

Kingman Elementary School

School Handbook

2025-2026



KINGMAN ELEMENTARY: 620-532-3186
DISTRICT OFFICE PHONE: 620-532-3134

USD 331 Mission, Vision, and Values

USD 331 Mission Statement: **USD 331 Kingman-Norwich provides a high-quality learning environment for all students to thrive and maximize their individual potential.**

USD 331 Vision Statement: **In USD 331 Kingman-Norwich, the current and future success of our students is achieved in partnership by a qualified and dedicated staff maintaining high expectations, while working in collaboration with a proud and supportive community.**

USD 331 Value Statements:

- We will communicate effectively, transparently, and in a timely manner with students, families, staff, and our entire school community.
- We will prioritize student achievement and well-being and seek to ensure that the voices and goals of our students are present in all that we do.
- We will maintain high standards for teaching and learning.
- We will seek meaningful involvement from families, and community partnerships, to support student success.
- We will be inclusive and considerate of community perspectives, values, and interests when making district decisions.
- We will be as proactive and direct as possible when identifying issues or concerns, and work diligently towards agreeable resolutions.
- We will maintain safe and secure facilities and plan for future needs and opportunities for improvements.
- We will work collaboratively to attract and retain highly qualified staff.
- We will be proud of our shared accomplishments, and positive ambassadors on behalf of the school district as a whole.

TDD USERS

Persons with hearing or speech impairments who use TDD devices may communicate with Unified School District 331 by dialing the Kansas Relay Center at 1-800-766-3777.

GENERAL INTEREST PUBLICATION NOTICE

An Equal Employment/Educational Opportunity Agency

Unified School District 331 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance Officer, who can be reached at the District Office (532-3134) or the Office for Civil Rights of the Department of Education, telephone (816) 880-4200. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

SCHOOL SAFETY HOTLINE

The Kansas Highway Patrol has installed a statewide Kansas School Safety Hotline. It will be available 24 hours a day 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe. Report any information that might threaten the safety of schools or students. CALL 1-877-626-8203

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STAFF

First Name	Last Name	Department	Extension
Ryan	Creadick	Principal	2202
Maggie	Freund	Secretary	2201
Tammy	Schrag	Secretary	2200
Sierra	Swagerty	Health Aide	2205
Hanna	Hageman	Counselor	2204
Morgan	Clouse	Pre-K	2223
Debbie	Manthe	Pre-K	2221
Michaela	Gillen	Kindergarten	2243
Molly	May	Kindergarten	2230
Lisa	Raney	Grade 1	2225
Joanna	Wooten	Grade 1	2228
Morgan	Meyers	Grade 1	2229
Kristen	Turner	Grade 2	2225
Paige	Leroux	Grade 2	2266
Kelc	Stasa	Grade 3	2222
Rebecca	Pickett	Grade 3	2233
Morgan	Frederickson	Grade 4	2238
Rebecca	Hepburn	Grade 4	2234
Steve	Bangert	Grade 5/6	2236
Jennifer	Graber	Grade 5/6	2232
Heather	Pickering	Grade 5/6	2239
Jon	Spexarth	Grade 5/6	2235
Justin	Batt	PE	2240
Arlyn	Knapic	Music	2241
Alexis	Karabinas	Art	2237
Margaret	Adcock	Title I	2242
Joni	Watkins	ESOL Specialist	2227
Nichole	Kelley	Literacy Specialist	2231
Amy	Pearce	Library Aide	
Barb	Pickett	Title I Aide	
Mikaela	Hartley	Speech	2211
Karen	Lacio	Speech	2265
Brandi	Mertens	School Psychologist	2261
James	Roberts	Special Education Teacher	2262
		Special Education Teacher (PBIS)	2263
Jayden	Schroeder	Gifted Facilitator	
Venus	Shea	Special Education Teacher	2264
Marissa	St. John	Special Education Teacher	2224
Andrew	Schonlau	Custodian	2213
Gary	Koon	Custodian	

Ty	Faure	Custodian	
Rose	Shilling	Food Service	2208
Teresa	Fox	Food Service	
Danni	Durr	Food Service	
Lori	Coviello	Food Service	

USD 331 BOARD OF EDUCATION

Tab Turner, President
 Kristi Brown, Vice-President
 Leesa Beam
 Angie Maloney
 Ericca Parsons
 Jeff Samuelson
 Melissa Tetrick

Kingman Elementary

607 North Spruce
 Kingman, KS 67068
 620-532-3186

USD 331 District Office

625 North Spruce
 Kingman, KS 67068
 620-532-3134

SECTION I

GENERAL INFORMATION

GENERAL INFORMATION

ADMISSION REQUIREMENTS FOR KINDERGARTEN

Any child who is or will be five years old on or before August 31, 2025, shall be eligible to enter kindergarten. Children entering kindergarten *must* present a birth certificate and a Kansas Certificate of Immunization and Health.

ADMISSION REQUIREMENTS FOR FIRST GRADE

Any child who is or will be six years of age on or before August 31, 2025, or who has completed kindergarten is eligible to enter the first grade. Children entering the first grade who have not previously been enrolled in school at USD 331 *must* present a birth certificate and a Kansas Certificate of Immunization.

ADMISSION REQUIREMENTS FOR SECOND THROUGH SIXTH GRADE

An out of district student who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district due to poor academic performance or for disciplinary reasons will not be allowed to enroll in any USD 331 school.

EMERGENCY AND EARLY SCHOOL CLOSING

The schools of USD 331 will not be open on those days that school buses cannot travel the assigned routes. Announcements regarding school closing will be made via Thrillshare, radio and television. The superintendent of schools determines when school will be closed due to inclement weather. When school is dismissed early in the day due to weather conditions, the following radio and television stations will be contacted, a Thrillshare message may be sent, and students will be allowed to call their parents. School personnel will be on duty until students reach home.

The following websites and television stations will carry school closing information for USD 331:

TV Stations:

Channel 3-KSN

Channel 10-KAKE

Channel 12-KWCH

Website: <https://www.knUSD331.com>

Mobile App

Download the app on Android: <http://bit.ly/2OxsbX0>

Download the app on iPhone: <https://apple.co/31AlA2z>

If school is dismissed early in the day for a scheduled vacation, students and parents will be notified through a note from the school, local newspaper, daily bulletin, or newsletters.

SCHOOL SAFETY

USD 331 is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety the following policy has been implemented:

1. All doors will be locked during the school day. Students should enter the building in the morning through the cafeteria doors or the front doors.
2. **All visitors** (anyone who is not a student or an employee of the school) must enter through the front doors and **check in at the office**.
3. All students leaving during the school day must check out through the office.

