

Kiowa County Elementary School  
Student Handbook  
2025-2026



***MAVERICKS***

Stephanie White-Neuhold, Principal  
730 South Main, Greensburg

## **WELCOME**

Welcome to Kiowa County Elementary School. We're glad you are here and hope you will make the most of your educational experience. The faculty, staff and administration at Kiowa County Elementary are dedicated to helping you achieve to your highest ability, and hope that you will be committed to doing your very best.

## **USD 422 MISSION STATEMENT**

***To engage students in educational opportunities which will enable them to make positive contributions to their communities.***

## **CHARACTER EDUCATION AND CORE VALUES**

Kiowa County Elementary School's core values will guide students and staff in maintaining a safe, positive and productive educational climate.

## **KIOWA COUNTY HIGH SCHOOL BOARD OF EDUCATION**

J. Wynn Fleener	Ki Gamble	Jamie Brown	Mike Greenleaf
Tyler Heinson	David Allison	Cory Zenger	

## **USEFUL PHONE NUMBERS**

District Office                      620-723-2145  
    Brandie Waldschmidt, Superintendent  
    Cassie Kirby, Clerk  
    Brooke Varela, Treasurer

Elementary                      620-723-2332  
    Stephanie White-Neuhold, Principal  
    Ashley Hatton, Secretary  
    Heidi Douglas, Counselor Prek-8

High School & Junior High                      620-723-2164  
    Travis Powell, Principal  
    Melanie Deterding, High School Counselor  
    Dana Trummel, Secretary

**ACADEMICS:  
GRADING SYSTEM**

Kiowa Elementary School will use the following grading system. The 4.0 grading scale will be used to compute grade point averages. All grades reported on grade cards will be listed as percentage grades.

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0

Students in grades 1-2 are given E for excellent work, S for satisfactory work and U for unsatisfactory work. Kindergarten students' progress is reported through a checklist of skills.

**GRADING PERIODS AND GRADE REPORTS**

The school year will be divided into two semesters. At the end of each grading period a percentage grade and outcomes report (where applicable) will be mailed to parents. Parents will also receive a midterm grade report at the end of the first and third nine weeks. This report will show final percent and a report of absences. When special circumstances arise, an incomplete grade may be given. All incomplete grades should be made up within five days after the grading period. Any incomplete not made up by this time will need office approval to avoid a grade of "F".

**POWERSCHOOL**

Students and parents can access their grades via the Internet by using the PowerSchool program. You will be given your login and password sometime at the beginning of the school year. Please do not lose this information. In addition it is important that you keep this login and password confidential, as it is only as secure as you allow it to be. Please check this regularly for grades and announcements. It is a very powerful program that allows you to see instantaneously where you are academically and other important information.

**PLAGIARISM AND ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable and is not conducive to students MAXIMIZING THEIR POTENTIAL. 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 the loss of credit for the work in question. Other disciplinary actions may also be taken.

**ATTENDANCE:  
ATTENDANCE POLICY**

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. The primary responsibility for good attendance rests with the student and parent.

School officials determine what constitutes an excusable absence. A call from parents does not guarantee the student will be excused. School administration has the authority to establish school procedures which promote good attendance and the use of school detentions and in-school suspension as a response to unexcused absences. Parents are encouraged to schedule doctor's/dentist's appointments before or after school hours.

## COMPULSORY ATTENDANCE

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes (KSA 72-1113). It is a parental responsibility under Kansas statutes (KSA 72-1113) to require the regular school attendance "of any student who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the student is exempted by statute.

## TRUANCIES

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, or five or more days in any one semester, or seven days in a school year, he/she is truant. "A significant part of the day" is defined as four or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

## ABSENCES

In the event a student is absent from school, the parents/guardians should call the school office between the hours of 7:30 - 8:30 a.m. All absences, which are not confirmed by a parent, are considered to be unexcused. **However, contact with a parent does not ensure the absence to be excused.** A student is presumed to be unexcused until his/her parent/guardian notifies the school. After three days, an unexcused absence will not be changed to an excused absence.

