only appropriate school staff will have access to unlisted numbers.)

Student Fees (Policy JS)

Building principals shall be authorized to collect fees approved by the Board of Education or to seek restitution for any school property lost, damaged or destroyed by a student. A fee schedule shall be distributed at enrollment to all parents.

Request for Student Records

- A student moving to a new school outside the district will have his/her records forwarded upon request of records from the receiving school.
- All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents or students and eligible students (those who are 18 or older) 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 those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
- We have your prior written consent for disclosure

- The information is considered directory information and you have not objected to the release of such information; and
- Disclosure without consent is permitted by law.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record would be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 320 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 320 Policies for complying with FERPA. A copy may be obtained from the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547, 785-456-7643.

Directory Information (Policy JRB)

For purposes of FERPA, USD 320 has designated certain information contained educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories include the following: the student's name, address, telephone number (unless designated as an unlisted number), picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 320 addressed to the Clerk of the Board, USD 320, 510 E. Hwy 24, Wamego, KS 66547 on or before September 1, 2011. If refusal is not filed, USD 320 assumes there is no objection to the release of the directory information designated.

As per federal law (FERPA), our district has to notify parents of their rights regarding the videotaping of their child. Parents have the right to refuse to allow their child to be videotaped for broadcast purposes. Please contact your child's school, in writing, if you do not want your child videotaped and then broadcast on our local public television station.

THE SCHOOL DAY

***** School Starts at 8:05 a.m. and dismisses at 3:25. *****

School Day Information

Lunch Period: 45 minutes
 Breakfast Served: 7:45 a.m. - 8:00 a.m.

Bell Schedule

First Bell: 8:00 a.m.
 Tardy Bell: 8:05 a.m.
 Bus Bell: 3:20 p.m. (bus students load buses)
 Final Bell: 3:25 p.m. (all students dismissed)

Students (other than those eating breakfast) should arrive as close to 8:00 a.m. as possible. Students (other than students riding buses) should not arrive to school prior to 7:45 a.m. There will be no teachers on duty until this time.

Arrival/Dismissal

Parents will drop off students on the south side of 6th Street will direct access to the sidewalk. Parents need to pull up as close as possible to the curb and be aware of traffic and buses coming from the West. Students may get out of their parents' vehicles at any point along the sidewalk on 6th street to keep traffic flowing. Parents should not pull past the yellow no parking zone located prior to the school entrance to allow the buses plenty of room to make the turn. Please do not drop students off on the north side of the street or pick them up on the north side.

Parents that pick their child up from school will also do this on the south side of 6th street. Students will walk up the hill to meet parents/guardians. Adult supervision will be provided by school staff.

Parents that need to come into the school building may park their vehicles in the school parking lot. Please always give the buses the right-of-way. Always park your vehicle in a marked parking stall if you need to come to into the school. Never park next to the entrance curb or parking lot curb. Also, please do not park in the reserved handicapped parking stalls, unless you have a handicapped tag.

Breakfast and Lunchroom

The lunchroom is intended to provide a pleasant dining experience for students similar to that of home and/or of eating outside the home. Appropriate manners will be taught and reinforced during the lunch period. While in the lunchroom, students should adhere to the following guidelines:

- Talk quietly to others.
- Remain seated while eating.
- Listen for and follow directions of the lunchroom aides, teachers, or principal.
- Do not trade food.
- Remain quiet in the hallways as you enter the lunchroom. Students not obeying this rule will go to the end of all lines.
- Walk when exiting the lunchroom and building.
- Notify and adult immediately is someone is choking.
- Students who choose not to follow any of the rules will be given natural consequences.

Food Service (Policy J6H)

Free or reduced price meals shall be provided for students who qualify under state and federal rules, and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

The school lunch/breakfast programs are designed to provide students with meals that meet their nutritional needs at a reasonable price. Hot lunches and breakfasts are available every full day school is in session.

- Meal tickets are paid for in advance. Tickets are sold in groups of ten or by the semester. A one day ticket for lunch or breakfast may be purchased in the line if the student has the necessary money.
- Parents are invited to eat at school. Parents are particularly encouraged to eat lunch during birthday dinner days - the third Wednesday of each month. Parents or other relatives should notify the school office by 8:30 a.m. on the day they wish to eat school lunch.
- Students bringing lunch from home should avoid bringing candy, gum, and soda pop as part of their lunch.

EZSchoolPay.com

You can check your child's school meal account from home or work. Just visit www.EZSchoolPay.com. USD 320 offers this internet service to help parents better manage their child's school meal account. In addition to checking their child's school meal balance online, parents may use their VISA or Master Card to enter a payment to their child's Meal Tracker food service account. If you have questions, please contact the Food Service Office at 456-2214, Ext. 5020.

Breakfast and Lunch Accounts

School Cashiers will notify students when their account reaches \$5.00 level.

Our West school cashier or school secretary will notify parents via a phone call or e-mail when the negative balance reaches \$5.00.

If an account reaches a negative balance of \$25.00, a formal letter is sent from the school administrator or USD 320 Food Service Director to the parents.

If no payment is made by the time the account reaches a negative balance of \$50.00, the student will be offered a basic meal of PB&J, fruit, and milk for the ala carte price of \$1.80. This amount is charged to the student's account. At that time, the account will also be turned over to collections by the District Office. The cashiers will send all student account information to Debbie Klein, District Office secretary.

Dress Code (Policy JCDB)

Neatness, decency, and good taste are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of the student's appearance. Students who are inappropriately dressed will be required to change their clothing. Students will not wear hats in the building.