IMMUNIZATION POLICY

Kansas Law KSA 72-5209 requires all students attending school in Kansas be immunized against certain diseases. This same law authorizes boards of education to exclude from school those students not in compliance with the law. Parents will be requested to update their child's health records during enrollment. The school health aide is the official contact person should you have any questions concerning your child's immunization status.

MEDICATION POLICY

When it is necessary for school personnel to assist in administering medication to students, parents shall give written notification to the school regarding the medication. Parents need to complete the USD 331 Medication form. This form is available from the school office and/or the school health aide.

SUPERVISION OF MEDICATIONS

In accordance with the guidelines established by the Kansas Department of Health and Environment issued to public schools, we will not be able to administer any prescription medication without proper authorization. If it is necessary for a student to take any medication during school hours, the school will cooperate under the established guidelines, which require:

1. A written authorization from the prescribing physician or dentist, along with written permission by the parent (forms are available through the school office).
2. The medication must be in the official prescription container (If requested, the pharmacist will issue two containers, one for at home and one at school. Also, please request the pharmacist to put a label on the inhaler and not on the box.)
3. The medication will be administered by the health aide or by a staff member instructed and delegated by the health aide.
4. An individual record with documentation of medication administration must be kept on each student requiring medication at school.

Any over the counter medication may be administered to students, by the health aide or designated school employee, at the health aide's discretion, with a written consent by the parent/guardian. The consent must include the type of medication, proper dose for the individual student, time of day to be administered, and the reason it is to be given. A verbal or phone consent may be given on a need basis. If the medication must be given regularly (more than 5 times per month) the school official may request a physician authorization form. Please provide a personal labeled bottle of the over the counter medication to be given, and it will be kept locked in the school office.

ILLNESS

It is important that the school has updated contact information for all parents and guardians as well as emergency contacts. This helps us in the event of illness or accident during school hours.

Your student needs to be kept home if he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact us so that we may be on the lookout for symptoms in other students.

Your student may not return to school until they have been fever-free and symptom-free for a minimum of 24 hours and ONE complete school day.

- If a student has a fever of more than 100.4 F, they must stay home until there is **NO FEVER for 24 hours WITHOUT MEDICATION.**
- Diarrhea & Vomiting: Should stay home with one event of watery diarrhea or vomiting.
- Persistent Coughing: Should stay home if cough is worse than you would expect with a cold.
- Sore Throat: Should stay home if sore throat with fever or severe sore throat without fever.
- Pinkeye: Should stay home if the eye is red with cloudy or yellow drainage. May return to school after treatment is started and/or with release from the doctor.
- Persistent Ear Pain: Should stay home if severe or recurrent ear pain.
- Chickenpox: Should stay home until all bumps are scabbed and no new bumps have shown up in 2 days. State Regulation: Persons not age-appropriately vaccinated who are unable to become age-appropriately vaccinated within 72 hours following first exposure are to be excluded from school for 21 days after the last exposure.
- Impetigo: Should stay home if red, oozing blisters with yellow scabs on the body or face. Call your doctor for treatment and release to return to school.
- Scabies: Should stay home with scabies itching and rash for 24 hours after treatment begins. Call your doctor for treatment.
- Head Lice: Students need to stay at home until all live lice have been removed following application of a lice killing product or procedure. Our policy states that upon return to school, the parent/guardian should accompany the student and be prepared to provide the name of the pediculicide product used in treatment.

In some cases, we may ask for a “Release to Return to School” from your doctor before returning to school. Our health aide is an excellent resource for parents, feel free to contact her at the school at any time.

ASBESTOS NOTIFICATION

In accordance with EPA regulations, our school buildings have been inspected for materials which contain asbestos and an Asbestos Management Plan has been adopted by the Board of Education. The Inspection/Management Plan is on file in the office of the principal in each school as well as in the Board of Education Office. The document complies with the AHERA Mandated requirements for asbestos materials in schools including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified reinspections every three years, and the schedule of response actions and post-response actions if any friable asbestos containing material was found. Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With adoption of the AHERA Inspection/Management Plan, the USD 331 Board of Education is undertaking considerable efforts and expense to protect the public health and safety of their students. Your cooperation in this effort is needed and appreciated. For further information concerning inspections, reinspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact: Asbestos Program Manager, BOE Office, 115 North Main, Kingman, KS 67068; Phone 620-532-3134.

SCHOOL FEES

School fees are determined annually by the Board of Education and are available at enrollment time. If fees are not paid in full, a payment plan is required to finalize enrollment. Uncollected fees will be submitted by the Board of Education to an outside collection agency.

PARENT/SCHOOL COMMUNICATION

Parents are encouraged to contact their son's or daughter's teacher(s) whenever they have any question regarding assignments, grades, or class activities. Parents are encouraged to regularly monitor student academic progress using Skyward Parent Portal. Parents are encouraged to attend scheduled parent/teacher conferences. Should the need arise; parents are encouraged to call the school and schedule a special conference with their son's or daughter's teacher(s). The school will communicate with parents through Skyward Family Access, local paper, newsletters, school social media and other published meetings. Patrons and students are encouraged to attend school board meetings.

CHANNEL OF COMMUNICATION

Communication in a school district is extremely important. We feel most problems within our present school system can be solved through proper communication channels. For a school district to maintain a proper school climate for students and employees, patrons must follow some simple rules involving lines of communication.

If a problem develops this year and involves a particular teacher, please contact the teacher. Teachers are willing to discuss any problem involving your student. A special conference will be set up if necessary. If the problem still exists after visiting with the teacher, a conference with the principal should be arranged. The teacher may or may not be included in this conference. Should the problem continue to exist after visiting with the principal, the parent may take the problem to the superintendent. A conference with the superintendent may or may not include the teacher and building principal. If the problem still exists after following this procedure, the patron may ask to be placed on the agenda at the next regularly scheduled Board of Education meeting. No action may be taken on an item unless it is placed on the agenda. Board members have been asked to refer comments made by patrons concerning students, employees, parents, district policy, etc. to the proper administrator. This line of communication is a must. Please follow the above procedure and the school year will go much smoother for all.

COMPLAINT POLICY

Section J--Students--Policy JCE in the USD 331 Board of Education Policy Handbook provides a means of filing a formal complaint. It reads: In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board will consider complaints and grievances through the procedures established therefore in the board's rules and regulations implementing this policy. Complaint forms are available in the office.

