

# ***Hoxie Elementary School***

## **STUDENT/PARENT HANDBOOK**

2023-2024



## **“Indian Pride”**

# **Unified School District #412**

**[www.hoxie.org](http://www.hoxie.org)**

## **Mission Statement:**

**“The staff, students, and community of USD #412 share responsibility in attaining appropriate education to live, learn, and work in international society.”**

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## **BOARD OF EDUCATION**

Devan Castle, President  
Michael Bretz, Vice President  
Mitchell Baalman, Member  
Billi Beckman, Member

Leonard Weber, Member  
Reba White, Member  
Brett Oelke, Member

## **ADMINISTRATION**

USD# 412 District Office, 1100 Queen Avenue, PO Box 348, Hoxie, KS 67740

Mary Ellen Welshhoh, Superintendent  
Mandy Shipley, District Secretary/Board Clerk  
Celeste Schippers, District Treasurer  
Hannah Franklin, Assistant District Secretary  
Thomas Feldt, Head of Maintenance/ Transportation Director  
Tamera Schamberger, Food Service Director

Hoxie Grade School, 1100 Queen Avenue, PO Box 348, Hoxie, KS 67740

Sharris Werner, Principal PreK-6  
Celeste Schippers, Secretary

## **TRANSPORTATION**

Thomas Feldt, Transportation Director

Laurie Farber, Bus Driver  
Jana Brewster, Bus Driver  
Hannah Franklin, Bus Driver  
Sherry Franklin, Bus Driver

Roger Milton, Bus Driver  
Kimberly Munk, Bus Driver  
Nikki Cook, Bus Driver

## **DISTRICT SUPPORT STAFF**

Cooks

Eleanor Augustine  
Jennifer Zahradka  
Donata Zahn

Custodial Services

Travis Arnold  
Kevin Beiker  
Karl Stillman  
Landon Heim

School Nurse

Sunnie Minium

Mental Health Professional

Jalyn Shaw

Interrelated Teachers

Angela Shepard

### **USD 412 MISSION STATEMENT**

The staff, students, and community of USD #412 share responsibility in obtaining appropriate education to live, learn and work in an international society.

Any provisions or information in the parent-student handbook that is in conflict with USD #412 Board of Education policy, Board of Education minutes or Kansas state law is nullified. The BOE encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the BOE as a whole or to a BOE member as an individual, it will be referred to the administration for study and possible resolution. See BOE Policies KN1-6, BCBI, GAACA, GAAB, GAAF, IF, IKD and JCE.

### **ASBESTOS**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the USD #412 Offices.

### **NONDISCRIMINATORY STATEMENT**

USD #412, Hoxie, Kansas, is nondiscriminatory on the basis of race, color, national origin, sex, age, handicap or homeless situations in admission or access to, treatment or employment in, its programs and activities. Mary Ellen Welshhon, Superintendent of Schools, has been designated Title IX and Section 504 Coordinator. If you have questions regarding the above please contact: Mary Ellen Welshhon, Superintendent of Schools, USD #412, Hoxie, Kansas 67740. See BOE Policies JCE, JCE-2.

### **BUILDING HOURS**

The building will be open in the morning by 7:50 AM and will close at 4:00 PM. Any student or group of students remaining in the building after 3:45 PM should be supervised by a member of the faculty. Maintenance staff will not assume this responsibility. Classrooms will be open at 7:50 AM, or by arrangement with the teacher. First bell will ring at 7:50 AM and classes will begin at 8:00 AM and end at 3:35 PM.

### **USE OF THE SCHOOL BUILDING**

No group is to use the building without the approval of the principal and, in no case, is a student to be allowed in the building without a sponsor. The group using the building is responsible for leaving the building in an acceptable condition. We urge you to show proper respect for property, both public and private.

## **SCHOOL CLOSING**

In case of bad weather, you will be notified by email, voice messaging and/or text messaging concerning “no school” or “early dismissal”. Contact information for this notification service is provided through our student information system (PowerSchool). Storm bus routes will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm routes. This announcement will be made the same way as school closing announcements.

## **CHANGE OF ADDRESS**

Please notify the school secretary within seven days if any of the following changes: telephone number, mailing address or emergency contact.