Lockers (Policy JCAB)

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. West Elementary lockers will not be locked at any time. The principal may search any locker at any time without notice to the student to whom the locker is assigned, if there is reason to believe the locker contains matter prohibited by law or school regulations.

Textbooks (Policy IF)

Textbooks that are checked out to students become their responsibility. Any lost or damage done to school textbooks will result in a fine assessed in accordance with the damage done and/or the cost of a new book

Computer Materials (Policy IIBG)

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher or building principal.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to follow the guidelines approved by teachers or the administration when using the system.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Acceptable Use (Policy IIBH)

The use of instructional technology, including information retrieval systems, at school is a privilege and not a right. Inappropriate use of technology privileges by any person will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. A student's activities while using district technology must be in support of education and consistent with the curriculum outcomes of the Wamego school system. Each student and parent is required to sign the district Acceptable Use Policy to ensure that they have been given the rules that govern the use of district technology and the consequences for the misuse of district technology. For further information please contact the district office.

Cell Phones

Students shall not use a cellular phone/paging device while on school property, unless under the direct supervision of school personnel. Cell phones brought to school must be kept in the student's backpack or locker and must be turned off. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A person who discovers a student using a cellular phone/paging device on school property without permission will report the violation to the principal.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged, or stolen, repair or replacement is the student's responsibility. Students should not bring personal items (toys, electronic devices, etc.) to school unless directed by the teacher.

Money

All money sent to school should be sent in an envelope with the following information listed on the outside:

- Child's First and Last Name
- Amount of Money
- Purpose of Money
- Child's Teacher's Name

Students should not bring money to school other than for specific purposes, such as lunch money, book clubs, etc. Separate checks are required for specific payments.

Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day. Students who are tardy must sign in when arriving at school. ALL visitors in the building must sign in and out at the school office. This is for the protection of our students.

Release of Students During School (Policy JBH)

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal or office staff shall verify the identity of the person seeking release of a student. The student's release may be refused. Parents (and or designated guardian) must always check in and out at the office.

Birthday Treats

Children may distribute birthday treats at the teacher's discretion, if similar treats are brought for all students in the class.

Invitations

Distribution of party invitations at school is not permitted unless an invitation is given to each member of your child's classroom. If a boy is having an all boy party, then invitations must be given to all boys in the class. If a girl is having an all girl party, then invitations must be given to all girls in the class.

Classroom Parties

Classroom parties are planned by Room Parents for Halloween, Christmas, and Valentine's Day. These official dates will be set by the school and parties will not begin before 2:30 p.m.

Parent Objection to Pupil Participation

Parents objecting to routine school activities such as holiday activities, holiday dramatizations, pledging allegiance to the flag, administering first aid, eating certain foods, etc., should make their concerns known at the office in writing prior to any such participation.

Room Parents

A list of parents who can help with activities in the classroom and other school activities are obtained during enrollment by the PTO. Room Parent Handbooks will be provided to all Room Parents.

Departures

Previous arrangements must be made if a student is to remain after school longer than fifteen minutes. Transportation for students who remain at school after the regular dismissal time is the responsibility of the parent. Parents will be notified when their student is asked to remain after school for academic or disciplinary reasons.

Valuing the Learning Time

West staff will make every effort to value and protect the learning time during the school day. Non-learning activities will be kept to a minimum, as the learning environment will be respected. Deliveries to students (flowers, balloons, etc.) will be held in the office until the end of school. Please note: Latex balloons will not be allowed in the school or on the school bus. Students will only be called to the telephone in emergency situations and messages will be given to students at the end of the school day.

STUDENT/FAMILY SERVICES

Counselor (Policy II)

Students are encouraged to talk with the school counselor, teachers, and principal in order to learn about the curriculum, and other academic issues. The elementary school counselor will also provide class lessons on the BOE approved Character Education Curriculum, as well as other lessons from the guidance curriculum. The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. The counselor provides classroom presentations on a variety of topics, individual and small group counseling, and parenting programs.

Special Services

West Elementary is a member of the Special Services Cooperative of Wamego. Direct services are provided through the Cooperative in the areas of gifted, learning disabilities, behavior disorders, speech/language, and other programs. In addition to special service teachers working with these students, the building is also served by a school psychologist and school social worker. Special services student needs are met through a variety of in class (inclusion) and pull-out delivery models. If you feel your child has special learning needs that are not being met in the regular classroom, please contact the school principal to discuss these issues.

Title I Services

West Elementary is a Title 1 targeted-assisted school. Title 1 is a federally-funded program that provides additional support to students in the area of reading. The following criteria are used to identify students that need Title 1 Services: Building and district assessments, Kansas Assessments, individual assessments, classroom performance, and teacher observation. A yearly parent information meeting will be held for all students receiving Title 1 services. Parents will also have the opportunity to provide input on these services.

School Insurance

The district does not provide student insurance coverage. Information about parental purchase of student insurance will be provided.

Visitors to the School (Policy KM)

- The board encourages its patrons and parents to visit the district facilities.
- Patron visits shall be scheduled with the teacher and the building principal. Unless as part of a school program or as permitted by the building principal, there shall be no visitors permitted in the cafeteria or commons area during the school lunch periods.
- Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.
- Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc., by any persons shall be prohibited on all school property.
- The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.
- Students are not allowed to bring visitors to school.

Weather Related Closures and Emergencies (Policy EBBD)

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV stations (s):

- TV: WIBW-13, KTKA-49, KSNT-27, Wamego Cable-3
- Radio: KMAN, KQLA, KHCA, WIBW

The School Messenger parent notification system will also be activated as soon as the district is alerted that there is a problem that affects the student population.

If an emergency occurs, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents are encouraged not to call the school in order to keep phone lines clear for emergency communication. Parents are also encouraged to not pick up their children until the emergency situation has subsided.