NOTICE OF PARENT STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504", and the Americans with Disabilities Act of 1990 known as the ADA, is a statute which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled. The following is a description of student and parent rights provided under Section 504. The intent of this notification is to keep you informed about decisions concerning your child and to inform you of your rights if you disagree with any of the decisions. You have the right to:

- 1) Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
- 2) Have the school district advise you as to your rights under federal law.

- 3) Receive notice with respect to identification, evaluation, or placement of your child.
- 4) Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities.

NOTIFICATION OF SECTION 504/ADA/TITLE IX GRIEVANCE PROCEDURE

It is the policy of USD 331 not to discriminate on the basis of disability in employment, educational programs, or activities as required by Section 504 of Title V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student of USD 331, you are protected against discrimination in the following areas:

- Admission
- Access to enrollment
- Access to and use of school facilities
- Counseling and guidance
- Vocational education*
- Physical education
- Competitive athletics
- Student rules, regulations, and benefits
- Health services
- School-sponsored extracurricular activities.

* including "special population" students. The broader definition of "special population" includes the following in addition to individuals with disabilities:

1. Individuals from economically disadvantaged families, including foster children
2. Individuals preparing for nontraditional training and employment
3. Single parents, including single pregnant women
4. Displaced homemakers
5. Individuals with other barriers to educational achievement, including individuals with limited English proficiency

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied. This claim or grievance may be filed with the principal of your school who is the ADA, 504 and Title IX coordinator of your school. You will be asked to write down the actions, policies, or practices which you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator, who is the principal of your school, or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not an agreement, you may appeal the grievance to a person with higher authority. You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you should give thought to the following:

- * The exact nature of the grievance - how you think you have been discriminated against and any persons you believe may be responsible,
- * The date, time and place of the grievance,
- * The names of witnesses or persons who have knowledge about the grievance,

- * Any available written documentation or evidence that is relevant to the grievance, and
- * The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact the ADA/504/Title IX coordinator, or your designated ADA/504/Title IX grievance representative.

1. Principal of Kingman Elementary; 607 North Spruce, Kingman, KS 67068; 620-532-3186
2. Superintendent of Schools; 115 North Main; Kingman, KS 67068; 620-532-3134.

SPECIAL SERVICES

Our schools have several special services for children who need them. These services include the following:

A. Interrelated Teacher, Speech Therapist, School Psychologist

The services of these people will be available to all children of USD 331. The classroom teachers, with the cooperation of parents, will make referrals for children needing these services.

B. School Counselor

Kingman Elementary School has a full time counselor to assist students with personal and academic issues.

C. Health Aide

Kingman Elementary has the services of a health aide available. The health aide supervises annual health screenings for students.

D. Special Education

USD 331 is a member of the South Central Kansas Special Education Cooperative. Services to students with special education needs are available through the cooperative. USD 331 students have the services of a school psychologist. Please contact the principal's office for more information.

STUDENT IMPROVEMENT TEAM

Each school's Student Improvement Team is composed of professional educators with varying backgrounds and expertise who are committed to building support for students who are experiencing academic or behavioral problems and the teachers and staff who are working with them.

What can the Student Improvement Team do for our students:

- * Prepare individualized behavioral and academic intervention.
- * Improve behavioral and academic performance.
- * Periodic evaluation of intervention progress.
- * Maximize and enhance the linkage of school and community resources.

When to make a request for assistance:

- * When a student is displaying significant academic or behavior problems.
- * When problem solving has been done previously with parents and teachers. (Level I)
- * When problem solving has been done with parents, teachers, and other resources prior to referral. (Level II)

Requests for assistance are open to anyone, for any reason, and are never judged, they simply act as concerned advocates.

EMERGENCY DRILLS

Fire, Tornado, and Crisis drills will be held as recommended by the State. Classroom teachers will familiarize their classes on the proper procedure to be followed.

In the event of a crisis, the **building crisis plan** will be followed. The crisis plan covers numerous situations that could involve a natural disaster, school related deaths, or threats to students' safety.

DISRUPTIVE BEHAVIOR

It is unlawful for any person to disrupt normal activity, disturb the peace, or to loiter on or about the premises of any public or private school or institution. Persons violating this ordinance will be held accountable. An academic atmosphere is to exist at all times while at school.

EMERGENCY SAFETY INTERVENTION

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. See policy GAAF in the board handbook or on the district website for complete policy.

BREAKFAST AND LUNCH PROCEDURES

Breakfast and lunch meals are a vital part of the overall school program. Students who wish to participate in the breakfast program will be allowed to enter the building at 7:30 a.m. Meals will be served from 7:30 a.m. to 7:55 a.m. Breakfast and lunch menus selected each day will contain the necessary foods for a well-balanced meal. All students are to remain in the cafeteria during the breakfast and lunch periods. After eating, each student is to remove all material and food from the table and place it in the appropriate trash container. USD 331 has a closed lunch period. Food consumed during the meal period must be purchased from the school meal program or be brought from home. Food brought from outside the school cannot be shared with other students during lunch. Commercial food deliveries are not allowed. Food is to be consumed in the dining area or approved areas by administration. USD 331 participates in the national school meals program and we request that students try a little of each food on his/her tray, unless they are allergic to a particular food and have turned in a written statement from his/her medical doctor to the head cook of the school kitchen. Such statement is to be renewed at the start of each school term and/or as the situation changes. Students cannot leave the school grounds for lunch unless checked out by their parent or guardian. Free and reduced applications can be used for breakfast. **Meals may be charged for up to 3 days before a peanut butter and jelly sandwich is substituted for lunch.**

VISITORS AT SCHOOL

All visitors are to check in at the main office. Parents, grandparents, and legal guardians may be allowed to visit students during the lunch period in the lunchroom. With parent approval visitors other than parents may be allowed to visit students during the lunch period. Students will not be allowed to have visitors attend classes with them. Those who desire to visit our school for educational purposes must have prior approval (at least 24 hours) granted by the teacher(s) involved and the administration.

ANIMALS IN THE SCHOOL

Animals are part of our daily lives; they can be used effectively as part of our daily lives; they can be used effectively as teaching aids, and the positive benefits of the human-animal bond are well established. However, the special situation of classrooms necessitates certain safeguards. Approval must be obtained from the principal prior to any animals visiting the school. Inadequate understanding of animal disease and behavior can lead to unnecessary risks for children and animals alike. "Animals" includes mammals, birds, reptiles, amphibians, insects, spiders, etc. If the animal is approved, it must be properly restrained and/or contained.

Glass containers will not be allowed. The container must be shatterproof, have a secure lid, and be see-through so contents can be viewed without opening the container. Please call and make appropriate plans with the teacher and secure the principal's approval at least one day in advance of the desired visit. Be prepared to provide the following:

- *Verified current rabies vaccination record.