It is the responsibility of the student to obtain make-up work. Make-up work not turned in will be recorded as a "0". Work that was assigned before the absence will be due upon the day the student returns.

It is the parent/guardian's responsibility to inform the school of an absence. After the first 10 days of absences in a school year, a doctor's note will be required, or the absence will be counted as unexcused. Absences after 10 days can be appealed to the building principal in written form within the semester to be excused. Students are encouraged to be in school except for the time necessary for the appointment. A letter informing parents of the attendance status will be sent to parents/guardians after the 8th absence.

Students will be given the number of days absent plus one "grace day" to complete their work. Participation-based classes will require students to make contact with their teacher to make-up time or turn-in an alternative assignment as determined by the teacher. (Example - if a student is absent on Wednesday and returns to school

*Updated June 2025*

### **Excused Absences:**

*The following are considered excused absences:*

- 1. Personal illness*
- 2. Family illness*
- 3. Death in the family/close friend*
- 4. Doctor/dental appointments*
- 5. Court proceedings*
- 6. Religious observances*
- 7. School activities*
- 8. Other absences deemed necessary by the parents and approved in advance*

*by the principal.*

*\*All absences which do not fit into one of the above categories are considered unexcused.*

Updated June 2025

### **UNEXCUSED ABSENCES**

Unexcused absences are given when the cause of absence is not acceptable by the office. Examples of unexcused absences are oversleeping, haircuts, working for hire, leaving the school without permission, or if the proper procedure for an excused absence (period or day) was not followed. Unexcused absences will be made up with a one-hour detention for each class period missed or with in-school suspension (ISS). Consequences for skipping school will be a minimum of one day in ISS. Students will not be given a “grace day.” Therefore, all assignments, test or alternative assignments are due immediately at the beginning of class. Arrangements for assessments must be made prior to the start of the class period. If these deadlines are not met, the grade is an automatic zero. (Example - If a student has an UA on Tuesday and missed an assignment, that assignment issue at the beginning of class on Wednesday. If a student missed an assessment, they must have made arrangements prior to Wednesday’s class to make-up that assessment.) A student who accumulates more than three days of unexcused absences will require more serious punishment such as suspension or expulsion.

### **Tardy Policy**

In an effort to emphasize being on time and being in school, all unexcused tardies exceed three in the semester period. Upon the fourth tardy in the semester a student’s parent will be required to meet with the principal to develop a plan for getting the student to school on time and discuss consequences for the student. A student is considered tardy if he/she is not in their seat in the classroom at the bell.

### **PLANNED ABSENCE**

Many times an absence is known in advance. Examples of planned absences are medical appointments, family trips with parents, work for family, and religious activities. All planned absences are excused if approved by the office prior to the absence. Families who know in advance that their student is going to be absent should notify the school office. Whenever possible, all homework should be made up before the day of absence.

### **PERMIT TO LEAVE THE BUILDING**

No student will leave the school grounds during school hours without permission from the office or being accompanied by a teacher or staff member. Any student checking out of school during the day is required to have parental permission in the form of a note or a phone call from their parents before they will be allowed to check-out. Students are required to sign the check-out sheet in the office to be excused to leave the building. Any student who leaves the school without checking out will be unexcused. Students are required to sign the check-in sheet in the office upon returning to school.

### **STUDENT CONDUCT/DISCIPLINE:**

#### **DISCIPLINE PROCEDURES**

As a result, any act which violates any student's right to an education will not be tolerated at Kiowa County Elementary School. Disobeying the orders of teachers or other school officials may be grounds for student suspension or expulsion. This insubordination generally involves the willful refusal to obey reasonable directives. When a student repeatedly disobeys a reasonable directive, the student will be suspended for one (1) day for the first offense, a minimum of two (2) days for the second, and a minimum of either long term suspension or expulsion for the third offense.

Teachers are responsible for discipline in the classroom and will make their policies available to all students. Any problem which cannot be solved immediately should be referred to the office for further attention.

