

R.L. Wright
Elementary School
Student Handbook

2021-2022





A Message from the Principal:

The staff of R. L. Wright Elementary School sincerely welcomes you to the 2021 – 2022 school year!
We are excited to share in your child's learning experience.
Our school is a community, and it takes everyone's efforts to make it successful. By working together, we can ensure success for all students. We are looking forward to an excellent school year!

Julie Scott, Pre-K/6 Principal



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USD 439 Vision Statement

All students can achieve personal academic success when they actively participate in their individual plan of study.

USD 439 is dedicated to preparing students to be positive productive members of society. All students achieve basic skills necessary for a changing world. Services offered by the district include a safe learning environment, growing opportunities for staff and community members, and skills necessary to create future vision toward education and employment opportunities.

Interactions are based upon mutual respect among teachers, students, administration, and parents in working toward a defined goal.

The district climate focuses on pride in self and school, professional positive educational environment and positive student self-worth. Students and staff leave each day with feelings of accomplishment and success.

USD 439 Mission Statement

We, Sedgwick Public Schools

... believe in providing opportunities for advance academic skills, critical thinking, communication, and cooperative learning skills

All students will be provided support academically, socially, and emotionally in order to achieve success.

USD 439 Core Beliefs

The Cardinal Way

Character - Members of our school community will take ownership and pride in their work and actions.

Accountability - All students can achieve personal academic success when they actively participate in their individual plan of study.

Resilience-Members of our school community will value the rights and needs of others.

Dedicated - All students will be provided support academically, socially, and emotionally in order to achieve success.

Safe - Education is best achieved when a student feels safe and valued.

BOARD OF EDUCATION

Bryan Thompson Travis Francis
Shawn Chapman Beth Fields
Kenneth Blank Michele Rowley
Paulette Ware

ADMINISTRATION

Julie Scott Principal
Larry Roth Superintendent

SEDGWICK ELEMENTARY STAFF

Sandy WernerPre-K
Lisa MatsonKindergarten
Shelley DuerksenKindergarten
Rebecca Gorges.....First Grade
Katie WendlerFirst Grade
Erika Anderson.....Second Grade
Audrey Bebermeyer.....Second Grade
Melissa Evans.....Third Grade
Cheryl ConradyThird Grade

Mary Kaufman	Fourth Grade
Paula Napper	Fourth Grade
Dwayne Cummings.....	Fifth Grade
Sherri McBee.....	Fifth Grade
Karen Stucky.....	Sixth Grade
Marcie Thompson.....	Sixth Grade
Ashton Bennett.....	Title/Reading Interventionist
Kandee Gardner.....	At-Risk/Reading Interventionist
Katie Nicholson	At Risk Para
Michelle Banks.....	Elementary Art
Jacob Wrobel.....	Music/Band
Aaron Stucky.....	Elementary PE/Health
John Vinroe.....	Vocal Music
Taylor Peak	Counselor
Lynn Bartel.....	K-4 Resource Room
Joey McDowell.....	5-6 Resource Room
Bailey Worstell.....	Speech/Language Pathologist
Rebecca Buchta	School Psychologist
Amy Eicher.....	Social Worker
Lisa Kellerby	Gifted
Ryan Suppes	Technology/Communications Dir.
Leah Gaede	Library Para
Madison Matson.....	Paraprofessional
Teresa Arnold.....	Paraprofessional
Julie McDaniel.....	Paraprofessional
Holly Wuest.....	Paraprofessional
Irene Barger.....	Paraprofessional
Shaun Spencer	Paraprofessional
Kim White	Paraprofessional
Misty Stutzman.....	Board Treasurer
Deniece Richardson.....	Board Clerk
Kellsie Vernia.....	Elementary Secretary
Stephanie Hoffsommer.....	Food Service Director/Elementary Para
Kathryn Mosiman.....	Nurse
Kermitt McGinn.....	Maintenance/Transportation Director
Paul Davison	Head Custodian/Maintenance
Rita Adams	Elementary Custodian
Melinda Hughes.....	Cook
Tashina Kroulik.....	Cook
Tanna Kotek	Cook
Sherri Outley.....	Head Cook

SCHOOL SCHEDULE

7:40 am	School doors open for breakfast eaters
8:10 am	Bell rings for class to begin
8:15 am	Second bell-instruction begins
3:20 pm	School dismissed
3:45 pm	Office closes

ACADEMIC NOTIFICATION

Teachers will notify parents at the end of the 3rd and 6th week of each 9-week quarter as to which student is receiving an F or D in the class. If the student is failing at the end of the 3rd and/or 6th week, the teacher must try to reach the parent/guardian by phone at least twice. If no phone contact is made, then written notification must be made. If the student is receiving a D in class, then written notification will be made to the parents/guardian.

ACCIDENTS

We should always have your parent/guardian's correct address and TELEPHONE NUMBERS for home and work. If both parents work, we should be informed as to how to contact them in case of an emergency. A school nurse is available to handle any school accident. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse, whereby the parents will be contacted and necessary medical attention obtained as soon as possible.

ATTENDANCE

Regular attendance is critical to the success of your child's learning at school. If your child will be absent or tardy it is important to let the school know.