- *A health certificate signed by a licensed veterinarian.

Animals should be wearing proper restraints so they can be easily controlled. A **“Look But Don’t Touch”** policy will be followed with all animals visiting the school. By following these guidelines, the use of animals in the classroom can be made safe and enjoyable for both the animals and the children. Please call the school with any questions.

STUDENT PICTURES

All students have their pictures taken during the school day on a time and date designated by the administration. Students are not required to purchase any pictures.

COMMERCIALISM AND SOLICITATIONS

The public schools are operated for the general welfare of the students and must be kept as free as possible from exploitation. All hand-outs, notices, or advertisements must be cleared through the principal's office prior to being distributed or put in the daily bulletin.

TELEPHONE USE

With permission, students may use the office phone for necessary phone calls. Students should not use class time to make any phone calls. Students will not be called from class for a phone call unless it is an emergency.

CELL PHONE and ELECTRONIC DEVICE USE

Cell phones may not be used during school unless approved by staff. If they are brought to school, they must be either turned off, or set to Silent (not vibrate). If a student's cell phone rings during school, or a student is using it, the phone may be confiscated and the student must come to the office to retrieve it. Improper use of cell phones may result in one or more of the following.

- A. Phone confiscated. Student may pick it up at the end of the day
- B. Parent Notified
- C. Detention
- D. In School Suspension

LOST AND FOUND

Many students lose personal articles. Lost and found items should be turned into the office. Students and parents are urged to contact the school office as soon as an item is missing. Outer garments, private books, purses, or other personal items should be marked with the owner's name. After school is out, unclaimed articles will be donated to a local charity.

MONEY

Except for school lunch money or milk money, there is little need for students to carry money to school. Lost or stolen money can be a cause of concern for both the teacher and student resulting in a great waste of class time. When you send money to school, please put it in an envelope, seal it, write the student's name, amount sent, and reason for sending it. We urge you to send checks. It is easier to replace than cash.

PLAY EQUIPMENT

The school will not assume responsibility for play equipment brought to school by students. It is requested that no equipment or toys be brought from home, including skateboards, scooters, and hoverboards.

PERSONS COMING FOR CHILDREN

The school should be notified if anyone other than the parents are to pick up a child. Parents should impress upon their children the need for caution in offers of help, rides, etc. from strangers.

KEEPING CHILDREN AFTER SCHOOL

All students are dismissed at the regular time or in time to ride the bus. If for disciplinary or other reasons students are kept beyond this time, the teacher will make arrangements with the parents.

ROUTE TO AND FROM SCHOOL

Nearly every school year the school office receives telephone calls concerning children trespassing, bothering flowers, trampling across grass, and getting into gardens. We would like parents to take time to talk over the best and safest route in going to and coming from school and to emphasize the importance of staying out of driveways and alleys. Students should cross streets only at intersections and crosswalks.

TRAFFIC SAFETY

The following suggestions are made to help alleviate traffic problems around the school at 8:00 A.M. and 3:30 P.M. Buses will load and unload on the west side of Spruce Street and the south side of E Avenue (North side of playground). Parents are to load and unload children in the school parking lot following the drop-off/pick-up procedures.

STUDENT INSURANCE PROGRAMS

The parents' insurance is the primary source of coverage. Parents are responsible for all medical expenses incurred by their child.

MISCELLANEOUS INFORMATION

1. Please make all checks for lunches and merchandise purchased through the school to Kingman Elementary School.
2. No student shall be released during school hours except to parents, legal guardians, or persons authorized by parents or legal guardians.
3. Night use of the buildings or departments by teachers, students, or outside organizations is to be scheduled through the office.
4. Pets or animals will not be allowed without prior approval of the Principal.

SECTION II

ACADEMIC REQUIREMENTS

GRADE CARDS AND MID-QUARTER PROGRESS REPORTS

Grade cards are available during the week following the end of each quarter. Grades can be accessed through Skyward Parent Portal. Paper copies can be mailed from the office with a parent request.

Progress reports will be available to parents at the midpoint of each quarter. These reports can be accessed using the Skyward Parent Portal.

Students who have incomplete grades for any grading period have one week from the end of the grading period to complete the work. Failure to complete the assignments within the allotted time may result in a failing grade for the quarter and/or semester. Students and teachers must work together to determine what must be done to receive credit. Exceptions to this policy will be handled by the teacher and school administration.

SECTION III

BEHAVIORAL EXPECTATIONS

BEHAVIORAL EXPECTATIONS

STAFF AUTHORITY

Students are under the authority of ANY adult employee including but not limited to administrators, teachers, substitutes, paraprofessionals, secretaries, cooks, custodians, and bus drivers of USD 331 at any time they are on the school grounds or at a school activity. Any student who is insubordinate to an employee or creates any disturbance which restricts or alters the learning process of themselves or other members in the class is subject to immediate disciplinary action. Teachers have the right to detain students as a disciplinary measure. Teachers may remove a student from class for a short period of time until a conference can be held with the building administration to determine a suspension from class for up to three days. Return to class is subject to a conference involving student, teacher, administration, and may include parents if deemed necessary by the administration. Teachers may send a student to the office (Disciplinary Referral Form) for disciplinary action when the situation is serious enough to warrant such action. When a student is removed from class, the student is to report directly to the office. Failure to report to the office will be viewed as insubordination.

DISCIPLINARY GUIDELINES

One of the primary functions of the elementary school is to instill in the students respect for themselves and others while teaching proper behavior. Students who violate school policy may be subject to disciplinary measures. Examples of violation of school policy include but are not limited to:

1. Classroom Disruption: When all efforts to correct a continual classroom problem fail, the student may be permanently removed from the classroom. At this point, the student will not receive credit for the class.
2. Destruction of property, vandalism (pay for damages)
3. Disrespect - Teacher/Employee
4. Fighting
5. Lying
6. Meal line/Lunchroom problems
7. Misuse of school equipment
8. Public display of affection
9. Running/Hallway infractions
10. Stealing (return of merchandise and/or pay for merchandise)
11. Swearing, profanity, inappropriate language or obscene gestures
12. Insubordination

Behavioral violations in any form will result in one or a combination of the following consequences depending upon the severity of the offense.

- a. Warning
- b. Conference (parent, teacher, student, counselor, administration)
- c. Loss of privileges
- d. Lunch and/or recess detention
- e. In-school suspension(s)
- f. Out-of-school suspension(s)
- g. Notify law enforcement
- h. Expulsion
- i. Combination of the above

CHEATING

Students who are caught cheating will receive a zero on the assignment, and their parents will be notified. Excessive problems with cheating will be dealt with on an individual basis by the teacher(s) and building administration.