## **ACCESS TO STUDENT RECORDS**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents 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 the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record 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 US Department of Education if you believe USD #412 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave., SW, Washington, DC 20202.
- The right to obtain a copy of USD #412 policies for complying with FERPA. A copy may be obtained from the USD #412 District Office. Note: See BOE Policies – IDAF, JR, JRB, KCB

## **DIRECTORY INFORMATION**

For purposes of FERPA, USD #412 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent. Hoxie Grade School directory information includes: student's name, address, telephone number, grade level and bus number.

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 #412 at the Hoxie Grade School Office. If refusal is not filed, USD #412 assumes there is no objection to the release of the directory information designated.

## **STUDENT ACTIVITIES**

The principal shall be responsible for approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

### Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- All applicable KSHSAA regulations;
- Academic eligibility requirements noted in handbooks; and
- Other requirements requested by the administration and approved by the board.

### Activity Fund Management

No funds shall be expended from these accounts except in the support of the student activity programs. Receipts shall be issued for all revenue taken into the activity fund. All payments from the activity fund shall be by checks provided for that purpose.

Expectations and procedures that are in place for our games and activities at Hoxie Grade School and Hoxie Junior/Senior High School. This is for the safety of our students and all of our spectators. Our expectations for elementary students are:

- All elementary students will be expected to be seated with their parents in the stands at the games at all times.
- Any elementary student wandering around during the game will be directed to go back and sit with their parents.
- All students need to be with an adult. Do not drop off your student to go to the game alone.
- If a student is not with an adult, parents will be called to come pick up the child.
- No student will be allowed to bring their own ball to play with at games.

## **FIELD TRIPS**

Field trips may be approved by the principal when reasonable educational objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. A form to notify parents of a forthcoming field trip will be sent home with the students. The form shall



include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

### **PILOT PROJECTS AND STUDENT SURVEYS**

The board encourages the use of pilot projects before any new instructional techniques are implemented on a district-wide basis.

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents/guardians of the students engaged in the program or project.

Any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents/guardians before the survey is administered.

### **STUDENT PRIVACY POLICY**

A policy was adopted for the school district. A copy of the policy is available in the USD #412 offices. The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed. Note: See BOE Policies – IDAF, JR, JRB, KCB.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

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. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### **TOBACCO FREE SCHOOL**

The following policy was approved by the Kansas State Board of Education on December 10, 2019. The Kansas State Board of Education encourages Kansas school districts to adopt and implement this Comprehensive Tobacco-Free School Grounds Policy. Students and Staff: The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. Visitors: The use of any tobacco product by parents/guardians, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. The following definitions apply to this policy. "Tobacco

product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges. “Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices. “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

## **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. See BOE Policies JCDBB, JCDBB-2.

## **SEARCHES OF STUDENTS**

Principals and Superintendent are authorized to search students and belongings i.e. backpacks; coats if there is reasonable suspicion that district policies, rules and directive are being violated. See BOE Policies JCABB and JCAC.

## **KANSAS SCHOOL SAFETY HOTLINE NUMBER**

House Bill No. 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students an opportunity to report "impending school violence". The toll-free Kansas School Safety Hotline Number is: 1-877-626-8203.

## **PICK-UP/DROP-OFF LOCATION/SAFETY**

The safety of the USD #412 students is a major concern to everyone. USD #412 will be responsible for students in the buildings and on the grounds during school hours only. USD #412 staff will also be responsible for students while they are participating in or attending any school sponsored activity in which they are under the direct and immediate supervision of the school.

When dropping your child/children off at school or picking them up at the end of the day, park on the east side, and (between the playground and Methodist church) park in the marked parking spaces. You may also use the south side as a pull up and drop off-pick up, but not exit your vehicle. The buses will load and unload at the north doors of the grade school building. DO NOT pick-up or drop-off students on the NORTH SIDE of the Grade School. There will be no supervision on school grounds before 7:40 AM or after 3:45 PM.

## **SCHOOL ATTENDANCE**

Regular attendance is necessary for a student to gain the most from his/her education. Educational experience is on-the-job training. Studies indicate that the time spent at the task of education correlates with the amount of education that takes place; i.e., failure to attend classes results in loss of learning. School hours are set by the USD #412 Board of Education. We ask for your cooperation in seeing that your child does not arrive before 7:40 AM.