In Kansas, a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72-8901) authorizes suspension or expulsion for the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- Conduct which substantially disrupts, impedes, or interferes with operation of the school;
- Conduct which endangers the safety of others at school, on school property, or at a school supervised activity;
- Conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- Conduct which would constitute the commission of a felony by an adult under state law;
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school supervised activity;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with school operation;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in substantial and material impingement upon or invasion of the rights of others;

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

### **IN-SCHOOL SUSPENSION (ISS)**

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. The school day for an ISS student runs the duration of the school day. Students will not be allowed to participate in any extracurricular activity or practice on the day they have ISS. The intent of ISS is to discourage inappropriate behavior. To impress this intent, students may or may not be allowed to do any school-work or other activities while in ISS. Their activity may be restricted to sitting in isolation for the duration of the ISS. Students must pick up assignments in the office at the end of each day they are in ISS and return those assignments the following school day in order to get full credit. Any assignments given to students in ISS will be expected to be completed and turned in by the end of the day in order to receive full credit. At the teacher's discretion, tests and labs can be made up on the day the student returns to the classroom. Any assignment not completed will be recorded as a zero or its equivalent. Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.

### **OUT OF SCHOOL SUSPENSION (OSS)**

When the circumstances warrant, a student may be suspended out of school. **A suspended student will not attend school activities, come into the school building, or be on school property.** A suspended student will have one day after returning to school to make-up the work for full credit. After that time, no credit will be given. Students are given one day to arrange to make-up any tests/assessments missed during the OSS. The missed assessments must be made-up prior to entering that class the following class day or a zero will be issued. Extended projects with set due-dates are excluded from receiving additional days due to the OSS. The suspended student will be required to meet with the principal and/or counselor before being admitted back into school. Parents/guardians may be required to attend.

### **EXPULSION / LONG TERM SUSPENSION**

A student that has been expelled or is put on long term suspension may not enter the school building, be on school property, or attend school activities. A student will receive a zero or its equivalent for the class work they missed during the time they were expelled or suspended. Any student being expelled or put on long term suspension is entitled to a due process hearing in accordance with district policy.

## **Health**

### **Illness Guidelines**

Students with the following health conditions(s) shall be excluded from school:

- Oral temperature of 100 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands, or skin rash.
- Eyes inflamed with purulent discharge
- Drainage from ears
- Skin lesions (i.e. impetigo, ringworm and scabies) until under treatment
- Vomiting
- Diarrhea (i.e. two or more loose stools)
- Fainting, seizure, or general signs of listlessness
- Questions about other communicable diseases such as fifth's disease, chickenpox, hand/foot/mouth syndrome, etc. should be directed to your child's school nurse.
- Students will be readmitted after being fever-free (without the use of fever-reducing medication) or symptom-free for 24 hours. Students with some conditions may return to school after being treated for 24 hours with an antibiotic. Call the school nurse for specific readmission guidelines.

### **Chronic Health Conditions**

- Please inform the school nurse of a chronic health condition and all emergency medications prescribed for your child.
- In accordance with HB2008, injectable epinephrine (Epi-Pen) will be stored and available for us in the presence of potential anaphylaxis (life-threatening allergic reaction). Use of an known history of potential for a serious allergic reaction are advised to visit with their physician regarding the need for student-specific medication.
- If your child has any food allergies or intolerances, including dye colors (ie Red Dye 40, Yellow 5 or 6, Blue 1 or 2) please contact the nurse prior to the 1st day of school. There is a form that the USDA requires for us to have on hand. Without this form, there will be no substitutions provided. If your child vomits easily, has reflux, or has digestive or bowel issues, please call the nurse prior to the first day of school.

### **OFFICE DETENTION**

The office will occasionally assign detention time as a method of correcting unacceptable behavior. The amount of detention time given is at the discretion of the principal.

### **DETENTIONS**

Detentions may be assigned before or after school by the classroom teacher or the administrative team. Arrangements may be made to serve the detention at a different time due to transportation if deemed necessary by administration. Failure to serve detentions will result in further disciplinary actions.