CHEATING - Cheating in any form may also result in one or a combination of the following consequences depending upon the severity of the offense:

- a. warning
- b. conference (parent, teacher, student, counselor, administration)
- c. loss of privileges
- d. detention
- e. in-school suspension(s)
- f. out-of-school suspension(s)
- g. expulsion
- h. combination of the above

SKIPPING SCHOOL AND UNEXCUSED ABSENCES

When students skip school they will be subject to one or more of the following consequences:

1. Detention
2. In-school suspension
3. Out-of-school suspension
4. Disciplinary Hearing
5. Notify law enforcement and/or truancy officer

TARDIES

We encourage parents to have students at school on time each morning. Timely arrival to school is crucial as it sets the foundation for a successful day of learning, ensuring students are prepared, focused and ready to participate fully in their education.

CLASSROOM RULES

Each teacher will establish their own set of classroom rules. These rules will be covered with students. If parents have a question about a classroom rule, they are encouraged to visit with the classroom teacher. Some general guidelines for all classrooms are:

1. Be in your assigned seat and ready to work when class begins.
2. Have pencil, paper, books, and assignments with you at the start of class.
3. Keep hands, feet, etc. to yourself.
4. Treat everyone the way you would like to be treated.
5. Follow the teacher's directions at all times.

LUNCHROOM RULES

1. Deposit all litter and food in the proper wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition for others.
4. Give proper respect to each other, teachers, food service workers, and custodians.
5. Talk at classroom level.
6. Outside food brought in from home cannot be shared with other students.
7. During regularly scheduled lunch, no student can leave the cafeteria without permission.

Violations of any of these rules may result in lunch detention. Each violation carries a thirty-minute detention. More serious violations will be handled on an individual basis.

PLAYGROUND RULES

1. SWINGS
 - a. One child per swing.
 - b. The student must be in a sitting position.
2. SLIDE
 - a. One person on slide.
 - b. One person on the ladder.
 - c. Students must slide feet first.
 - d. No walking up slide or flipping over the bar.
3. JUNGLE GYM AND DOME
 - a. Only climbing is allowed.
4. BARS
 - a. No dead man drops.
 - b. Hands must be kept on high bars at all times.
5. NO gum or food is allowed on the playground.
6. NO throwing of rocks, sand, sticks, snow and/or ice.
7. NO fighting or wrestling.
8. NO profane or abusive language.
9. Balls kicked in the street will be retrieved by the teacher.
10. Students are not to leave the playground without a teacher's permission.
11. Students must stop playing and line up immediately when the whistle blows.

CONSEQUENCES: To be determined by each classroom instructor.

GUIDELINES AND EXPECTATIONS FOR STUDENT BEHAVIOR

The following guidelines are established to help students know what is expected from them. These guidelines identify areas of responsibility that students have. The intent of all discipline and student expectations is that students will develop the best form of discipline, which is self-discipline. **Students are expected to deal responsibly and honestly with teachers and administrators.** This includes class work, attendance, verbal and written communication.

1. Respect and obey all published school board and handbook policies. The Board of Education Handbook is available in the principal's office.
2. Respect the rights, feelings, and property of others.
3. Refrain from the use of obscene or profane language and gestures.
4. Refrain from the use of physical harm or threats of intimidation while on school property
5. Respect those who are participating in assemblies or pep rallies. Booing and rude comments are disrespectful.
6. Food and drinks are not allowed in the library or hallways.
7. All PreK-6 students are to be in assigned areas before school.
8. Students are not to leave the school without permission.
9. Refrain from tampering with the fire alarms.
10. Please keep to the right while WALKING in the halls.
11. Throwing objects is not allowed including snowballs (possible safety hazard).
12. Please do not enter the school building unless you have official business there. Check in through the office
13. Weapons, including matches, knives, lighters, or any kind of explosive, are not allowed at school.

14. Sunflower seeds are not allowed at school.
15. Students who lose or damage books, computers, or other school items will be responsible for paying for those items. Appropriate costs for damages due to negligence may be assessed to school property. Damaged computers: Students will be responsible for up to \$75.00 for the repair of school computers.
16. Refrain from the use of racial slurs.
17. Refrain from tampering with locks on lockers.
18. Laser pointers are not allowed in school.
19. Skateboards are not allowed in the school building or on school grounds.
20. Roller blades are not allowed in the school building.
21. Shoes with wheels are not permitted on school grounds.

HARASSMENT POLICIES

Racial and Disability Harassment (JGECA) -

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited. All reports of racial or disability harassment will be handled in accordance with [BOE Policy JGECA - Racial and Disability Harassment](#).

Sexual Harassment (JGEC) -

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited. All reports of sexual harassment will be handled in accordance with [BOE Policy JGEC - Sexual Harassment](#).

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administration or board.

Individuals may also be referred to law enforcement officials.

ANTI-BULLYING

The USD 331 Board of Education prohibits acts of bullying on school property, in school vehicles, or at a school-sponsored activity or event. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that

disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Definition of bullying

"Bullying" means: Any intentional gesture or any intentional written, verbal or physical act, including electronically transmitted acts such as internet, cell phone, personal digital assistant (pda), or wireless handheld devices, or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- Any form of intimidation or harassment prohibited by the Board of Education of USD 331 in policies concerning bullying adopted to the section or subsection (e) of KSA 72-8205.

A copy of the complete anti-bullying policy is available at the USD 331 Board of Education office or the school office. [JDDC - USD 331 Bullying Plan](#)

WEAPONS – BOE [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.

DESTRUCTION OF PROPERTY

Any pupil who, through misuse or carelessness, damages or destroys any school property shall immediately compensate for such damage, or upon refusal may be suspended from school until compensation has been made. Any pupil who intentionally damages or destroys school property or the property of a teacher may be expelled from school.

NARCOTICS, ALCOHOL, INTOXICANT DRUGS, and TOBACCO PRODUCTS

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any prescription or non-prescription drug, medicine, vitamin, or other chemical not taken in accordance with its authorized use or possess drug paraphernalia or use tobacco products:

- (1) On school grounds during, before, or after school hours
- (2) On school grounds at any other time when the school is being used by any school personnel or school group
- (3) Off the school grounds at a school activity, function or event

Use of a drug specifically prescribed for a student by a medical prescription from a registered physician shall not be considered a violation of the rule. Students shall not possess or use tobacco products, including electronic cigarettes, on school property or on a school sponsored activity. Violation of any provision of this behavior code can result in suspension and/or expulsion.