## **ABSENCES**

The school suggests that absences from school be only for reasons of illness or doctor appointments, funerals, etc. In case of absence, your student will be marked 1)Ill, 2) Doctor, or 3)Personal. After 10 absences due to doctor appointments/Illness, a doctor's note will be needed. A maximum of 10 personal days will be allowed per student, per school year. The law states that truancy is defined as three consecutive days or five days in one semester or seven unexcused absences in one year whichever comes first. Students who are absent for more than two hours of any school day shall be considered truant if a parent/guardian does not call the school office with reason for absence, parent contact to the teacher will not count the absence as excused. Excused absences require a note or call from parents/guardians stating the reason for the absence. Without a note or call the day of the absence by 12:00 PM, they will be considered unexcused. Any student entering the building after the 8:00 AM bell must report to the office. Students shall not be released during the school day without written or verbal request from the student's parent/guardian or an alternate adult that has been given parental/guardian permission. Before releasing a student during the school day, identity of the person seeking release of the student will be verified by USD #412 staff. If not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Parents will check in the office to pick up their student and the student will check back in the office upon return. Parent/guardian or authorized adult will be required to sign students in and out. It is the student's

responsibility to ask the teacher for any make-up work that the teacher might have for them for the time missed. Students shall not be allowed to run personal errands for school employees off school premises during the school day. Please do not call the Grade School office before 7:30 AM.

### **TRUANCY**

The building principal will report students who are truant from school to the County Attorney. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent without a valid excuse for a significant part of any day shall be considered truant.

### **HOMEWORK**

In providing homework assignments, teachers are encouraged to give primary consideration to each student's needs and abilities. The purpose of homework is to help the student prepare for the next learning experience or to extend and enrich what has previously been learned. As students' progress in grade level, increasing amounts of homework are assigned. Parents can help with homework by providing the following environmental factors:

1. Restrict television/electronics watching until homework is completed.
2. Provide a good study environment.
3. Set aside a regular time for homework.
4. Try a system of rewards for completing homework.
5. If your child never brings work home, check with his/her teacher.

### **TEXTBOOKS, SCHOOL PROPERTY AND TECHNOLOGY**

Student textbooks are rented to the student each year. The students are responsible for the books and equipment rented. The textbooks are expected to last five years. If students write in their books, abuse them or lose them, they may expect to be fined when the books are returned.

The policy governing lost or destroyed textbooks is as follows:

- New books purchased this year-----100% of cost
- Second year books----- 75% of cost
- Third year books----- 50% of cost
- Fourth year books----- 25% of cost
- *Damaged textbooks will be charged accordingly.*

### **TECHNOLOGY: CHROME BOOKS AND IPADS**

**ACCEPTABLE USE** The use of the USD 412 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 412 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 412. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and

lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Hoxie Grade School Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1. Parent/Guardian Responsibilities Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

USD 412 will restrict the content of legally purchased content that can be put on the device.

6.2. School Responsibilities are to:

6.2.1. Provide Internet and e-mail access to its students.

6.2.2. Provide Internet filtering. 6.2.3. Provide network data storage (These will be treated similar to school lockers. USD 412 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 412 owned equipment and to investigate inappropriate use of resources.)

6.2.4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

6.2.5. Provide user accounts for free information storage in cloud-based (off site/online) applications.

6.2.6. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3. Students are responsible for:

6.3.1. Using Devices in a responsible and ethical manner.

6.3.2. Obeying general school rules concerning behavior and communication that applies to Device/computer use.

6.3.3. Using all technology resources in an appropriate manner so as to not damage school equipment.

6.3.4. Helping USD 412 protect our computer system/device by contacting an administrator about any security problems they may encounter

6.3.5. Monitoring all activity on their account(s)

6.3.6. Securing their Device after they are done working to protect their work and information

6.3.7. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

6.4. Student Activities Strictly Prohibited:

6.4.1. Illegal installation or transmission of copyrighted materials.

6.4.2. Any action that violates existing Board policy or public law.

6.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

6.4.4. Inappropriately utilizing photos, video, and/or audio recordings of any person.

6.4.5. Changing Device settings in an effort to circumvent the filtering system.

6.4.6. Downloading inappropriate apps.

6.4.7. Spamming-Sending inappropriate emails.

6.4.8. Gaining access to other student's accounts, files, and/or data.

6.4.9. Vandalism to your Device or another student's Device.

**6.5. Device Care:**

6.5.1. Students will be held responsible for maintaining their individual Devices, and keeping them in good working order.