## **GENERAL INFORMATION:**

### **BUILDING USE**

The building will be open at 7:45 a.m. each morning and will be closed at 3:45 p.m. each afternoon. All students are to be out of the building by 3:30, unless under the direct supervision of a staff member.

### **GUM**

Gum is not allowed in the school building during the school day. The school day begins when a student arrives on the school property for the school day. The day ends when the student exits the school property at the end of the school day.

#### **CHURCH NIGHT**

Sundays and Wednesday nights are reserved for the churches. No school activity or practice will be held that requires students to be at school after 6:30 p.m. on Wednesday. It should be understood that emergencies or circumstances beyond the school's control may cause some activity to be scheduled on a Wednesday night.

#### **COMPUTERS / INTERNET**

USD 422 has established an Acceptable Use Policy to ensure the proper use of the district's computer and telecommunication resources in an efficient, effective, ethical, and lawful manner. Students will not be allowed computer or internet privileges until the Acceptable Use Policy for USD 422 has been signed by the student, parent/guardian, and is on file at the school office.

#### **DAMAGE TO SCHOOL PROPERTY**

Any part of the school building, grounds, or equipment is considered to be school property. Students are responsible for the proper care of all school property including desks, chairs, cubbies, textbooks, library materials, and uniforms. Students will be charged a replacement cost for any items which are lost or damaged.

#### **FUNDRAISERS / MONEY-MAKING PROJECTS**

The building principal must approve any fund raising projects which are associated with any part of Kiowa County Elementary School. Any monies raised become property of the organization and will be secured in the school activity fund.

#### **GANGS**

The creation of or membership within any gang will not be allowed at Kiowa County Elementary School. Any symbols, markings, or clothing which represent gangs will not be allowed.

#### **INCLEMENT WEATHER**

Late start times or cancellation of buses or school will be posted on the TextCaster (Maverick Text) and on the three local TV stations. For more information or to learn how to sign up for the TextCaster service, contact the school office.

The school website will also have information on school cancellation and the option to sign up to receive school texts with information about late starts or classes being canceled. <http://usd422.org>

#### **INSTRUCTIONAL MATERIALS**

The cost of the instructional materials is set by the USD 422 Board of Education for each student for the year. The instructional material fee is applicable to all students no matter what curriculum is pursued and taken, including experimental, non-textbook, or independent study. Periodicals or other items may be needed for class at an additional cost to the student. Applications for free or reduced textbooks are available in the school office. Certain guidelines are required in order to qualify for this program. Students who enroll late or withdraw from school will be charged or refunded to the nearest quarter. Lost books must be paid for by the student before another book is issued or credit is given for the class.

#### **PHYSICAL EDUCATION**

Each student will be required to furnish gym shoes and any personal items. Students failing to return any equipment issued or causing excess wear will be charged a replacement cost.

#### **LIBRARY REGULATIONS**

The Library Media Center (LMC) at Kiowa County Schools is very proud of the services it has available. Students will be expected to follow the rules and regulations set forth by the LMC staff and administration. These rules will be posted in the library and can be obtained from the LMC staff.

### **BREAKFAST AND LUNCH PROGRAM**

School breakfast and lunches will be served daily in the school cafeteria. After a \$20 balance has been attained an alternative cold lunch will be provided until the balance has been paid.

A lunch count will be taken each day during the first period. Indicate to your teacher whether or not you plan to eat the hot lunch served in the cafeteria that day.

Daily breakfast and lunch fees are set by the USD 422 Board of Education each year. Applications for free/reduced lunch prices are available in the school office and will be processed by the district office.

Updated June 2024.

### **MALE / FEMALE RELATIONSHIPS**

Any act of affection which might influence or embarrass members of the student body or faculty is prohibited. This policy is in effect any time school is in session, on school transportation, or during any school related activity.

### **SCHOOL BUS SERVICE**

Bus service is provided to students living in the rural areas. Students are encouraged to take advantage of this opportunity.