Penalties - Narcotics, intoxicant drugs, drug paraphernalia, prescription or non-prescription drugs, medicine, vitamins, or other chemicals not taken in accordance with its authorized use may result in a ten day out-of-school suspension with a recommendation for long-term suspension and a formal hearing being held. Law enforcement will also be notified.

Penalties - The possession, consumption or, being under the influence of an alcoholic beverage at school or at a school activity will result in the following:

1st offense (within the school year) – five days out-of-school suspension, conference with parents; notify law enforcement.

2nd offense (within the school year) - ten day out-of-school suspension with the recommendation for long-term suspension with a formal hearing being held. Notify law enforcement.

Penalties - Tobacco products

1st offense -three days in-school suspension, notify law enforcement.

2nd offense -three days out-of-school suspension, notify law enforcement.

3rd offense -five days out-of-school suspension, notify law enforcement.

4th offense -five days out-of-school suspension with a possible recommendation for long-term suspension, conference with parents, notify law enforcement.

BUS DISCIPLINE

Each student will receive a transportation handbook at enrollment. The transportation handbook contains State of Kansas and USD 331 school vehicle rules for safety and guidelines for behavior.

PERSONAL APPEARANCE

The personal appearance of students attending the schools of this district is the responsibility of the student and his or her parents. Students are expected to present themselves neatly and cleanly groomed. Students should dress so that their attire is not a safety hazard nor an interruption to the educational process. The building administrator has the final authority in determining appropriate student attire. The wearing of inappropriate clothing will result in the following consequences:

1. Covering, removing or changing inappropriate clothing
2. Detention
3. In-school suspension

BOY/GIRL RELATIONSHIPS

Students are asked to keep their private lives private. This shows respect for each other as well as for others in the immediate area. When physical contact becomes such that it is more romantic than friendly, it is inappropriate at school. Holding of hands is not appropriate behavior for the school setting.

SCHOOL DETENTION

Students who violate school rules can be required to serve detention time before or after school and/or during lunch/recess. Detention time is used to make up time that students miss class due to unexcused tardies and unexcused absences. Detention time may also be required for students who interrupt class and cause loss of class time for instruction. Detention time will be held during lunch or before or after school, and one day notice will be given to parents to arrange transportation if detentions are assigned before or after school. Students are expected to complete work during the detention time. Students may be expected to work for

the school if the reason for detention involves making excessive messes.

Detention—Office

Detentions are supervised by office personnel. Students must be in the detention room by assigned time in order to receive credit for serving the detention. Those coming late will not be admitted. Should a student leave early for any reason, the time served will NOT be credited. No food/drink, sleeping or visiting will be allowed. If this happens the student will be asked to leave and no time will be credited. Students are expected to remain on task with reading activities or homework. Passes to lockers will not be given. Students are to bring all materials to detention. If a student arrives late, leaves early, fails to attend, or does not follow detention guidelines, the detention time will become a two hour detention, possible in-school suspension, and loss of extracurricular privileges.

IN-SCHOOL SUSPENSION

The purpose of in-school suspension is to provide an alternative way to provide consequences for inappropriate behavior and does not meet the standard definition of suspension since it is not a suspension from school. In-school suspension (ISS) will be used as much as possible rather than the traditional out-of-school suspension (OSS). The basic concept behind in-school suspension is to keep the student in school, but isolated from the social aspect of school. During in-school suspension, a student is able to receive credit for the work done and have access to teachers and counselors. Students who are placed on in-school suspension will be required to do school work during the in-school suspension time. Students will be able to make up all work missed and receive full credit for work missed and work completed while on in-school suspension. This should enable the student to make a smooth transition from in-school suspension to the regular classroom.

OUT-OF-SCHOOL SUSPENSION/EXPULSION

Out-of-school suspension (OSS) is a disciplinary action for violations of school conduct and meets the common definition of “suspension.” Procedures of OSS or expulsion are defined in KSA 72-8901 and 72-8905 and are available in the school office. Short term OSS is limited to 10 days. This suspension does not require a due process hearing. Suspensions longer than 10 days require an extensive due process hearing for the student. In all cases of suspension, the parents or guardians will be notified in writing or by phone of the duration and reasons for suspension. A suspended or expelled student may not be on school grounds, attend school or school activities during the time of the suspension or expulsion. This includes the evening of each day of the suspension or expulsion.

Parents of suspended students must accompany their son or daughter to school at the end of the suspension for a re-entry conference. Students whose parents decline to come in for a conference will be placed on in-school suspension. Students will not be readmitted to class until this conference or other arrangements have been made. Students who are on out-of-school suspension must complete all missed work and will receive credit for this work. Students who do not make up all work missed will be in In-School Suspension upon return to school until all work is complete.

LEAVING THE SCHOOL BUILDING

Students will not be permitted to leave the school building from the time school begins until it closes, except for school sponsored activities and/or classes. If a student must leave during the school day, a phone call or note from parent(s) is necessary.

A student who wishes to leave the building must have permission from an administrator (or designee) and is required to sign the check-out sheet in the office.

Students should obtain a Request to Leave the School Building form from the school office prior to leaving school. This form should include name, location and telephone of appointment location. This information is necessary if emergency contact is required.

FIELD AND ACTIVITY TRIPS

Teachers will be planning field trips and other activities, which will necessitate taking your child off the school grounds. All such activities will be under the supervision of a certified teacher. We will need written permission from you to allow your child to participate in field trips and activities off school grounds. This permission slip is available to sign during enrollment.

TRANSPORTATION POLICY FOR ACTIVITY AND FIELD TRIPS

All students who participate in a field trip that requires school transportation are required to ride on school furnished transportation to and from the event. Any exceptions must be cleared in writing with the sponsor and administration before the event. All rules and regulations contained in the transportation handbook apply.

MEAL TIME

All students are to remain in the dining area. After eating, each student is to remove all material and food from the table and place it in the appropriate trash container. Food consumed during the meal period must be purchased from the school meal program or be brought from home. No outside food is to be shared with other students.

USD 331 Mobile Device Acceptable Use Policy

The use of mobile devices and online services are an important resource. USD 331 Kingman-Norwich wants to open these important avenues of research and skills to our students while ensuring their safety. Unauthorized activity or misuse of computers and computer online services will not be tolerated.

Internet Access/Monitoring

- All use of online services must be in support of education and research being consistent with the purposes of USD 331.
- Posting of personal or district information is a safety and security issue and should only be done to meet educational purposes approved by district staff. Personal contact information includes your email address, home or mailing address, telephone, school address, work address, etc.
- Communications via the mobile device/network should not be assumed to be private or privileged information.
- USD 331 reserves the right to log Internet use and monitor all accounts/files by users.
- All student mobile devices, district issued or personally owned, can be confiscated and searched at any time.