6.5.2. Device batteries must be fully charged and ready for school each day.

6.5.3. Devices that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Devices that malfunction and/or repairs covered under warranty. Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$79 of repair cost being borne by the student.

6.5.4. Students will be responsible for the entire cost of repairs to Devices that are damaged intentionally, stolen, or lost. School Policy Handbook 78

6.5.5. Devices that are stolen must be reported immediately to the Office and the Sheridan County Sheriff's Department.

**6.6. Legal Propriety:**

6.6.1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

6.6.2. Plagiarism is a violation of the Hoxie Grade School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6.6.3. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7. Student Discipline: If a student violates any part of the above policy, board policy, or Hoxie Grade School handbook policy, he/she may be subject to the following disciplinary steps:

6.7.1. Student(s) will check-in/checkout their Devices from the office daily.

6.7.2. Required to attend a Device policy refresher class.

6.7.3. Loss of individual Device and be issued a generic loaner Device.

6.7.4. Loss of Device while being required to complete coursework.

6.7.5. Disciplinary/Legal action as deemed appropriate.

**Registration FEES:**

Pre-Kindergarten      \$30.00 + \$15.00 Snack Fee

Kindergarten-6th      \$30.00 + \$25.00 Technology Fee

Band instrument rental (1 school year) \$50.00

Enrollment fees will be refunded on the following basis:

- Any time during the first week of school a full refund will be given.
- Any time during the first semester following the first week, one-half of the fees will be returned.
- Any time during the period following the first week of the second semester, no refund will be given.

**BUSES/TRANSPORTATION**

USD 412 is not responsible for the student's welfare while traveling to or from school unless the student is traveling in school transportation. All students living more than 2.5 miles from their attendance center will be provided bus transportation to school.

Storm bus routes will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm bus routes. This announcement will be made the same way as school closing announcements.

Riding a bus is a privilege, which may be denied a student who, by his/her behavior, causes situations, which infringe on the rights of others or endangers the lives of other students. Conduct by a student that in any way distracts the bus driver will not be tolerated and can result in loss of bus privileges.

Students that do not have a residential address of at least 2.5 miles or more from the school will NOT be transported by bus without approval from School Administration. Bus routes are established by the Central Office. Prior to the opening of school, bus drivers will contact families concerning morning pickup and afternoon return time. If a student is not riding the bus in the morning, please notify the bus driver. When a parent/guardian knows that the student will not ride in the afternoon, please notify the office so the bus driver and teacher can be notified.

Buses will load and unload at the south doors of the grade school building. DO NOT pick-up or drop-off town students on the SOUTH SIDE of the Grade School

## **BUS CONDUCT**

1. There will be no changing of seats while the bus is in motion, except by direction of the driver.
2. There will be no defacing of bus parts by writing, etc.
3. Seating arrangements will be at the discretion of the bus driver.
4. No obscenities will be allowed - this includes vocal and hand signals.
5. At all times, a student will keep his person inside the bus.
6. Excessive noise is unnecessary; normal conversations are permissible.
7. Each student will leave the bus neat and orderly with all trash in the proper receptacles.

*Failure to comply with these rules may result in the suspension of your privilege to ride the bus to and from school.*

## **SCHOOL PROGRAMS**

Students must attend scheduled school programs. If a student will not be attending due to an emergency, the student's parents should notify the office by 8:00 a.m. the day of the program. Student behavior should always be courteous and refined. Student behavior determines the scheduling of future assemblies. Whistling is not considered appropriate. Inappropriate behavior is sufficient cause for removal and disciplinary action. If a student is absent from school the day of the program, they can not attend the program.

## **CONDUCT**

Self-discipline is a sign of maturing and growing up. It is achieved only through constant practice. To help strengthen the child's character and to develop self-discipline, students are requested and expected to observe rules and regulations of the school and of common courtesy.

Teachers will inform parents/guardians of the rules at the beginning of the school term. It is in your child's best interest that we work together in relation to his/her schooling. The teachers will thus be in close contact with you regarding your child's progress in the classroom. If a situation arises, please contact the teacher and set up an appointment to discuss any problem. Communication is the key to solving such problems.