Bus drivers shall report any violation of transportation rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. Students violating these rules will be reported to the school administration who can deny pupils the privilege of riding the bus. (Authorized by K.S.A. 8-579 and 72-628; effective 1-1-72; adopted 9-17-71.)

### **TRANSPORTATION RULES**

The school bus (any school vehicle) is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with the established standards for safety and proper classroom behavior. Conduct that, in any way, distracts the driver will not be tolerated. Any problems arising on buses will be referred to the building principal for resolution. The rules listed below will be enforced:

1. The bus driver, and sponsor when present, shall be in charge of all passengers while they are loading, riding and unloading from the bus.
2. The bus driver/coach/sponsor shall have the authority to assign a seat to any or all passengers.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus and must wait for the bus driver's "go" signal prior to crossing a road to enter the bus.
4. Students shall not extend any part of their bodies or any other objects out bus windows.
5. Students must remain seated for the duration of the bus ride.
6. The aisle must be kept clear.
7. Students may adjust windows only when permitted to do so by the bus driver/coach/sponsor.
8. Students needing to ride any bus other than their regular assigned bus and non-riders traveling home with a bus rider must have prior parental permission. This can be given by a note or a phone call to the school.
9. Tobacco products, alcohol, and illegal drugs are prohibited on a bus.
10. No weapons of any type, or facsimile thereof, shall be transported on a bus. in accordance with Policy JCDBB.
11. Animals shall not be transported on a bus.
12. Upon conclusion of the trip students and sponsors will clean up all trash from the bus.

Probable consequences of bus rule infractions are listed below, but can be more severe as determined by the coach/sponsor:

- 1<sup>st</sup> Offense: Detention
- 2<sup>nd</sup> Offense: Short term loss of riding privilege
- 3<sup>rd</sup> Offense: Permanent loss of riding privilege

### **STUDENT DRESS**

- Dress Code: **Simplicity, cleanliness, neatness and good taste are the basic qualities for proper school/activity dress. Personal appearance of students should reflect pride in themselves and their school. At all times, it shall be the responsibility of the faculty and administration to determine appropriateness of dress for school-related activities. Student attire must meet the following guidelines:**
- **Shorts, skirts, and dresses must not be shorter than the students' extended fingertips when extended at their sides.** Any holes in jeans will be considered unacceptable unless below the length requirement. There may be selected styles that meet these criteria that will be considered unacceptable (i.e. slits in dresses and skirts).
- Shirts, blouses, and dresses must be fitted under the arms, covering undergarments and camisoles. Tank tops straps less than 1" in width, halter-tops, spaghetti straps, strapless tops, or off-the-shoulder tops will not be allowed. There may be selected styles that meet these criteria that will be considered unacceptable.
- Shirts and blouses will be long enough to cover midsection skin when students' elbows are raised to the level of their shoulders. Shirts worn under other shirts must remain tucked in at all times.
- No garments considered underwear should be seen.
- Jackets, belt buckles, t-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is considered inappropriate, suggestive, offensive, or obscene (including, but not limited to clothing which contains information about alcohol, drugs, profanity, sexual connotation or innuendo, or gang affiliation.)
- Hats, sunglasses, or headgear of any kind may not be worn in the school building during the school day or when participating in a school sponsored activity. These items will be taken off upon entering the building and kept in the student's locker at all times during school hours.
- Pants and shorts should be secured at the waist: no sagging below the waist to expose undergarments.
- All pants should cover underwear. No see through pants will be permitted.
- Pajama pants may not be worn to school.

Attire will be assessed by every 1<sup>st</sup> hour teacher and throughout the day (including after school activities) by all faculty and staff. All violations will be referred to the office. Alternative clothing may be provided so the student can change or parents will be called. Repeated violations may be cause for further consequences.