All school activities are canceled or postponed when school is canceled due to inclement weather.

Weather Policy for Recess

Students will be inside for recess if the temperature is 21 degrees or below or if the wind chill is 21 degrees or below. Students may go outside for shortened recess periods when the temperature drops to this level. However, indoor recess will be the norm during inclement weather.

Crisis Plan

A USD 320 Crisis Plan has been developed for emergency situations and a crisis team is available in the event of such an emergency. Copies of the plan are available by contacting the school or district office.

Emergency Plans

- Fire drills are conducted monthly. The date and time of the drill will not be announced. The individual teacher or para-educator assigned to the handicapped student will be responsible for taking the child out of the building in case of a fire or fire drill. In an event where there would be no para-educator and the teacher would need assistance, the office will arrange for help.
- There will be one official tornado drill in the fall and two in the spring. Tornado drills may or may not be announced.

Wellness Committee

In the fall of 2005, USD 320 established a "Health and Wellness Committee" to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model "balance" in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school.

Wellness Policy

USD 320 Wamego is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

If you have questions regarding the USD 320 wellness policy, please contact the building principal for further information.

Distribution of Materials (Policy KI)

Material unrelated to the school's curriculum may not be distributed without prior consent of the principal.

Free Materials Distribution in Schools (Policy KI)

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Advertising in the Schools

No advertising or materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the Board. Advertising in student publication shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Use of Religious Materials

Religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited on school grounds or in any attendance facility. Religious materials as prohibited herein may be described as but not limited to the following: any version of the Bible (including the Gideon Bible), translations of the Septuagint and the Apocrypha, Torah, Koran or any other similar religious books of faith, pamphlets, sectarian or denominational books, tract, papers or other such materials including pictures, symbols, crosses, statues or icons.

Mailing Lists

No mailing lists of student or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials.

ATTENDANCE

Kansas State Law states that a child must be in attendance in school unless illness prevents this or there is an emergency. Attendance records are kept for each student. Regular school attendance is essential to student achievement. There is a close relationship between school attendance and scholastic performance. Regular attendance facilitates academic achievement, whereas excessive absences or irregular attendance generally tends to be detrimental to a student's progress.

Attendance (Policy JBD, JBE)

The district's definition of an excused absence is: illness, death in the family, doctor and dentist appointments, trips with parents, work at home for parents only when a justifiable hardship can be shown, or absence for any school related activity. Absences for any other reason shall be considered unexcused.

The building principal has the authority to evaluate and grant or deny approval for absences that are special circumstances and do not fall within situations listed above. Parents are to contact the building principal in advance of planned absences that are considered special circumstances to request approval for the absence. Consideration will be made based on prior attendance, current and prior grade history, and the student's current status in school (good standing). Such a proposal for absence due to special circumstances must be made five school days prior to the planned absence.

- If parents know their child will not be in school, they should call the school office before 8:30 a.m. If the school office is not notified by this time, the student will be marked as unexcused. The School Messenger parent notification system will contact student guardians if the school is unaware of why a student is not present in school.
- If a student is absent for more than five days, a doctor's permit may be required to return to school. Upon the child's sixth absence from school, written notice will be sent to the parents reminding them of the importance of good attendance in school.
- If a student has been ill and needs to stay inside for recess, a written request by a parent/guardian will be necessary. Extended indoor recess (more than three days) will require a doctor's note.

- The parent may pick up homework for students who have been absent, if requested, from the office.
- It is very important that each student arrive at school on time. Please notify the office if your child is going to be late. Parents will be notified in writing if a student is tardy three or more times in any nine-week period.
- For official attendance purposes, students arriving after 10:00 a.m. are counted absent one half-day. Students will be counted absent one half-day if they leave school for the day before 2:00 p.m.

Make-Up Work

It is the student's responsibility to obtain assignments from teachers following an excused or unexcused absence.

Unexcused Absences/Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority. (Students 13 and under shall be reported to Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)

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 for a significant part of any school day shall be considered truant. A significant part of the day is being absent for three hours during any part of the day.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Once the number of absences from class reaches ten (10), future absences will be considered unexcused unless there is verification from a physician or the school nurse. At this point, parents need to communicate directly with the principal to discuss the situation. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s), guardian(s) or student.

ACADEMIC INFORMATION

Grading (Policy JF)

All parents have real time access to their child's grades through the use of Power School. They can sign up for regular updates, or can simply log on and see results any time of day. For parents without internet access, hard copies of progress reports will be provided every other week and at the end of each quarter. Grade reports are provided at the end of each semester, but performance is also discussed at the end of the first and second quarters of school during Parent/Teacher Conferences.

Reports on student growth are available at all times through our Power School student data management system. Report cards use a letter grade system of: A,B,C,D, and F with the following designations assigned:

A+ = 100	C + 76-73
A = 99-93	C- = 72-70
A- = 92-90	D+ = 69-67
B+ = 89-87	D = 66-63
B = 86-83	D- = 62-60
B- = 82-80	F = 59 or below
C+ = 79-77	

Report Cards

We provide the following information on a student's report card with respect to reading performance:

- Expected Guided Reading Instructional Level for each quarter for each grade; Current Guided Reading Instructional level for each child for each quarter
- Expected Oral Reading Fluency Rate for each quarter for each grade; Current Oral Reading Fluency level for each child for each quarter
- Expected Word Accuracy Rate for each quarter for each grade; Current Word Accuracy Rate for each child for each quarter

In writing, students will be assessed using the Six Trait Writing model and rubric. Traditional letter grades will not be given in writing, rather performance will be described as Exemplary, Exceeds Standard, Meets Standard, Approaches Standard, or Academic Warning.