Unacceptable Use

- Bullying, hate mail harassment, discriminatory remarks, flaming, spamming and other antisocial behaviors are prohibited.
- Any use of the mobile device/network to facilitate illegal activity is prohibited.
- Any use of the mobile device/network/account for personal commercial purposes or lobbying is prohibited.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.

- Malicious use of the network to develop programs that harass other users, infiltrate, and/or damage the software components of a mobile device or operating system is prohibited.
- Use of the mobile device/network to transmit material likely to be offensive or objectionable to recipients is prohibited. *Note: Never respond to any messages that are suggestive, obscene or threatening. Show such messages to an adult/teacher. Use of the network to access obscene, objectionable or pornographic material is prohibited.
- The building principal will have the final determination of what is the acceptable use of mobile devices or online services and reserves the right to remove the user from the network to prevent unauthorized activity. In addition, the building principal may take other disciplinary action he deems appropriate should misuse occur.

Account/System Security

- Students/staff are responsible for individual accounts and should take reasonable precautions to prevent others from being able to access your account(s).
- If your account has been compromised, contact a teacher, principal, or technology director immediately.
- District issued devices can use software approved by the technology department only. Unauthorized software/applications are not allowed.
- Use of personal mobile devices in schools by either teachers or students must be approved by the Technology Department. Any personal computing device must adhere to USD 331 security requirements.

USD 331 Student Mobile Device Policy

District Issued Laptops

Student Laptop Usage Fee

- Each 5th and 6th grade student will be assessed a \$45/year laptop usage fee.

Student Laptop Repair/Replacement

- Each time a laptop is physically damaged and requires repair, the student will be assessed the total cost of parts for the repair. If damage is determined to be intentional, additional measures such as suspension from the use of the device can be taken. Repairs due to manufacturer defects will be exempt from this charge. If the device is lost, the student will be responsible for the cost of replacement.

Defacement

- Students defacing/writing on their laptop bags will be charged the replacement cost of the bag.

Laptop use outside of school

- Once the laptop is taken out of school, the student and parent/guardian assume complete responsibility for use of the laptop. Laptop Internet access is not filtered once outside the school. Parents are responsible for monitoring their student's Internet usage outside of school.

Software/Operating System Problems

- Any problems with the operating system or software could result in the complete erasing and re-imaging of the laptop. The Technology Department will not recover any files left on the laptop before erasing and re-imaging the hard drive.

Student Owned Mobile Devices

District Responsibility

- USD 331 is not liable for any physical or software damage to personally owned mobile devices.
- USD 331 will not provide technology service or software for personal mobile devices.
- USD 331 is not responsible for theft.

Student Responsibility

- Personal laptops must be registered with the Technology Department before accessing the network.
- 3rd party Internet access such as 3G, 4G or 5G must be turned off when in school on all student owned mobile devices.
- Personal laptops must have antivirus software installed.
- Personal laptops and tablets must have wireless network capability.
- Personal laptops must be carried in a carrying case when outside of the classroom.
- All information on a student’s laptop, on the server, in email, and other district accounts are not considered private to the student. District personnel can confiscate and view your personal laptop, and information in your account at any time.
- Internet history is not private. Your Internet browsing history is tracked while within school.

LIBRARY POLICIES AND PROCEDURES

The goals of the Kingman Elementary School Library are:

- to provide a collection of instructional materials that support and contribute to the curriculum
- to provide materials and reference services for the completion of class assignments, homework, and for individual personal growth, and
- to provide a pleasant environment for the pursuit of both personal and educational growth.

The students, faculty, and staff of Kingman Elementary School share the responsibility of maintaining an environment that allows the KES Library to serve the needs of all. Patrons are expected to maintain a quiet and courteous atmosphere and to respect the rules of the school as well as those specific to the KES Library.

Circulation

Material designation	loan period	Renewals allowed
<i>fiction books</i>	2 weeks	<i>up to 5 renewals</i>
<i>nonfiction books</i>	2 weeks	<i>up to 5 renewals</i>

Overdue Materials Policies

Returning materials on time ensures that the information will be available for the use of other patrons. Therefore, prompt return of library materials is strongly encouraged. Courtesy notices for materials they check out to patrons. Courtesy notices for overdue materials will be delivered to students. When library materials are damaged or not returned, the student will be charged for their repair or replacement.

Lost or Damaged Materials

Students are responsible for the materials they check out from the library. Consequently, if a student loses or damages library materials during their check out time, they are responsible

for the cost of replacement for the item damaged. (Please note that replacement cost is determined by the library media specialist and is non-negotiable.)

Restriction, Suspension, and Revocation of Patron Privileges

KES reserves the right to restrict, suspend, or revoke library privileges according to the judgment of the Kingman library media specialist. The following situations serve as examples of when such action might be taken: numerous lost or damaged materials, chronic overdue materials, theft or attempted theft of materials, and/or other extreme cases.

COMPUTERS

Students may use the library computers whenever the library is open; however, classes have priority over individual students so a student may be asked to leave if a class needs the computer. The computers in the library are for educational use only; therefore, playing games is not allowed. All computer rules apply in the library. Failure to follow these rules may result in the student losing computer privileges.

LOCKERS

School lockers are the property of the school. School officials may, with probable cause, search student lockers. Locker assignments are made in the school office. All changes must be approved by the office. The school is not responsible for clothing and personal possessions in unlocked lockers. Under no circumstances should food items be stored in the locker room. Lunch containers should be housed in the hall lockers. Large cooler containers are discouraged. The school is not responsible for items lost or stolen in school issued lockers.

HALL CONDUCT

Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, push, or hit others as they pass.

USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

COMMUNICATIONS

All forms of communication (newspaper articles, e-mails, posters, t-shirts, etc.), unless otherwise delegated, must be approved by the principal or designee.

ASSEMBLIES

Student assemblies will be held throughout the school year. Students are to conduct themselves in a manner consistent with classroom behavior. When a performance is in progress, students will show respect by remaining quiet. Disrespect in any manner will not be tolerated. Examples of inappropriate behavior include yelling, whistling, inappropriate clapping, boisterousness, and talking during a performance. Seating arrangements will be designated prior to the assembly. When dismissed from the regular classroom, students will walk to the assembly and sit as a class with their teacher. Upon dismissal, students will be given time to return to their class, go to their locker, and get to the next class.