IF YOUR CHILD IS ILL, AND WILL NOT BE ATTENDING SCHOOL, PLEASE NOTIFY THE GRADE SCHOOL OFFICE BY 8:45 A.M. (772-5604)

Students in Grades Pre-K/6 must obtain an admit slip from the grade school office before they return to class. Teachers will not allow students in class without first initializing this slip.

The administration will make the determination as to the absence being excused or unexcused in accordance with the policies of USD #439.

If a student misses two or three hours of class this shall be an absence for one half day. If a student misses four or more hours of class, this shall be an absence for one full day. Students arriving 20 minutes or more after a class has begun will have the entire hour counted as an absence.

If a student misses any part of a school day, they cannot practice or participate in extra-curricular activities anytime that day unless proper arrangements have been made and secured from the principal. **Parents are advised that a student should not attend any school activities the evening of an illness as an unexcused absence will be recorded.** A student should be temperature free, without medication, for 24 hours before returning to school.

CREDIT AND MAKE-UP FOR ABSENCES

Excused Absences: No make-up time necessary. Credit for make-up work returned within 72 hours.

Unexcused Absences: Make-up time may be necessary upon administrative discretion. If work may be made up, credit will be given.

Out-of-School Suspension: Short term suspension time will not accrue toward loss of credit.

In-School Suspension(ISS): Work credited providing the suspension time is completed satisfactorily. An ISS absence is excused if suspension time is completed satisfactorily.

EXCUSED ABSENCE

Excused absences shall include but not limited to the following:

- Personal illness and professional appointments.
- Serious illness or death of a member of the family.
- Emergencies calling for the student's presence at home.
- Obligatory religious observances.
- Participation in a USD 439 district-approved or Sedgwick school sponsored activity.
- Excused absences approved by building principal.

The administration reserves the right to judge the sufficiency of any claimed emergency. To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent. The prior approval must be obtained for family vacations and for non-school related activities, including working for parents. **Medical and/or dental appointments should be made outside of the school day when possible.**

STUDENT ILLNESS

A student who is ill cannot function to the best of his/her capabilities in the classroom. Therefore, it is recommended that ill students remain at home. If an illness occurs at school, the student should tell his or her teacher who will contact the school nurse. **The school nurse will determine whether the student is in need of being excused from school. A student must have the nurse's permission to leave school due to illness.** The parents or guardians of the student must be contacted before the student is allowed to leave the premises. Failure to notify school officials prior to leaving school for illness will result in an unexcused absence and may be dealt with as skipping.

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring him or her up to date.

TARDINESS

Students arriving at school after the 8:15 bell must report to the office to pick up a tardy slip. Excessive tardiness will be dealt with as necessary.

TRUANCY

Students who have three (3) consecutive days of unexcused absence or five (5) total days in a semester or 7 in a school year of unexcused absence in a semester are truant and will be reported to DCF.

UNEXCUSED ABSENCE

Those students without a parental note or phone call or those with reasons which are unacceptable will receive an unexcused absence. Regular and punctual attendance is an important requirement as daily grades and class discussions are an integral part of the educational process. If the student should have as many as three unexcused absences, a parental conference will be necessary. Truancy violations will be reported to DCF.

BICYCLE/SCOOTERS:

Scooters and roller blades will not be accepted as transportation to school. There is not adequate storage in classrooms to store these items.

Bike riders will be expected to park their bicycles in the bike racks between the schools. All bicycles ridden to school must be operated under the following conditions:

- Ridden to conform to local and state traffic regulations.

- Cannot be ridden double, and cannot be ridden on the sidewalks surrounding the school grounds or on the school grounds.
- Students should lock their bicycles to the bike rack. The school assumes no responsibility for bicycles that are ridden to school.
- Students should walk their bikes until they are off of the grade school campus.

BUILDING HOURS

Students are not permitted in the building until 7:40 a.m. Students arriving prior to 7:40 will not be admitted in the building and will not be supervised by teachers.

- School will begin at 8:15 a.m. and is dismissed at 3:20.
- All students must leave the building by 3:20 p.m. unless being directly supervised by a staff member.
- Students not involved in after school activities are not to remain in the building.

BULLYING

Bullying on or while utilizing USD 439 property, in a USD 439 vehicle, or at any USD 439 sponsored activity or event is prohibited.

As used in the policy, the following definitions apply:

1. "Bullying" means: Any intentional gesture or any intentional written, verbal, electronic, or physical act 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:
 - a. harming a student or staff member, whether physically or mentally;
 - b. damaging a student's or staff member's property;
 - c. placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - d. placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
 - e. cyber bullying, or
 - f. any other form of intimidation or harassment prohibited by any policy of USD 439.
2. "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
3. "School vehicle" means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity or event.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending on the seriousness of the behavior, counseling, corrective discipline, and/or referral to law enforcement (mental health) may be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), discipline and restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of district, state and federal procedures.

There will be no initiation or hazing of any form in the USD 439 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason, may be disciplined up to and including expulsion. Any discipline will depend on the facts and at the discretion of the principal..