## **DISCIPLINE POLICIES**

The following consequences are used in conjunction with violations of school regulations:

**DETENTION** - time spent-with the staff member assigned outside of school time. If an assigned detention is missed, double time detention applies.

**IN-SCHOOL SUSPENSION** - isolation for one or more days of school. Students will report to in-school suspension at 8:00 AM, and will be allowed to leave at 3:35 PM. Students will not communicate with other students. No gum, candy, or drinks will be permitted, except during lunch when they will eat alone. The student will work on the assignments missed during the time while serving in-school suspension. Only 50% credit and grades will be given, except for specials (PE, Music and Art) that receive daily participation grades, these will be given zeros for each day the student is in ISS.

**SHORT TERM OUT-OF-SCHOOL SUSPENSION** - a period of time ranging from one to five days during which the student is not to attend or participate in school or any school activity. Credit may or may not be given.

**LONG TERM SUSPENSION** - a suspension that lasts more than five school days but not past the end of the current semester. The student loses all credit for school during any nine-week period in which this type of suspension occurs.

**EXPULSION** - suspension for the remainder of the semester and/or school year. No credit is given for the remainder of the school year.

A discipline file will be kept in the office on any student violating school rules and regulations resulting in trips to the principal's office.

## **SUSPENSION POLICY**

The Board of Education authorizes the Principal to place in detention or to suspend from school any student guilty of the following: (see BOE Policies JDB, JDC, JDD, JDD-2, JDD-3, and JDD-4)

- Willful violation of any regulation for student conduct adopted or approved by the Board of Education.



- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades the rights of others.
- Conduct which has resulted in conviction of the student of any criminal statute of the United States.
- Disobedience of any order of a teacher 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 infringement upon, or invasion of, the rights of others.
- Possession of a weapon on school property or at a school sponsored event.

A written notice of any short-term suspension and the reason therefore shall be given to the student involved, to his parents or guardian, and the Board of Education within twenty-four hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with KSA 72-8901-et.seq and in accordance with due process as outlined by Kansas statute. Acts of unacceptable behavior that may result in suspension (including in-school suspension) upon first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infraction, includes but is not limited to the following:

- Threat or use of lethal weapon - this shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon
- Vandalism
- Extortion of any type and/or amount
- Failure to comply with reasonable request from administration, teacher, and other school employees
- Fighting and/or provoking a fight
- Intimidation, threatening by word or deed
- Sexual harassment
- The use of profanity and/or vulgarities - profanity in any form will not be tolerated and will be subject to suspension
- Excessive tardiness
- Temper tantrums
- Open defiance of authority
- Stealing
- Use of alcohol, drugs and tobacco
- Destruction of school property
- Repeated violations of school regulations
- Conduct which disrupts the school's activities and education mission

### **USE OF SURVEILLANCE CAMERAS**

A policy has been adopted for the school district. A copy of the policy is available from the USD #412 offices. Note: See BOE Policies – JGGA

## **EMERGENCY SAFETY INTERVENTIONS**

An Emergency Safety Intervention (ESI) policy has been adopted for USD #412.

A copy of the policy is available from the USD #412 offices. Note: See BOE Policies GAAP.

## **SEXUAL AND NONSEXUAL HARASSMENT**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual and nonsexual harassment is any unwanted attention of a sexual or nonsexual nature.

Hoxie Grade School is committed to maintaining a learning environment that is free from sexual harassment, where all students can work and study together comfortably and productively.

USD #412 prohibits any form of sexual harassment.

It shall be a violation of this policy for any student of Hoxie Grade School to harass a student through conduct or communication of a sexual or nonsexual nature as defined by this policy. It shall be a violation of this policy for any student of Hoxie Grade School to be harassed in a sexual or nonsexual manner.

The administration of Hoxie Grade School is required to investigate all complaints, formal or informal, verbal or written, of sexual or nonsexual harassment and to discipline any student who harasses a student of Hoxie Grade School.

**DEFINITION OF SEXUAL HARASSMENT:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the education of the student; or
2. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with the education of the student, or creating an intimidating, hostile or offensive education environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

- Written Contact--sexually suggestive or obscene letters, notes, invitations, drawings. This also includes computer terminal messages of a sexual nature.
- Verbal Contact--sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about a student's body or sexual characteristics that are used in a negative or embarrassing way.
- Physical Contact--any intentional pats, squeezes, touching, pinching, repeatedly brushing up against someone's body, assault, or blocking movement.