Students in Fourth and Fifth Grade receive traditional letter grades in language arts, math, science, social studies, and music/band (Fifth Grade only). Students in Third Grade receive traditional letter grades in math and language arts. They receive a grade of E (Excellent), S (Satisfactory), and N (Needs Improvement) in science and social studies. All students receive grades of E, S, and N in P.E., Music (Third/Fourth Grade), Art, and Technology.

We also provide feedback to parents on social skills and work habits. This information is reported on semester grade cards.

Parent/Student/Teacher Conferences (Policy JFAB)

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Conferences are held twice a year at the end of the first and third nine-week period. The school calendar should be consulted for exact conference dates. Students are encouraged to attend these conferences. For officially scheduled conferences, all caregivers for each child should work together to schedule a mutually agreed upon time.

Homework (Policy IHB)

Homework is one means of fostering responsibility and learning outside of school. Students are expected to complete homework assignments on time. Homework shall be assigned as needed to provide practice for learned skills or concepts or to provide preparation for skills or concepts to be learned.

Late Assignments

Students and parents should be aware of any late or missing assignments through Power School. If you do not have access to the internet, please notify your teacher if you would like hard copies of grades and missing assignments sent home to you. Teachers may offer a study hall for students who have late work during recess or before or after school. If a student is absent, assignments (if requested) may be picked up between 3:30-5:00pm on the homework shelves outside the office.

Academic Dishonesty

Academic dishonesty, as in cheating or plagiarism, is not acceptable. Cheating includes copying another student's work, such as homework, class work, or test answers, as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures, See "Discipline Measures".

MTSS (Multi-Tiered System of Supports)

To best meet the needs of all students, West has implemented a model of intervention called the Multi-Tiered System of Supports (MTSS). This model allows us to identify students in need of additional academic support,

and the degree of support needed. All students will be screened at the beginning of the year and students in need of intervention will be placed in to support programs that are strategic or intensive, depending on the level of need. More information on the MTSS program will be provided by your child's teacher and/or the principal throughout the school year. Descriptions of our current MTSS reading intervention programs are listed below.

Phonics for Reading

Phonics for Reading is a supplementary phonics program designed to teach phonemic decoding to students who have not yet mastered those skills. Daily lessons require 40-50 minutes to complete, or the teacher may choose to complete a lesson in two sessions.

Phonics for Reading includes a clear scope and sequence that enables teachers to see the development of each lesson's objective. The program consists of three sequential levels. Within each level, students are taught to access pronunciation of phonetically regular, one-syllable, and multisyllabic words by careful examination of a word's internal structure using letter-sound correspondences, word endings, and units such as prefixes and suffixes. The First Level introduces students to the short vowels, double consonants, digraphs, and consonant blends. The focus of the Second Level is on long vowels, vowel combinations, CVCe words, common endings, and r-controlled vowels. The Third Level continues to develop and expand the previous level with letter and vowel combinations, prefixes and suffixes, and the variant pronunciations of vowel combinations and of /c/ and /g/.

The first part of a Phonics for Reading lesson involves instruction in word recognition. To begin a lesson, a word is introduced initially and either a single letter or letter combination is highlighted. Students practice the sound in isolation and then participate in a discrimination activity with the target sound and other previously learned sounds. This is followed by oral blending or segmenting of words, which contain the target sound and the previously learned sounds. Next, students practice reading 15 new words that contain the target sound and finish this activity by matching some of the new words to an illustration. At this point, students are taught 10-18 high frequency words, which are defined as irregular words and words that contain phonic elements that have not yet been introduced. After that, students learn a specific strategy to read two syllable or multi-syllable words that contain the lesson's target sound. The next three parts of the lesson involve passage reading, spelling, and independent activities. All of these activities are directly related to the lesson's objective and include the target sound or sounds. These activities may vary slightly depending upon whether the focus of the lesson is on letter introduction or practice.

REWARDS

REWARDS Intermediate is an intense, short-term intervention program for older students who have mastered the basic reading skills associated with first and second grade, but experience difficulty reading multisyllabic words in grade level materials, and/or who read slowly (i.e. 60-120 words correct per minute). REWARDS is an acronym for Reading Excellence: Word Attack and Rate Development Strategies. The program is designed to teach flexible strategies for fluently reading long words consisting of two to eight syllables in content area texts. A further expectation is increased comprehension, as a result of an increase in vocabulary and fluency. Rewards Intermediate is for students in Grades 4-6 and consists of 25 lessons. Lessons are approximately 50 minutes in length.

The overarching structure of the REWARDS program consists of a series of pre-skill lessons followed by several strategy lessons, which are intended to lead the student in a step-by-step fashion from assisted to independent decoding of multisyllabic words in sentences and content passages. Pre-skill lesson activities focus on learning the component skills necessary for applying the flexible decoding strategy. This includes listening to words pronounced in parts and blending the parts back to form the word, becoming automatic with the identification of vowel combinations, prefixes and suffixes, correcting mispronounced words, and learning the meanings of prefixes and suffixes. During the strategy lessons, students learn, practice, and apply the flexible decoding strategy, which is the essence of the REWARDS program. Students also receive vocabulary

instruction and practice with word families and spelling. REWARDS was designed for students in Grades 4, 5 and 6 who read at or above a 2.5 grade level and have difficulty reading long words. REWARDS is a reading intervention program designed to teach intermediate students a flexible strategy for decoding long words and to increase their oral and silent reading fluency.