CALENDAR

A district calendar will be published annually and will include all activities for the entire year. If changes in dates occur, they will be published in the monthly newsletter. The faculty sponsors of the organizations are responsible for scheduling all activities with the principal.

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, damaging, or destroying school property, the student will be disciplined in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor costs for repairing the damages. Accidents or horseplay resulting in damages may result in full payment by the student(s) responsible. Discipline may be assigned at administrative discretion.

CELL PHONES/SMART WATCHES

Use of cell phones, smart watches, and electronic devices are not allowed in class or at recess. Students are strongly encouraged to leave personal electronics at home. The school will not accept responsibility for such items being lost, stolen, or damaged. Cell phones and electronic devices are required to be turned off and kept inside book bags while on school property, with the only exception being from 7:40-8:00am for Morning Community. Inappropriate or unauthorized use will result in confiscation of the device and possible disciplinary action. All communication from parent to student, or vice versa, should go through the teacher or the office.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to discipline for the work in question.

CHURCH NIGHT

School activities will not be scheduled on Wednesday nights if other dates and times can be arranged.

COMPUTER USE AGREEMENT

Students enrolled in Sedgwick Unified School District 439 have the opportunity to work with various software programs on individual computers, iPads and through access over the district's computer network. It is imperative that when using district computers and software that strict guidelines are adhered to in order to prevent any costly error over the network or to any individual machine. Therefore, students will be expected to adhere to the following guidelines:

Expected behavior when using the computers or iPads is as follows:

1. Students are to work only in programs to which they have permission and student access. Students are not allowed to use programs, disks or other computer material that are not property of the school. Personal computer games are also not allowed. No hacking into existing programs, teacher files, E-mail, or administrative files.

2. When instructed to save their work to a storage disk or the computer hard drive students are to use language that is appropriate to the school environment. Programs are not to be saved using foul language.
3. When using the classroom computers students are not to have any food or drink.
4. Behavior that is disruptive in any manner will not be tolerated.

Realizing that computer access is a privilege and not a right, the following penalties, depending on the seriousness of the behavior more severe consequences and penalties may be imposed:

*Parent contacted and no computer usage for one week.

*Parent contacted and no computer access for at least one month. Time period could be longer depending on offense.

*Parent contacted and no computer access at all for the remainder of the semester or school year.

CONFERENCE - PARENT REQUESTED

In the event that a parent should wish to have a conference with an instructor, the following procedures should be followed:

1. The parent should email the teacher or call the school office and ask to speak to the instructor regarding a conference. If the instructor is not occupied with a class, he/she will be called to the phone and an appointment arranged.
2. If the instructor is in class at the time, he/she will be notified as soon as possible.
3. The instructor will return the call and arrange an appointment at the school at a time convenient to both parties.

All parent conferences regarding pupil progress are to be held at school. This is necessary since grade books and teaching materials are available at this location. In order to give the parent a true evaluation, these materials are essential. The cooperation of the parents regarding this matter will be greatly appreciated.

EMERGENCY DRILLS

CRISIS DRILLS

The district's goal is to help each student to determine how best to respond to a series of crisis situations should they occur during the school day or activity.

Practice situations may include, but are not limited to, building lock-down procedures, building evacuation, or intruder-on-campus drills. The district may work with other emergency services in these practices. Crisis drills with instructions will be announced via building intercom system and will end with an "all-clear" announcement.

FIRE DRILLS

Fire drills will be held at least four times each school year according to State regulations. The signal for a fire drill will be a continuous blast on the emergency buzzer or horn. Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly, quickly, and follow instructions.

1. The first person out of a door should hold that door open for all other students exiting through that door.
2. Where there are double doors, both doors should be used for exiting.
3. Students are to follow instructions and pass orderly and quickly with NO talking.

4. Go a minimum of 150 feet from the building when possible before stopping.
5. Students out of their assigned classroom are to exit the building via the nearest exit.
6. A series of short bell rings indicates all clear to return to the building quietly.

TORNADO DRILL PROCEDURE

Tornado drills will be held at least twice per year, one in September and one in March times per year in accordance with State regulations. The signal for a tornado drill to take place will be one of two ways:

1. A series of interrupted blasts of the digital bell system.
2. In the event of power failure, a series of interrupted blasts from a hand operated horn.

In the event of a tornado drill, leave EVERYTHING where it is and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the entire drill, move orderly and quickly. Instructions will be given to you upon arriving at your destination.

DISCIPLINE

STUDENT DISCIPLINE PROCEDURES

Infraction Definitions:

Physical contact: Physical contact involves a continuum of contact ranging from horseplay to assault. The context and intent of the student's actions are taken into account when making a determination of the category of the offense.

1. Horseplay: physical contact within the context of play with no harm intended to others.
2. Precipitating a fight: statements or actions, which encourage others to fight.
3. Scuffle/Fighting: engaging in physical contact with intent to harm or intimidate another person
4. Physical assault and/or battery: engaging in or threatening a physical attack on another person. An individual strikes or attempts to strike another individual with part of their body and/or an object or weapon for the purpose of harming another person.