SECTION IV

ATTENDANCE

ATTENDANCE

STATE STATUTE -

The State of Kansas has a compulsory attendance law for public schools. This law's main purpose is to ensure equal opportunity for all youth to receive instruction in foundational education. If a student is not in school, he or she is considered absent. Also, after five (5) absences in a semester, three (3) consecutive absences, or seven (7) absences in a school year other than verified sickness or other school approved absences, a student will be declared truant and his or her name will be given to the Department of Children and Families (DCF) or the Kingman County Attorney's office as set forth by the law KSA-72-1113.

STUDENT DAILY ATTENDANCE

The daily attendance of students in USD 331 will be determined by school clock hours. Students reporting to school with an excused absence **before** 10:00 a.m. will be counted on the daily attendance roll as being at school for a full day. Students reporting to school with an excused absence **after** 10:00 a.m. will be counted on the daily attendance roll as being absent from school for one-half day. The parent or guardian must telephone the school office or send a note explaining the reason for being late or absent.

DEFINITIONS

The following terms and definitions are used by USD 331 to address attendance related issues.

Absence - Students who fail to report to class within fifteen minutes are considered absent.

Excused Absences - Excused absences are granted for those times when students are not in school for reasons related to illness, family emergency, dental, eye doctor, or other medical appointments, funerals, and other absences approved in advance by administration. There is no penalty for work missed due to an excused absence as long as the work is made up according to the Make-Up Work policy.

Excessive Absences - All absences in excess of seven (7) per semester will be considered unexcused unless extenuating circumstances approved by administration. Absences in excess of seven will result in truancy procedures being followed as defined by Kansas Statute unless verified by doctor's order or by administrative approval. All unexcused absences will be subject to Kansas Statute on compulsory attendance.

Excused tardy - Excused tardies to school are granted by the office for the same reasons as those for excused absences (see Excused Absences above). Excused tardies are also granted when a teacher detains a student after class for discipline or academic help. Students are responsible for getting a pass from the detaining teacher when they will be late to their next class. Excused tardies may also be granted for extenuating circumstances. These will be determined by the office and the teacher(s) who may be involved.

Extended illness - An extended illness is an illness of more than five consecutive school days. The teacher, parent, student, and administrator shall confer to determine the make-up time table for missed school work. A doctor's verification may be required for an extended illness.

Long-term absence - A long-term absence is defined as an absence of more than five consecutive school days.

Long-term assignments - Long-term assignments are those assignments with 96 (or more) clock hours between the assignment date and the due date. The 96 clock hours include weekends and vacation days.

Short-term assignments - Short-term assignments are those assignments with less than 96 clock hours between the assignment date and the due date. The 96 clock hours include weekends and vacation days.

Unexcused absences - Unexcused absences are those absences that are not excused as listed above in the definition for "excused absences". Some examples of unexcused absences

are skipping school, hair appointments, shopping, oversleeping, missing the bus, out-of-school suspension, and State Fair (except for Vo-Ag, band and 4-H projects). Situations not specifically mentioned above will be handled on an individual basis using the examples listed in this section as guidelines.

Unexcused tardy - An unexcused tardy occurs when a student is late to school or to a class without a written excuse from the office or from another teacher. The student will have two days from the time the unexcused tardy is issued to provide either written or verbal communication from the parent excusing the tardy. If no communication is received within the time, the tardy will remain unexcused. Parents may only excuse tardies for first hour of attendance. All others must be excused by administration. Note: Parent contact will be made if office personnel are not notified of absence by 9:00 a.m. the day of absence. Notification to parents will occur before noon.

PROCEDURES TO FOLLOW FOR AN EXCUSED ABSENCE

When a student is absent, in order for an absence to be classified excused, the following procedure is to be used:

1. Parents or guardians are asked to notify the school the day of the absence informing the school's representative of the student's reason for being absent.
2. If the school does not receive a call by 8:30 a.m. on the day of the absence, the automated calling system will attempt to contact the parents or guardians.
3. In the event that phone contact is not made during school hours the day of the absence, on the day the student returns to school, the student should bring a written note from the parent or guardian that explains the absence.
4. The student will have two days from the time the unexcused absence is issued to provide either written or verbal communication from the parent excusing the absence. If no communication is received within this time, the absence will remain unexcused.
5. When the student returns to school from being absent, other than from a school activity, the student must report to the main office for a "Student Admit Slip".

MAKE-UP WORK POLICY

To make up work for an excused absence, a student will receive one school day for each day missed, plus one day to complete the missed work. Example: A student who misses two days of school would receive three school days to complete the missed work. When the student misses five consecutive days (or more), the work will be made up in consultation with the teacher, parent, student, and building administrator. Students who are absent the day a long term assignment is due, should be prepared to turn in the assignment the day they return to school. To get make-up work properly completed, it is important that students who are absent communicate with their teachers immediately when they return to school. Communication can clear up any misunderstanding the student may have about any work missed. **It is the student's responsibility to initiate this communication.** Students who want to make up work while they are unable to be in school due to illness, should wait until they are gone two days before calling the school to request assignments. This will give teachers adequate time to prepare make-up assignment sheets to be taken home. Students are encouraged to call classmates when they are absent for just one or two days. Students who receive unexcused absences are required to complete any work missed. Students who are placed on in-school suspension will be required to do school work during the in-school suspension time. Students will be able to make up for all work missed and will receive full credit for work completed while on in-school or out of school suspension.

SECTION V

ACTIVITIES

INSTRUMENTAL MUSIC

The Instrumental Music Department occupies an important place in the curriculum. 6th grade students will be allowed the opportunity to participate in instrumental music (band). 6th grade students are encouraged to try band.

HOMEMADE FOOD

All food brought into the building for class parties must be approved by teachers/sponsors or administration. Homemade food could present some health issues. Administration will support teachers not allowing homemade food in their classrooms.

BIRTHDAY PARTIES

Please contact your child's teacher in advance as to an appropriate time and the number of pupils involved. It is suggested that refreshments be very light and simple.

PARTY INVITATIONS

Students may not hand out party invitations at school.

SPECIAL DAY PARTIES

All class holiday parties will be on the day of the holiday or last school day prior to the holiday (ex. Valentine's Day on February 14, Christmas on the last day prior to break).

SECTION VI

OTHER SCHOOL INFORMATION

SCHOOL SONG

Oh, Hail to the Kingman Eagles
Hail to the Kingman School
Kingman Eagles will prevail
Kingman Eagles will never fail
Win or lose we pass the test
Win or lose we are the best
Kingman Eagles, Rah, Rah, Rah, Rah
Hail to the Kingman Eagles

SCHOOL COLORS

Red and Black

SCHOOL MASCOT

Eagle