Corrective Reading

Corrective Reading is a comprehensive intervention program designed for students in Grades 3-12. It targets students who are reading one or more years below grade level. The three essential goals of the program are increasing reading accuracy (decoding), developing reading fluency, and building reading comprehension. Corrective Reading can be implemented in small groups (4-5 students) or whole-class format. Each lesson is 45-minutes in length and intended to be taught by teachers 4-5 times per week.

The program is tightly sequenced, offering two distinct Intervention Strands: Decoding and Comprehension. There are four levels at each of these two strands that address varied reading skills and ability levels. The Decoding strand is appropriate for students that have trouble identifying words, understanding how the arrangement of letters in a word relate to its pronunciation, and whose reading rate is inefficient. Comprehension programs are suitable for students that have limited vocabulary, narrow background knowledge, and that need support with thinking skills. The Decoding strand lesson format incorporates word-attack skills practice, group reading, individual reading checkouts, and workbook exercises. The Comprehension strand lesson format synthesizes thinking operations, workbook exercises, information, and oral group work.

Promotion and Retention (Policy JFB)

It is the policy of the district that students demonstrate their mastery of curricular requirements for their respective grade level. Students who successfully demonstrate this mastery will be promoted to the next grade level. Students who do not demonstrate mastery shall be referred to the Student Improvement Team for discussion and recommendation on the proper placement of the student for the following academic school year. The committee will recommend interventions through the MTSS model to help accelerate the child's progress to reach grade level outcomes. The committee will then review the child's progress prior to the end of the school year based on the interventions implemented. The Student Improvement Team will make the final determination of promotion or retention to the next grade level prior to the end of the school year:

- Unconditional promotion to the next grade level
- Conditional promotion to the next grade level
- Retention in the current grade level

Assessments

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, classroom assessments, district achievement tests, and Kansas Assessments.

Students will take the following assessments in addition to the grade level curriculum tests taken in each class:

- **Kansas Reading Assessment**, taken by all students in 3rd through 5th grade in the spring.
- **Kansas Writing Assessment**, taken by all 5th graders in early spring.
- **Kansas Math Assessment**, taken by all students in 3rd through 5th grade in the spring.
- **Kansas Science Assessment**, taken by all 4th graders in the spring.
- **Measures of Academic Progress Reading Test (MAP)**, taken by all students in 3rd through 5th grade in early fall.
- **Measures of Academic Progress Math Test (MAP)**, taken by all students in 3rd through 5th grade in early fall.
- **Benchmark Assessments**, taken by all students in 3rd through 5th grade as needed to determine Guided Reading instructional levels.
- **An Individual Reading Inventory (IRI)**, given to all students in 3rd through 5th grade each quarter to measure reading fluency and reading accuracy.

- **Rigby READS**, given to all students in 3rd through 5th grade in fall and spring.
- **A Local Writing Assessment** (modeled after the Kansas Writing Assessment), taken by all students in 3rd through 5th grade in the fall and spring.
- **Reading and math screeners**, administered to all students in 3rd through 5th grade in early fall to determine a student's need for additional support in reading and/or mathematics.

It is expected that all students will do their very best on all assessments to obtain an accurate measure of their performance. Assessment results will be shared with parents and students.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

Behavior/Conduct (Policy JCDA)

All students are expected to behave in a manner that promotes their own development, does not hinder their ability or that of their fellow students to learn, or keep the teacher from teaching.

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

The behavior policies for West Elementary School are divided into five levels:

- **Personal Management** - Behaviors which affect only the individual student (like gum chewing, dress code violations, not prepared for class, computer violation).
- **Interpersonal Relationships** - Behaviors which affect interactions between individual students and individual(s), whether student or adult (like disrespect, inappropriate touching, spreading rumors, harassment).
- **Productive Classroom Environment** - Behaviors that occur in the classroom setting and interfere with the learning of others (like non-compliance, disruption of class, inappropriate language, cheating).
- **Orderly School Environment** - Behaviors that occur outside the classroom setting that are not intended to cause personal harm to another individual, are not illegal, but do negatively affect an orderly environment (like disrespect, non-compliance, more serious computer violations).
- **Issues for Law Enforcement** - Behaviors that are intended to cause another individual physical/emotional harm and/or are illegal (like vandalism, assault, stealing, fighting, possessing/using/dispensing drugs/alcohol/tobacco, weapons).

Consequences will vary, depending on the circumstances, from conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion. Parents will be notified of disciplinary actions.

Bullying Prevention Program

The Olweus Bullying Prevention Program was implemented in the spring of 2005. All staff members are expected to support our efforts to prevent bullying in our school, and address bullying incidences when they occur. Our school motto is "Welcome to our school (as in a school of fish). No hooks allowed." School rules against bullying are as follows:

- We will not bully others.
- We will try to help others who are being bullied.

- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult at school and at home.

Definition of Bullying

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. This includes such actions as hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments, and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity. (See Bullying Consequence Matrix on page 31.)

Description of Detention Consequences

- Recess detention
- Loss of privileges
- After-school detention
- Required after-school study hall 3:30-4:00 (for students with late work)
- In-school suspension
- Out of school suspension

Corporal Punishment (Policy JCA)

Corporal punishment shall not be used in the district.

Suspension/Expulsion Procedures (Policy JDD-R)

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal.

A suspension may be set for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension policy or expulsion law policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board or another person appointed by the board or another person appointed by the board.

The principal of any school may establish appropriate requirements relating to the student's future behavior at school, opportunities for making up missed work because of suspension and/or placing the student on probation as conditions for readmission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student, but teachers shall determine what constitutes a reasonable time period for completing the work.

Short-Term Suspension Procedures

Except in an emergency, a short term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parents or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;

- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until regular dismissal time.

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearings.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing;
- To present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

During the time a student is suspended or expelled from school, the student may not

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

Appeal to the Board

The following conditions shall apply if a student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.

- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Probation (Policy JDC)

Any punishment, suspension, or expulsion may be deferred by the principal. The student involved may be placed on probation for a set period of time.

The punishment, suspension, or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy.

Investigations/Searches-Property/Students (Policy JCABB and JCAC)

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules, or directives are being violated.

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian, or representative shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

Reporting Crimes to Law Enforcement (Policy JDDB)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon at school; or
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.
- The principal/superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Drug Free Schools (Policy JDDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. 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.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled

substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate laws enforcement officials.

A list of available programs along with names and addresses of contact persons for the program is on the file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy shall be provided annually to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

Use of Tobacco (Policy JCDA)

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events, or on the school grounds.

Sexual Harassment (Policy JGEC)

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or school staff when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may 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 concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- Brushing up against;
- Flashing or mooning;
- Spreading sexual rumors about an individual;
- Pulling clothing in a sexual manner;
- Showing or giving sexual pictures, messages or notes;
- Blocking passage in a sexual way;
- Writing sexual messages or graffiti on walls, locker room, etc.;
- Forcing a kiss on someone;
- Calling someone gay or lesbian, or other "slang" terms of a sexual nature;
- Forcing someone to do something sexual other than kissing;

- Spying while someone is showering, dressing, or using the bathroom.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Weapons/Possession of a Firearm (Policy JCDBB)

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. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Students who have a knife, blade, or facsimile of a weapon will be suspended for not less than three school days, unless otherwise determined by the building principal; additional suspension time may be added.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirements be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Concealed Carry Law (Weapons) (Policy KGD)

It is illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. Schools are an exception to the concealed carry law.

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device means:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- 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 poisonous 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 of 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, throwing stars;

- 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 or falls or is ejected into positions 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 any knife, not defined as a weapon, will result in confiscation of the knife, which parents will have to pick up from the office. If the child intentionally brought the knife to school, immediate consequences will be imposed. If it can be determined that the child brought the knife to school by accident (left in backpack, etc.), then the knife will be confiscated and parents can retrieve it from the principal. Repeated incidents will be treated as non-compliance and consequences will result.

Vandalism (Policy EBCA)

- The board shall seek restitution according to law for loss and damage sustained by the district.
- When a juvenile is involved in vandalism to district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.
- Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specialist time may be processed for legal action.

ACTIVITIES

Extracurricular Activities Participation Requirements (Policy JH)

To participate in an extracurricular activity, a student must attend school the half-day before the event. (The principal may consider extenuating circumstances.)

School Sponsored Clubs (Policy JHC)

School sponsored clubs shall be under the direct control of school personnel.

Assemblies

Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during assemblies.

Fund Raising (Policy JK)

Solicitations by students of student or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Field Trips (Policy IFCB)

Field trips are part of the student's learning experience and will relate to the curriculum being studied. Field trips are taken at the discretion of the school staff, as resources are available. Parents must give permission for all field trips at enrollment. Parents will be notified of specific field trips and dates when they occur. Parents serving as field trip supervisors must have a signed Volunteer Code of Conduct at the school. Students attending field trips must be transported to the event by school transportation.

Volunteer Code of Conduct

- All information regarding any student is to remain confidential with the school volunteer.
- Volunteers will follow the general directions of the teachers.

- Volunteers will not be allowed to use alcohol, tobacco in any form, or other drugs while working in the school setting or on field trips.
- Volunteers are to refrain from the use of inappropriate language. Violation of this policy will result in termination of the volunteer relationship as well as future volunteer opportunities in USD 320.
- Volunteers are expected to follow the dress code of the school and dress appropriately as other school staff.
- Volunteers are to bring all disciplinary issues to the attention of the supervision teacher. The teacher will administer consequences, as he/she deems necessary.
- Volunteers will not bring children with them to the school setting or on field trips when volunteering (i.e. younger children, siblings of enrolled children, etc.)

HEALTH AND SAFETY

Health Services

The school nurse has the overall responsibility to organize and manage the health services program for the building. The school nurse and staff have the responsibility of deciding when a child is too ill to be in school. No child will be allowed to leave school until the parent/guardian or emergency contact person has been notified.

Children will be excluded from the class when they exhibit any of the following symptoms: temperature of 99.6 or greater, upset stomach with nausea and vomiting, severe menstrual cramps, severe nose bleeds, suspicion of contagious disease, or other concerns identified by the nurse.

Parents should not send to school a child who is exhibiting any of the symptoms above prior to coming to school. Parents should report any other health issues/problems happening outside of the school day that may inhibit the student's ability to perform at school.

Health Assessments (Policy JGC)

All students up to the age of nine shall submit evidence that they have undergone a health assessment prior to entering preschool or kindergarten or before enrolling in the district for the first time. Physicals completed within one year prior to the date of enrollment will be accepted. Students new to the district will have 90 days from the date of enrollment to provide documentation of the assessment. Students who are new to the district will need proof of a health assessment. These students will not be allowed to attend classes until these requirements are met.

Accidents, Report of (Policy JGFG)

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal (or designated school employee) shall seek emergency medical treatment.

Communicable Diseases (Policy JGCC)

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

First Aid (Policy JGFG)

If a student has an accident, which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help;
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive;
- Notify the principal

If an employee present is qualified to administer first aid, aid will be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Head Lice

Kansas State Law, KAR 28-1-6, effective May 16, 2007, requires students who are infested with head lice (Pediculosis) be expelled from school until they have been treated with head lice shampoo. School personnel will check the student before returning to school.