Threats and verbal abuse: statement or actions, which intimidate or upset another person.

Unexcused absence: defined in Attendance Section of this handbook.

Truancy: defined in Attendance Section of this handbook.

Sexual Harassment: defined in Sexual Harassment Section in this handbook.

Lying: giving false information or information intended to mislead.

Forgery: writing or using the signature or initials of another.

Destruction of property: destroying or mutilating objects or materials belonging to school, school personnel, or other persons.

Theft: taking or concealing property that belongs to others; stealing

Failure to comply: not carrying out reasonable requests of a school personnel or failure to follow established school rules.

Defiance of School personnel: refusal to comply with reasonable requests of school personnel.

Disruptive Behaviors: conduct and/or behavior that is disruptive to the orderly education procedure of the school.

Unnecessary Items: the possession of an item, which could be used to cause a disturbance, and which is unnecessary for school activities.

Tobacco/Nicotine: the use, sale, and/or possession of tobacco or nicotine in any of its forms or possession of items used in the consumption of these products (i.e., matches, lighters, pipes, and etc.)

Drugs and alcohol: the possession, sale, use or transmittal of or being under the influence of any illegal drugs, medications not prescribed by the student's physician, alcohol, or other intoxicant of any kind or nature (including inhalants) on or about the school property at any time or at any school activity regardless of the location. Possession of paraphernalia related to the consumption, manufacture, possession, or storage of these items. In addition, substances used to mask or interfere with court ordered drug tests are not allowed to be carried or consumed while on USD 439 district property.

Unauthorized Area: when a student places himself or herself in an area that has been designated off limits by school personnel.

Leaving school without permission: defined in Leaving School Section in this handbook.

Obscene Language or behavior: any reference, gesture, comments, actions, jokes, drawings or other representations that:

- are sexually orientated,
- involve cursing or words that mimic, suggest or sound like curse words, (Note: Words that are used to sound like inappropriate language will result in the same disciplinary consequences.)
- are disrespectful to authority figures such as school officials, law enforcement, or judges;

Flagrant disrespect toward school personnel: when a student uses profanity, excessively loud or inappropriate tone, has physical contact, throws objects at or harasses school employees.

Weapons and destructive devices: defined in Weapons and Dangerous Instruments Section in this handbook.

Derogatory statements: the use of slurs, names, or terms that may be offensive to other individuals. This includes joking and "horseplay" type references as well.

Misuse of Computer/Internet: producing, downloading or printing inappropriate information is not allowed and may result in a temporary loss of access to the computer system. Inappropriate materials may include, but not limited to, information that is sexually oriented, violent, discriminatory, racist in nature, or pertaining to the promotion of illegal drug use. Chronic misuse will result in restricting Internet access or cancellation of the student's computer privileges.

ADMINISTRATIVE ACTION PLAN

Depending on the nature of the behavior and serious of it, following is a list of the steps that may be taken. The Administration may impose more serious consequences depending on the severity and nature of the behavior.

LEVEL 1: CLASSROOM INTERVENTIONS

A school official (teacher, administrator, or counselor) will talk to the student to reach an agreement regarding how the student should behave. If needed, student will complete a Rethink Sheet or spend time in a designated Buddy Room. Rethink sheet will come home as notification to parents.

LEVEL 2: OFFICE REFERRAL

A student will be sent to the office for major rules violation or repeated violations of the same rule in one day. The student will be given a discipline report. Parents will be notified.

LEVEL 3: LOSS OF PRIVILEGES

A student will have privileges temporarily suspended. Notice will be sent to parent/guardian.

LEVEL 4: CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parents will be contacted and/or written notice will be mailed to the parent/guardian.

LEVEL 5: IN SCHOOL SUSPENSION (ISS)

The student will be removed from the classroom(s) and isolated under supervision of a school official for the entirety of the suspension.

LEVEL 6: OUT OF SCHOOL SUSPENSION (OSS) - Short term

The student will be removed from the school, it's grounds, and its activities, for the entirety of the suspension.

LEVEL 7: LONG TERM OSS/EXPULSION.

The student will be removed from the school, it's grounds, and its activities for the entirety of the suspension or expulsion. Expulsion can be for up to 186 school days or one calendar year if it for the possession of a weapon and will be enforced under Kansas Law and USD 439 School Board policy.

Infraction-Action Guidelines:

INFRACTION	FIRST OFFENSE	REPEAT OFFENSES*
Weapons & destructive devices**	LEVEL 7	Zero Tolerance
Physical assault and battery**	LEVEL 6	LEVEL 6-7
Drugs & alcohol** LEVEL 6	LEVEL 6-7	
Tobacco/Nicotine** LEVEL 6	LEVEL 6-7	
Flagrant disrespect to school personnel	LEVEL 5-7	LEVEL 6-7
Threats/Verbal abuse**	LEVEL 5-7	LEVEL 6-7
Sexual Harassment**	LEVEL 5-7	LEVEL 6-7
Theft** LEVEL 5-7 (restitution)	LEVEL 6-7 (restitution)	
Scuffle/Fighting LEVEL 5-6	LEVEL 6-7	
Precipitating a fight**	LEVEL 2-7	LEVEL 5-7
Destruction of property**	LEVEL 2-7 (restitution)	LEVEL 5-7 (restitution)
Defiance of school personnel	LEVEL 2-6	LEVEL 5-7
Misuse of Computer/Internet	LEVEL 1-7	LEVEL 2-7
Failure to comply LEVEL 1-6	LEVEL 3-7	
Derogatory Statements	LEVEL 1-6	LEVEL 3-7
Obscene Language & behavior	LEVEL 1-5	LEVEL 2-7
Lying	LEVEL 1-3	LEVEL 3-7
Forgery	LEVEL 1-3	LEVEL 3-7
Disruptive Behaviors	LEVEL 1-2	LEVEL 2-7
Leaving school without permission	LEVEL 1-2	LEVEL 2-7
Horseplay	LEVEL 1-2	LEVEL 2-7
Unnecessary Items LEVEL 1-2	LEVEL 2-7	
Unauthorized Areas LEVEL 1-2	LEVEL 2-7	
Unexcused absence LEVEL 1	LEVEL 1-5	

**** The district will report felonies or misdemeanors to law enforcement as required by law.**

NOTE: The discipline consequences is ultimately up to the discretion of the building principal.

DRESS CODE FOR STUDENTS:

Appearance and dress are primarily student and parent responsibilities. Each student attending Sedgwick Schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance.

However, the following minimum standards are expected during the school day and at school sponsored activities (if applicable):

- Alcohol, tobacco, drugs, drugs paraphernalia, profanity, or sexually suggestive statements, pictures, and/or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up profanity, a picture, or a reference.
- Sandals or shoes must be worn at all times. House slippers are not appropriate footwear at school.
- No sunglasses will be worn in the building.
- Hats or head coverings are not to be worn in the buildings unless special circumstances or occasions warrant such an allowance. Appropriate exceptions will be determined by the administration.
- Any type of sleeveless garment must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under the garment. No under garments should be visible. This includes tank tops, dresses, spaghetti strap shirts, and sweater tops. The mid-section torso, back and hips must be covered. Low cut tops that are provocative are not acceptable in the school setting.
- Length of shorts, skirts, and dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
- No pajamas or any clothing that can be considered nightwear is appropriate for a school setting.
- Clothing that is excessively tight should be avoided or should include additional apparel such as a long shirt, sweater, or shorts.
- Blankets are not appropriate covering and are not acceptable replacements for coats.
- Appropriateness of dress will be determined by and enforced by the administration on an individual basis.
- Clothing with excessive holes, particularly jeans and shorts, may be deemed inappropriate.
- Extreme or sloppy styles that are disruptive to the educational process will not be allowed.
- Any item that may be considered disruptive to the educational process.

The staff and principal are responsible for requiring students whose appearance does not give indication of effort to dress appropriately to make improvements in their grooming so as to be neat, clean, and non-disruptive. The list above is not all-inclusive. The principal reserves the right to deal with any situation not specifically mentioned above in the interest of the safety, security and/or the educational mission of the school.

Students deemed not meeting minimum dress standards will be advised that they need to comply with the dress code. Parents may be called to bring items necessary for compliance. Repeating dress code offenders may be dealt with more severely including detention, suspension and/or expulsion.

DRUG FREE SCHOOLS (POLICY JDDA)

POLICY:

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.

PROCEDURE:

The possession, use delivery, transfer, or sale of alcoholic beverages, tobacco products, or controlled substances by students, while in school or at school-sponsored events, is expressly forbidden. Controlled substances are defined by law as being illegal to possess without a doctor's prescription or violate narcotics laws. Violation of the use of tobacco products will be dealt with on an individual basis at the discretion of the building administrators. Parents/guardians and law enforcement will be contacted immediately upon verification of the violation.

ELECTRONIC DEVICES:

It is recommended that students keep all valuable personal items at home. The school is not responsible for any personal items that are brought to school that may be damaged and/or lost. Leaving all valuable items at home will protect families from financial loss.

EXTENDED SCHOOL YEAR

The Board of Education may extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, local, state or national disasters or emergencies, or budgetary problems.

FUND-RAISING

Fund-raising projects must have prior approval from the superintendent and/or the building principal. Presentations by companies for the purpose of fund-raising will be scheduled outside school hours. Attendance by students will be on a voluntary basis.

GRADE CARDS

A nine-weeks system for reporting grades will be used in all classes. It will be the responsibility of the students to deliver these to their parents. Each report card will have all previous and current grades listed.

A/C=Altered Curriculum, for those students in special classes whose titles are the same, however the curriculum content is different. A/C will be designated on the transcript and grade card.

IP=In Progress, students transferring to Sedgwick who do not have enough grades to record a nine-weeks grade will receive an IP on their grade card. At the conclusion of the semester all grades will be averaged.

GRADING SCALE

There is a unified scale for determining grades for students in grades 5-6. The following scale shall be followed:

- A = 100% - 90%
- B = 89% - 80%
- C = 79% - 70%
- D = 69% - 60%
- F = 59% - 0%

In addition to, or instead of, the preceding grading scale, students in grades K-4 may be graded with the following representative symbols:

- M = Mastered
- S = Satisfactory
- I = Improving
- N = Needs Improvement

GYM USAGE

Enrolled grade school students should have his/her own gym shoes for their physical education class.