**Updated June, 2024**

### **SPORTSMANSHIP/RULES OF CONDUCT AT ACTIVITIES**

Conduct of students at all activities should bring credit to the Kiowa County School system and the community. In an effort to bring a better understanding of what is expected of our student body and

student athletes, the following list has been compiled. It is our sincere hope that our behavior and sportsmanship will bring credit to our school and community. All actions are to be for, not against; positive, not negative or disrespectful. Guidelines for students and fans are summarized below:

1. Treating others right requires practicing sportsmanship. Unsportsmanlike conduct will not be permitted. This includes but is not limited to the following:
  - Harassment of opposing team, officials, coaches, cheerleaders, and/or guests
  - No swearing, off color cheer or jokes, or obscene gestures
  - Making noise during a free throw
  - Turning of backs or covering of face at introduction of players
  - Booing
  - Artificial noisemakers, or laser lights
  - Finger pointing at opposing players
2. Making smart decisions requires following expectations of administration at activities.
3. Student dress code is in effect during all school activities.

Please show respect to our opponents and game officials. Violations will be sufficient cause for suspension and suspension from school activities for the remainder of the school year.

### **ALCOHOL, DRUGS, TOBACCO/NICOTINE PRODUCTS**

The student's use of, possession of, or being under the influence of alcohol, drugs, tobacco/nicotine products including electronic cigarettes (e-cigarettes), or any other electronic vaporizing device is absolutely prohibited. This rule applies anytime school is in session, on school transportation, or during any school related activity. Students involved in the use or possession of tobacco, or involved in the use, possession, or under the influence of alcohol, or drugs may be suspended or expelled from school. This is in accordance with USD 42 BOE policy JCDA.

### **USE OF TELEPHONE**

No student will be called from class for telephone calls except in the case of emergencies. The office will occasionally take messages and notify the student during a passing period. Students may use the telephone in the office if permission is granted by one of the office staff. No long distance calls are to be made without permission.

### **Cell Phones & Smartwatches**

Elementary students who bring a cell phone or smartwatch to school are required to have their cell phone or smartwatch on silent and in their bag upon entering the school building. The phone or smartwatch will remain in the student's bag throughout the school day. Camera use is strictly forbidden in private areas such as locker rooms, restrooms, or dressing rooms. Such use may be a violation of law and necessitate the involvement of law enforcement. We ask parents needing to contact their student during the school day to call the school office (620.723.2332).

If a cell phone or smartwatch is taken by a teacher or other staff member, it will be left on the teachers desk until the end of day.

Updated July, 2023.

### **ELECTRONIC IMAGES/PHOTOGRAPHS**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

### **VISITORS TO THE SCHOOL**

All visitors, youth and adults, must check with the office before going to any other part of the building. Any student guest must be approved through the office at least one day prior to the visit. All visiting students will follow the same policies as KCE students.

### **WEAPONS POLICY**

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will not knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated. In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the appropriate law enforcement agency. A student who brings a weapon of any kind to school may be suspended or expelled for extended periods (up to 186 days) in accordance with the board of education policies and laws of the state of Kansas.

### **Destruction of School Property / Vandalism**

Respect of public property should be developed and promoted in schools. School pride is encouraged in students by having them share in the school's upkeep. Students who damage or destroy school property will be required to make restitution and may be reported to the police. Reasonable damage will be assessed based on consideration of the nature and extent of the damage, the cost of repair, and the circumstances surrounding the incident in which it occurred. Information concerning the cost and value of the school property involved will be given to the student and his/her parents.

### **Surveillance Cameras**

Surveillance cameras are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons.

## **OTHER ACTS, RIGHTS, STATEMENTS:**

### **ACCOUNTABILITY STATEMENT**

Students are ultimately accountable for achieving district defined outcomes; parents, teachers, administrators, Board of Education, and the school community are responsible for providing quality instruction, facilities, and support for students to achieve those standards.

### **A.D.A. NOTIFICATION**

Notice of Parent and 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 A.D.A., 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 inform you about the school district's responsibilities under the Americans with Disabilities Act and Section 504.

You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.

- Have the school district advise you as to your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- 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.