Inoculations (Policy JGCB)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a new release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law, may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Medications, Administering (Policy JGFGB)

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication (including non-prescription medication) must send a written order to the building administrator who may designate a supervisor for the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered, except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parents or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written permission from a medical person to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section of comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Human Sexuality and Aids Curriculum (Policy IKCA)

The human sexuality and AIDS curriculum is available for inspection from the building principal. Fifth grade students will participate in a student activity day where this subject matter will be addressed.

A parent or guardian may use the district opt-out provision to remove the student from some portion or all human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provisions contact the principal's office.

Asbestos Notification

In accordance with EPA regulations, this school has been inspected for materials that contain asbestos and an asbestos management plan has been developed and adopted.

This plan is on file in the school office. The plan complies with the AHERA mandated requirements for asbestos materials in schools. Any individual who would like to review the plan may do so by visiting the school office and requesting to see the plan.

BUS REGULATIONS AND RULES

Bus Regulations (Policy JGG-Q)

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for school activities. Transportation will be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

A bus driver shall not knowingly discharge riders at places other than the regularly scheduled bus stops unless prior authorization is given by the parent. No student may ride on a school bus as a guest of another student unless previous arrangements have been made by written authorization from parents and seating is available. Any change in after-school bus transportation should be communicated by the parent in writing or the parent is to call the school office. This information will be given to the bus driver at the end of the day. If a student misses the afternoon bus because of a lack of parental communication or for students who do not follow the appropriate dismissal procedures, it will be the parent's responsibility to make transportation arrangements. The school will make every reasonable effort to notify the parent of the situation. A shuttle bus is available to all students. All bus rules apply to those students who use the shuttle bus service.

- Shuttle bus services are available to all students whose parents sign up for the service.
- Shuttle bus services are available for West Elementary students before and after school. Students may shuttle to West from Central Elementary or Wamego Middle School in the morning. After school, students may shuttle from West to Central Elementary or Wamego Middle School. Shuttle bus service is also available in the morning from West Elementary to Central Elementary or Wamego Middle School.
- All bus rules apply to students that use the shuttle bus services.

Bus Rules

- Students must be on time at the designated pick up location.
- Students are to conduct themselves in a safe and orderly manner in accordance with school rules while waiting for the bus.
- Students are not to carry anything onto the bus that will impede foot traffic in the aisle. All feet and legs are to be kept out of the aisles.
- Food, drinks, latex balloons, weapons, and animals are not allowed on the bus.
- Students are not to get out of their seats while the bus is in motion.
- Students will place all trash in the trash container as they exit the bus.
- Students are not to extend their arms or heads out of the bus window.
- When leaving the bus, students are to follow the directions of the driver. If students cross the road, they should cross in front of the bus after making sure the street is clear of traffic.

The transportation director administers consequences for misbehavior on the buses that transport students to and from school. Behaviors that will result in an immediate suspension from the bus for 5 days (or more depending on previous behavior reports) includes fighting, obscene or vulgar behavior or language, throwing objects inside the bus or out the windows, use or possession of tobacco or drugs, vandalism, possession of weapons (knives, guns, sharp objects), refusal to obey the driver.

Other actions will result in:

- First Offense: Warning will be given, parents will be notified and the transportation director will meet with the student.
- Second Report: 5-day suspension from the bus.

- Third report: 15-days off the bus.
- Fourth report: 45-days off the bus.
- Fifth report: suspension from the bus for the rest of the year.

Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

HOME-SCHOOL COMMUNICATION

Consistent home-school communication is essential in an effective learning community. We encourage open communication between home and school to ensure the success of each child.

School Newsletter(s)

The Wamego West Words, a school newsletter, will be emailed to parents on a monthly basis. Parents with no email will receive a hard copy of the newsletter. Individual teachers will supplement this newsletter with information on their classroom websites. The newsletters and classroom websites will contain important information about school events. Parents should be sure to read all newsletters with their children and visit their child's classroom website often. You may also read the Wamego West Words by going to www.usd320.com. Click on West Elementary School and go to News and Notes.

Telephones/Intercom

The school telephones and intercom system will be used for school business exclusively. Parents and students should make after school plans and take care of other business without interrupting the school day.

Automated Phone System

The West Elementary phone line will be answered by our automated phone system prior to 7:30 a.m. and after 4:00 p.m. If you know the extension of the party you wish to speak to, you may enter it at that time. If you do not, press star for the directory, which will give you teacher extensions and homework mailboxes. You may also wait for the beep and leave a message or enter 1 for weekly school activities. Your call is important to us and will be acted upon as soon as possible.

School Supply List

A school supply list may be found by going to www.usd320.com, click on Enrollment and then West Elementary School.

Student Agenda Notebooks

Each student purchases an agenda notebook where assignments (and other notes from teachers) are recorded. Parents should review the agenda, initial and discuss school work and learning goals with their child daily. Parents may also use the agenda to communicate messages to their child's teacher. The student agenda is an important organizational and communication tool between school and home.

COMPLAINTS

Complaints (Policy KN)

USD 320 asks that complaints be handled first at the level where the problem occurs. In those cases where a problem occurs in the classroom, students and parents should consult first with the classroom teacher. In most cases, the teacher is best suited to address the issue. If a parent or student feels that the situation has not been resolved satisfactorily, the parent or student should consult with the principal. If necessary, the principal shall arrange a conference to try to resolve the concern.

If a parent or student is still not satisfied with the resolution of the complaint, they should then consult with the superintendent of schools. If after working with the superintendent of schools, the parent or student is still not satisfied with the resolution of the complaint, they have the right to ask to address the Board of Education. There is an established procedure in place for parents or students to request a meeting with the Board of Education. The Board of Education reserves the right to determine if they will hear the complaint.