- Gym shoes are not to be worn on the outside playing field and then onto the gym floor.
- Any activity in the gym must be supervised by a teacher or activity sponsor.
- Everyone should have clean gym shoes before getting on the basketball court.
- The gym floor is **NOT** to be used as a hallway.

HEALTH ASSESSMENTS / IMMUNIZATIONS:

Kansas Statute 72-5214 requires every student eight years old or younger, entering a Kansas school for the first time, to receive a health assessment within 12 months of school entry or within 90 days after admission to school. The health assessment includes health history, physical examination, and other screening tests as are medically indicated by a physician or by a person acting under the direction of a physician. The health assessment information must be provided to the school by the child's parent or guardian.

All students enrolling in USD 439 for the first time are required to present proof of immunizations before attending classes. If you have questions or concerns regarding this issue please contact the school nurse at 316-772-5604.

Please refer to the next page for 2021-2022 school year immunization requirements. If immunizations are completed throughout the school year, please provide documentation to the school nurse.

Immunization Requirements for the 2021 - 2022 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.



Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

KDG - Grade 5

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grades 7 - 9

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (serogroup A,C,W,Y)	1 dose

Grades 10 - 12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grades 11 - 12

Required in addition to above vaccines for Grades 10 - 12

Meningococcal (serogroup A, C, W, Y)	1-2 doses <i>See below:</i>
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If the first dose was received before 16 years of age, 2 doses are required, the 2nd due at age 16-18 yrs.

If the first dose was received at age 16-18 yrs, only 1 dose is required.

Notes

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.

**Total doses needed are dependent on vaccine type and child's age when the doses were administered.

***Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.

~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

● **Influenza (Flu):** Annual vaccine recommended for everyone 6 months of age and older.

● **HPV (Human Papillomavirus) Vaccine:**
2 doses recommended at age 11 years

2 doses needed if started at 11-14 years

3 doses needed if started at 15 years or older

Provided by the Jefferson County Health Department

INCOMPLETES

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second, and third nine-weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period, as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

INTENT OF HANDBOOK

Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Sedgwick Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Sedgwick Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.

LEAVING SCHOOL

A student shall not leave the school building except after reporting to the office and receiving permission. The administration reserves the right to determine if it is necessary for the student to leave the building. It will be necessary to make contact with a parent of any student who wants to leave school before that student is allowed to leave the building. Failure to follow proper procedures when leaving the building will result in an unexcused absence regardless of the reason.

LOUNGES

Faculty lounges are off limits for students unless they are directly supervised by a faculty member. The vending machines are off limits for the students.

LUNCHES/BREAKFAST

Adequate daily nutrition is vital to each student during their educational day. The district anticipates that students will have sufficient money in their account or pay cash at the time of the meal purchase. A student whose balance has reached a negative level will be provided a lunch and will be advised of the balance. Parents will be contacted by the school office in the event of a negative balance of \$10.00 (for reduced rate single and family accounts), or negative \$30.00 (for paid single and family accounts). Accounts with an unpaid negative balance greater than \$50.00 will be referred to the superintendent of schools for further action. Cash or checks (made out to USD 439) are accepted in either school office or the meal serving line. Credit and debit cards are accepted in the school offices or by phone. Food Service personnel are unable to process credit/debit cards in the meal serving line.

Parents are welcome to visit the school meal program. The price of meal for a visiting parent is the daily adult rate. Lunch/breakfast prices are as follows:

The USDA extended the pandemic response waiver of student meals for the 21-22 school year. Any student wanting a meal can get a breakfast and/or lunch for free during the 21-22 school year. A la cart items/milks will have a fee.

Daily	
Grades K-5	\$2.50
Grades 6-8	\$2.70
Grades 9-12	\$2.75
Adults	\$4.75
Breakfast K-5	\$1.60
Breakfast 6-12	\$1.65

Adult Breakfast	\$3.20
Milk	\$.50
Milk break (K-1)	\$40.00 per semester

Not applicable for the 21-22 school year: Applications for free and/or reduced school lunches will be available at enrollment time for those wanting to apply. These applications are also available during the school year from the school offices.

Students in grades Pre-K/6 are required to stay on the school grounds during the lunch period and must eat in the lunchroom whether they bring their own lunch or eat hot lunch served by the school. Parents are welcome to join their child for lunch at the guests' tables.

LUNCHROOM BEHAVIOR

Students eating in the lunchroom are expected to exhibit good table manners and to refrain from loud talk. No student is allowed to exchange food with another student. Food is not to be taken out of the lunchroom. Pushing and exchanging places in line is prohibited. There should be no energy drinks at lunch or breakfast.

MEDICATION AT SCHOOL

It shall be the policy of the Board of Education of USD 439 to not allow the dispensing of medication, including non-prescription drugs, or injections by school personnel. If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and parent or guardian.