**DEFINITION OF NONSEXUAL HARASSMENT / BULLYING:** Nonsexual harassment consists of bullying, unwelcome teasing, inappropriate comments and inappropriate physical contact.

(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 creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - Harming a student or staff member, whether physically or mentally;
  - Damaging a student's or staff member's property;
  - Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(2) Cyber bullying: "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, E-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3) Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205, and amendments thereto.

Any student who believes he or she has been subjected to harassment or bullying should discuss the alleged incident 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 harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **LOCKERS**

It is policy at Hoxie Grade School to assign lockers for 5<sup>th</sup> and 6<sup>th</sup> grade student use. Students may keep personal property such as coats, books, etc., in the lockers. THE LOCKERS MAY BE USED BY THE STUDENTS BUT REMAIN THE PROPERTY OF THE SCHOOL, THEREFORE, MAY BE EXAMINED BY THE PRINCIPAL OR HIS REPRESENTATIVE. Students are asked to mark all personal property for easy identification. The school is not responsible for valuables left in halls, rooms, or lockers. If students use locks on their locker, they must provide the office with the combination or key.

## **GRADING SCALE**

Students in grades second through sixth use the following grading scale:

- A=100%--90%
- B=89%--80%

- C=79%--70%
- D=69%--60%
- F=59% and below

Kindergarteners and First Graders are not given letter grades.

### **REPORT CARDS / PROGRESS REPORTS**

Grade reporting in the USD 412 schools will be through the PowerSchool Student Operating System. Parent/Guardian and Student online accounts are established each school year after the enrollment process. Grades are posted weekly. Grade cards will no longer be printed and sent home. Student grades may be accessed through this system and parents may print a copy of the grades. Year end grade cards will be filed in the student cumulative files at the school.

### **RETENTION POLICY**

When students experience failure in the classroom, retention is one of the solutions considered. When retention is being considered, the teacher will meet with the parents and explain the reasons for the recommendation. If agreement cannot be reached, the principal will become involved in the final decision.

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

A conference between the teacher and parents/guardians of students in grades PK-6 will be scheduled at the end of the first nine weeks of school and the end of the third nine weeks of school. The purpose of these conferences will be to discuss the student's progress, attitudes, and items of mutual concern for both the parents and teacher. If you cannot attend at the scheduled date, we ask that you notify the teacher so that other arrangements can be made. Teachers and parents are encouraged to contact each other at other times as the need arises.

### **SCHOOL EVENTS**

The Hoxie Grade School will be hosting many different types of events and activities throughout the year. We would like to offer a special invitation to parents to follow school events and support the students' efforts. The school would hope that normal school behavior will be followed during these activities. There will be no unnecessary running around. It is hoped a student's conduct will never become enough of a problem to force us to ask a student to leave any activity. If it is necessary to ask a student to leave, the parents will be notified. **STUDENTS ARE NOT BE LEFT AT SCHOOL EVENTS WITHOUT AN ADULT TO BE RESPONSIBLE FOR THEM!!!**

The school will not be responsible for providing rides for students going to athletic events, other than those on the team. Students riding a bus to an out-of-town event are expected to return to Hoxie on the same bus. If a parent/guardian is taking the student home, they must sign the release book provided by the coach. USD #412 will make every effort to provide a safe and orderly environment for our athletes and patrons at both home and away events. Communication with participating schools will ensure that our students receive quality care at their facilities. This will include procedures to

contact the necessary medical services such as ambulance services, emergency medical technicians and first aid providers.

## **GROOMING/DRESS**

Each student shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat and clean personal appearance. Neatness, decency and good taste are the guidelines of the district dress code. Students must dress in a manner that is not obscene, offensive or substantially or materially disruptive to the learning environment.

The building principal is responsible for requiring students whose appearance does not give indication of effort or whose appearance is disruptive to make improvements in grooming, to dress appropriately and to be neat and clean. Students need to be appropriately dressed for weather throughout the school year. Overall straps or suspenders will be buttoned over both shoulders. See BOE policy JCDB Dress Code. The following listed items are some (not an all-inclusive list) that are considered inappropriate for school wear.