Board members may receive complaints directly from parents or citizens of the community. In handling a complaint, the board will not consider, as individuals or as a board, any complaint until it is referred to the superintendent first. The superintendent will ensure that the appropriate process for resolving complaints is utilized (see the description of the process in the preceding three paragraphs).

PARENT INVOLVEMENT

One goal at West Elementary is to offer parents a variety of activities for involvement in their child's education. Among these activities are:

Parent/Teacher Organization

The purpose of the PTO is to promote the welfare of ALL children and to bring into closer relation the home and school. The PTO is open to all parents, grandparents, and teachers who believe that our children are the future. We encourage each of you to participate and have a voice in the future of our kids. The PTO meets the first Thursday of the month at 6:00 p.m. in the West Library. We do not meet in June, July, or January. Officers are elected for the positions of President, Vice President, Secretary, and Treasurer.

The West Elementary PTO has contributed so much to enhance our school. Some of these things include the following: (This list is not all inclusive.)

- \$25,000 toward the purchase of the two current playground structures
- Multi-media system set-up for each classroom (this project included a 50" Plasma TV connected to teacher computer workstations with Interwrite Pads for interactive classroom instruction)
- \$17,000 to pay for a set of 25 laptop computers for a new computer lab
- Four flip video cameras with tripod
- Two sets of soccer goals
- Thirteen picnic tables for our picnic area patio
- Legos Mindstorm Robotics kits for our Fifth Grade Robotics Club
- Digital camera for use in our Art Program
- Over 200 Guided Reading books for our Guided Reading library
- Games for "indoor" recess
- Balls for use on the playground
- Educational gifts for each classroom at Christmas
- Funding for each student for annual field trips
- Snacks for students during special events (i.e. Play Day)
- Meals for teachers during Parent/Student/Teacher Conferences
- Organization of the Fifth Grade End of year Celebration

Volunteers in Public Schools

A survey form, "Volunteers in Public Schools", will be distributed at enrollment to obtain the talents and abilities among parents that can be shared as a part of the West instructional program and other special activities. Other parent involvement activities and opportunities will be listed in the monthly school newsletter and communications from your child's classroom teacher. If you have an idea of how you can contribute to West, please call the school office and discuss your ideas with the principal.

All school volunteers must have a signed copy of the Volunteer Code of Conduct on file at the school.

West Site Council

The West Site Council, consisting of parents, teachers, and community members, acts an advisory group in the school improvement process. The Site Council advises the school on various school concerns and monitors the progress of the School Improvement Plan. A list of current Site Council members will be provided in the first newsletter of the year. Parents interested in serving on the Site Council, as positions become available, should contact the principal. The Site Council meets the first Thursday of the month at 7:00 p.m. in the West Library. The Site Council does not meet in June, July, August, or January.

West Elementary Bullying Consequence Matrix

Behavior	First Offense	Second Offense	Third Offense	Beyond. . .
<p>Emotional-<i>harm to someone's self-esteem or feeling of safety</i></p> <p>(teasing, making fun of, calling mean names, giving dirty looks, insulting gestures, etc.)</p>	Written warning. Parent/guardian notified. Record incident on Incident Matrix.	Loss of recess until Bullying Essay Form completed. Parent/guardian notified. Record incident on Incident Matrix.	Three inside recesses and completion of Bullying Essay Form and Comprehension Packet. Parent/guardian notified. Record incident on Incident Matrix.	Develop individual behavior plan/contract with support from Counselor, School Psych, Social Worker, or Principal. Conference with parent/guardian.
<p>Social-<i>harm to someone's group acceptance</i></p> <p>(gossiping, spreading rumors, teasing publicly, exclusion, etc.)</p>	Written warning. Parent/guardian notified. Record incident on Incident Matrix.	Loss of recess until Bullying Essay Form completed. Parent/guardian notified. Record incident on Incident Matrix.	Three inside recesses and completion of Bullying Essay Form and Comprehension Packet. Parent/guardian notified. Record incident on Incident Matrix.	Develop individual behavior plan/contract with support from Counselor, School Psych, Social Worker, or Principal. Conference with parent/guardian.
<p>Physical-<i>harm to someone's body or property</i></p> <p>(intimidation, threats, hitting, pinching, pushing, kicking, defacing property, stealing, etc.)</p>	Written warning. Parent/guardian notified. Record incident on Incident Matrix.	Loss of recess until Bullying Essay Form completed. Parent/guardian notified. Record incident on Incident Matrix.	Three inside recesses and completion of Bullying Essay Form and Comprehension Packet. Parent/guardian notified. Record incident on Incident Matrix.	Develop individual behavior plan/contract with support from Counselor, School Psych, Social Worker, or Principal. Conference with parent/guardian.
<p>Severe-<i>most of these behaviors are against the law!</i> (physical, verbal, or emotional/social)</p> <p>(severe physical contact, threats of violence, severe harassment including sexual and racial, destroying property, assault with a weapon, etc.)</p>	Immediately referred to the office. Parent/guardian notified; police if necessary. One day of ISS or OSS. Loss of recess until Bullying Essay Form completed. Record incident on Incident Matrix.	Immediately referred to the office. Parent/guardian notified; police if necessary. Two days of ISS or OSS. Conference with parent/guardian. Loss of recess until Bullying Essay Form completed. Record incident on Incident Matrix.	Immediately referred to the office. Parent/guardian notified; police if necessary. Three days of ISS or OSS. Conference with parent/guardian. Loss of recess until Bullying Essay Form and Comprehension Packet completed. Record incident on Incident Matrix.	Contact SRO. Develop individual behavior plan/contract with support from Counselor, School Psych, Social Worker, or Principal. Conference with parent/guardian.