Procedure:

1. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:
 - a. A Student Medication Release Form is required before any medication (prescription and non-prescription) can be given. Parents may come to school to give medication to their child.
 - b. A medication care plan will be written by the school nurse.
 - c. The Student Medication Release Form will be completed by the family physician and the parent or guardian.
 - d. The Student Medication Release Form shall be kept with the medication locked in the school nurse's office.
 - e. The medication must:
 - i. Have been administered at least once at home to reduce the risk of an adverse reaction at school.
 - ii. Be in the original prescription or non-prescription bottle with the proper label.
 - iii. Be hand delivered by the parent or a responsible adult designated by the parent.
 - f. The school nurse or person designated by the building principal in the nurse's absence will dispense the medication as directed by the Student Medication Release Form.
 - g. The dispensing of the medication must be noted on a Medication Record Form kept in the nurse's office which shows the date, time, type, and the person administering the medication.
2. If a physician indicates on the Student Medication Release Form that a student may be responsible for self-administering a medication, the medication care plan will reflect this. This applies to all oral medications, inhalators, non-prescription drugs, and injections.
 - a. When the medication care plan designates that the pupil is responsible for his/her own medication administration, the parent or guardian will send to school only a single day's supply of oral medication at a time. This does not apply to inhalators or injections.
 - b. The medication shall be packaged in a container which identifies the name of the pupil to receive the medication and the name and dosage of medication.

- c. A list of students who are authorized by their physicians to use inhalators will be provided to teachers and coaches.
- d. The school nurse and/or building principal, at their sole discretion, has the right to refuse to allow a student the right to self-administer any medications, inhalators, non-prescription drugs, and injections.

NON-DISCRIMINATION CLAUSE

The Sedgwick USD 439 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. For a full definition of racial harassment see Board Policy JGECA and JGEC. If you have questions regarding the above, please contact the Superintendent at 772-5783.

PARTIES-GRADE SCHOOL

The school will have three official parties for grades Pre-K/6 during the school year. The parties will be held in conjunction with the following holidays: Halloween, Christmas, and Valentine's Day. The times and dates for these parties will be set yearly.

Refreshments are allowed in grades K-6 in celebration of a student's birthday subject to teacher approval. Parents should check with the teacher to ensure that any classroom treats accommodate students' food allergies. Please check with your child's teacher regarding his or her policy.

WE ENCOURAGE STUDENTS AND PARENTS TO MAKE ARRANGEMENTS FOR PERSONAL PARTIES AFTER SCHOOL HOURS. OUT OF SCHOOL PARTY INVITATIONS SHOULD NOT BE DISTRIBUTED AT SCHOOL UNLESS EVERY STUDENT IN THE CLASS GETS ONE.

PERSONAL ITEMS

Like all other public places, R. L. Wright Elementary School is not void of thievery. Students are encouraged to not bring valuables or money to school. If valuables or money are brought to school, the student is strongly advised to leave them with a teacher or in the office for safe keeping. At the very least, students should secure all personal property to avoid theft, preferably under lock and key. **All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items;** however, a lost and found box will be maintained in the building.

PLAYGROUND RULES

Students in grades Pre-/6 have regularly scheduled recesses on the playground. Teachers will discuss playground rules and responsibilities with their classes.

SCHOOL CLOSING/RESCHEDULING/PRACTICE INFORMATION

The following television and radio stations will broadcast school closing information:

KAKE - Channel 10

KSNW - Channel 3

KWCH - Channel 12

School closing and activity cancellation/postponement/rescheduling information will also be posted on the school website, alert system, and social media.

In the event that school is cancelled due to poor weather or facilities failure, all activities, practices, etc. are also cancelled unless it is determined by the superintendent and building administration that conditions have improved to the extent that such activities on campus or off can be held.

SEARCHES OF BELONGINGS AND STUDENTS

Searches of belongings and students shall be conducted in accordance with the rules approved by the USD #439 Board of Education. Teachers are not to search student's property.

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 or employee 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.

SEXUAL HARASSMENT (POLICY JGEC)

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

SEXUAL HARASSMENT OF STUDENTS

Any student who believes that 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's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

SOCIAL NETWORKING

Students should ALWAYS remember that social networking inside of school, at a school activity, or outside on school issued equipment through media such as Facebook, Twitter, Snapchat texting, IMing, and email are, in some cases, prohibited, and should, in all cases, be restricted. Students are also reminded that although they should have the right to conduct themselves as they and their guardians see fit outside the school, but not on school issued equipment. However, materials posted on and sent through social networking media can quickly be forwarded, become topics of conversation at school, damage a person's reputation, and become a major disruption at school. Discipline can, and will, result from inappropriate use of social networking media or use that creates a major disruption to the educational process.

SUSPENSION AND EXPULSION POLICY (K.S.A. 72-8901)

- Short term suspension shall constitute one (1) to ten (10) school days.
- Long term suspension will be longer than ten (10) days, not to extend beyond 90 school days.
- Expulsion means removal of a student for a maximum of 186 school days.

In the case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year.