## **Anti-Bullying Policy**

### **Prohibition of Bullying, Intimidation, and Harassment**

The Kiowa County Board of Education (BOE) prohibits acts of bullying and harassment. The BOE has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. The school has implemented a character education program to proactively address this issue. Two of our core values (treat others right and make smart decisions) and their corresponding performance goals give students, staff and parents a structure and a language to guide students away from the act of bullying. Demonstration of the KC Big 3 and refusing to tolerate bullying or harassment is expected of students, staff, faculty, volunteers in the district, as well as administrators to provide positive examples for student behavior.

The Kiowa County School District is committed to a safe and orderly educational environment for all students, employees, volunteers and patrons where there is freedom from bullying, intimidation, or harassment. "Bullying, harassment, or intimidation" means any intentional written, verbal, or physical act when the intentional written, verbal, or physical act:

- Is directed at one or more students
- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as a race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Since bystander support of bullying or harassment can support these behaviors, the district prohibits both active and passive support for acts of bullying or harassment. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Kiowa County BOE requires its school administrators and counselors to develop and implement procedures that ensure both the appropriate consequences and responses to students who commit one or more acts of bullying or harassment.

The following factors shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of bullying or harassment.

**Factors for Determining Consequences:**

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Consequences for a student who commits an act of bullying or harassment shall be determined on a case by case method with the final determination being decided by the building administrator(s).

**Examples of Consequences:**

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom detention
- Referral to administration
- In-school suspension for the student
- Out-of-school suspension
- Legal action
- Expulsion or termination

**Examples of Remedial Measures:**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Conferencing (student-teacher, parent-teacher, etc.)
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Interventional and referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation

The Kiowa County BOE requires the building principal and/or the counselor to be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or counselor shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after the report or complaint is made.

The Kiowa County BOE prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the building administrator after consideration of the nature, severity, and circumstances of the act.

The Kiowa County BOE prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension, expulsion, or referral to law enforcement.

The Kiowa County BOE requires school officials to annually disseminate the policy to all school staff, students, and parents, along with the statement explaining that it applies to all applicable acts of bullying or harassment that occur on school property, at school-sponsored functions, or on a school vehicle. The superintendent shall develop an annual process for discussing the school district policy on bullying and harassment with students and staff.

The school district shall incorporate information regarding the policy against bullying and harassment into all student handbooks.

#### **CIVILITY POLICY**

Kiowa County Elementary School believes interactions among individuals should be of a positive and productive nature. In accordance with this belief and the school's KC Big 3 core values, it is the policy of the school district to TREAT OTHERS RIGHT – fellow employees, students, parents, patrons, visitors, anyone having business with the district. We expect everyone to be treated with fairness and respect. The district also expects anyone having interaction(s) with employees of the district to treat the employee with professionalism, courtesy, dignity, and respect.

#### **NON-DISCRIMINATION STATEMENT**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district's programs and activities is prohibited. USD 422 Superintendent, 710 S. Main, Greensburg, Kansas 67054, (620) 723-2145 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

#### **ANNUAL NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD # 422. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if
  - we have your prior written consent for disclosure
  - the information is considered "directory information" and you have not objected to the release of such information; or
  - disclosure without consent is permitted by law
- The right to request that our educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 422 has failed to comply with FERPA requirements.
- The right to obtain a copy of USD # 422's policies for complying with FERPA. A copy may be obtained from Staci Derstein, Superintendent, 710 S. Main, Greensburg, KS. 67054.

For purposes of FERPA, USD # 422 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic

teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD # 422 at Kiowa County Elementary School on or before August 31, 2025. If a refusal is not filed, USD 422 assumes that there is no objection to the release of the directory information designated.

### **HANDBOOK AGREEMENT**

The Staff at Kiowa County Elementary School believe that students achieve at a higher rate when parents are actively involved in their education. Therefore, we ask that you review this handbook with your child and, together, sign this agreement.

I read the Kiowa County Elementary Student Handbook and understand the rules and policies stated therein. I agree to support the teachers and staff in order that Kiowa County Elementary School will be a safe, positive and productive environment for learning. I support the school's effort to create that kind of environment by expecting my child to treat others right, make smart decisions, and maximize his/her potential at school and school-sponsored activities and events.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_