A pupil who has been suspended or expelled from school by a school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

The Board of Education of USD 439 authorizes the administration and/or designee to suspend any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct, which disrupts, impedes, or interferes with the educational mission of the public schools.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
5. Conduct at school, on school property, or at a school supervised activity, which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
6. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

All suspensions will initially be short term (not to exceed ten days) with written notice of the short term suspension and reason given to the student involved, to the student's parent or guardian, and to the superintendent within 24 hours after the suspension has been imposed.

Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements:

- A. The right of the pupil to be present at the hearing,
- B. the right of the pupil to be informed of the charges,
- C. the right of the pupil to be informed of the basis for the accusation, and
- D. the right of the pupil to make statements in defense or mitigation of the charges or accusations.

A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil the parents or guardians of the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-6114 *et seq.* as amended and the regulations of the Board of Education. Any hearing held in compliance with K.S.A. 72-6114 *et seq.* as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

SUSPENSION (IN-SCHOOL)

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined by a suspension room for a period of one (1) to five (5) days when deemed advisable by the principal.

Students will be required to do all regular assignments and will be denied usual privileges. In-school suspension students will eat lunch in the ISS room and will have a closed noon hour. They will not be allowed to participate in, or attend, extra-curricular activities during school time.

Parents of the student will be notified at the earliest possible time of the reason(s) why their child is being restricted from regular class activity.

TELEPHONE

The school telephone is to be used for school business. Student use of the phone is limited and only after permission has been obtained. Students should not expect to use the phone to call for homework that was left at home. Parents should have information on file with the school on who to contact and how to contact them should school close early. This will reduce the overload on the telephone when it is in demand.

TEXTBOOK FEES

Grades Pre-K/6 -----	\$50
Technology Fee-----	\$5

TRANSPORTATION

Bus transportation will be provided to students to and from school for those who qualify. Transportation will be provided by the district for all approved extra-curricular activities.

Students who ride school transportation on field, activity, or athletic trips will be governed by the following rules:

1. The bus driver is in charge.
2. An adult sponsor will accompany each group, unless, other arrangements have been made by the principal.
3. **Students riding to an activity must return on the same bus, except when students return with their parents. In such a case, parents are asked to communicate in writing with the principal, the bus driver, and the sponsor. (See activity transportation policy below)**

ACTIVITY TRANSPORTATION

Whenever students ride transportation to an activity sponsored by the school, they must also ride home on that transportation. Students will not be permitted to return home with friends. Students representing Sedgwick Schools will be required to ride school transportation unless special permission is granted by the administration or coach. Exceptions to this policy shall be granted providing:

1. Parents notify the school administration in advance of a change in transportation plans and give written permission before the bus/van leaves for the event for the student to ride home with a responsible adult. (The responsible staff member reserves the right to refuse to allow any student to ride home with who is deemed irresponsible by action or condition.)
2. Parents speak personally with the responsible staff member at the site of the activity and give written permission for the student to ride home with them.

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Failure to follow the f rules and regulations by bus riders may result in but is not limited to the following disciplinary actions:

Step One - Bus driver will hold a conference with the student. A warning will be issued to the student, the student's parent/guardian will be notified, and a bus conduct report will be filed with the principal, guardian and the superintendent.

Step Two - Student may be denied the privilege of riding the bus for three (3) days by the principal. A report will be filed as above.

Step Three - Student may be denied the privilege of riding the bus for five (5) days by the principal. A report will be filed as above.

Step Four - Student may be denied the privilege of riding the bus for the remainder of the semester by the principal. A report will be filed as above.

(Note - The principal will initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.)

BUS REGULATIONS

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

THE RULES:

1. Do not throw any objects at any individual, structure or property while on a bus.
2. No loud talking, screaming, or profanity on the bus.
3. No hitting, kicking, or pushing another student or individual on the bus.
4. Students shall respect school and pupils' property on the bus.
5. Students shall be under the supervision of the school from the time of loading until the time of unloading.
6. If students who do not normally ride buses desire to ride, a note must be sent by the parent to the principal to authorize permission.
7. No changing of buses will be allowed unless authorized.
8. No carrying of pets on bus.
9. Children not enrolled in school will not be allowed to ride the buses.
10. No toys that might cause confusion will be allowed on the bus. Examples include water guns, rubber bands, etc.
11. Classroom conduct will be enforced. No shoving or pushing will be allowed.
12. Drivers will wait for students who are in sight of the loading zone.
13. Students shall be in their seats at all times while bus is in motion.
14. The bus driver is in complete charge of the bus and its passengers at all times, unless a certified school sponsor is designated in charge of the students by the administration.

Due to the number of students transported by our buses daily, we must be particularly observant of the rules and regulations for buses, as established by the State Highway Commission.

VISITORS

Parents of students attending Sedgwick Schools are encouraged and invited to visit school to become acquainted with our program. **All visitors must notify the office of their arrival.** Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. ***Students will not be permitted to bring visitors to school, other than parents, due to the possible disruption of the educational process, which may result.*** Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State Law governing public schools.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall 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.

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- 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 poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 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 1/2 inch in diameter; any combination of parts either designed or intended for use converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see policy JDCBB) Possession of a facsimile of a weapon may result in suspension or expulsion. 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 DCF or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See policy JDBB)