- Halter tops, tube tops or see-through clothing (mesh shirts without a proper undergarment may not be worn)
- Hats, caps or sunglasses
- Clothing or other wearing apparel that promotes/advertises alcohol, tobacco, or illegal substances
- Clothing or other wearing apparel displaying obscene, profane, or suggestive slogans
- Muscle shirts (tank tops may be worn provided they are not loose-fitting around the arms), spaghetti straps, or shirts that do not cover the midriff area
- Shorts or dresses above mid-thigh
- Spandex shorts

Students not adhering to these guidelines will be asked to call parent/guardian to bring a change of clothes. A student will not be permitted to attend any class should it be determined that he/she is not appropriately dressed. When the student has corrected his/her dress, he/she will be permitted to return to class.

## **VISITING SCHOOL**

We welcome you to visit your child's room and get acquainted with his/her teachers. If there are any questions concerning their progress, the teachers welcome the chance to talk over the difficulties as well as the achievements with you.

We ask your cooperation in the following:

- All parents/guardians and visitors are to report to the office upon arrival.
- Make appointments for conferences or visits.
- If you visit school the last half hour of the day, just before a holiday or the last two weeks of school, you will not be getting the correct picture of what goes on in the classroom during the school day.

- Pre-school children and children not enrolled at Hoxie should not visit school unless accompanied by an adult. If a student from another school would like to visit, you must get permission from the teacher and the principal.
- To ensure the safety of all our students, you may only enter the building through the northwest door. All other doors are locked from 8:00 AM- 3:35 PM.

### **ANIMALS OR PLANTS IN THE SCHOOL**

With the prior approval of the principal, animals or plants may be brought to school. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

### **CLASSROOM PARTIES**

Scheduled classroom parties will be held four times a year for grades K-6: Fall, Christmas, Valentine's Day and Easter or May Day. Room mothers/teachers will contact parents/guardians regarding treats for the parties. Birthdays may be recognized in the classroom the last half hour of the day. The child may bring treats to share. Individual party invitations MAY NOT be passed out at school. **BALLOONS, FLOWERS AND OTHER GIFTS ARE NOT TO BE DELIVERED TO STUDENTS AT SCHOOL.**

### **TELEPHONE CALLS**

**TEACHERS AND STUDENTS WILL NOT BE CALLED OUT OF THEIR CLASSROOMS DURING SCHOOL HOURS (EXCEPT FOR AN EMERGENCY).**

A message will be placed in the teacher's mailbox to return the call when they are free.

We urge parents to make arrangements for after-school activities before the child comes to school. If it does become necessary to get in touch with your child, a message will be taken and placed in the teacher's mailbox to be given to the student during the day. Students will be permitted to use the telephone only in special cases to make or receive calls.

### **RECESS**

During inclement weather, students should have boots to wear outdoors. We go out on the blacktop in snow on occasions, and students in PK-6 will not be allowed to play in the snow without boots. Students will play outside during good weather. Children who must stay inside due to illness need a note from parents/guardians. Children who have to stay in must conduct themselves in an acceptable manner.

### **LOST AND FOUND**

Each student's belongings including books, school supplies, gym clothes, gloves, snow boots, etc., should be plainly marked to avoid loss or exchange. All articles found on the school premises will be brought to the office. They will be returned when properly identified. Articles not claimed will be displayed during Parent-Teacher Conferences and the last week of school. We will dispose of all articles not claimed at the end of the year.

### **GYM SHOES REQUIRED**

USD #412 Schools will require that all students with the exception of Pre-Kindergarten have an extra pair of shoes to wear when participating in activities in the school gyms. The shoes will need to be left at school so the students have access to them when they need to use the gym. The shoes do not need to be expensive.

### **ROLLERBLADES**

Roller blades (or any shoes with wheels) may not be brought to school or used on the playground.

### **ELECTRONIC DEVICES**

Students are not allowed to have electronic devices in the classroom between 8:00 AM-3:35 PM. Cell phones will be kept in book bags in student lockers during school hours.

### **FOOD SERVICE PROGRAM**

All students in grades PK-6 may take part in the breakfast program and students in grades KDG-6 may take part in the lunch programs. Sixth grade students may purchase an Ala Carte item if there are sufficient funds in their account. All menus comply with USDA regulations and state policies. All students who are in the building during their lunch period will go to the high school lunchroom. To encourage healthy eating habits all students are required to bring something to eat. Pop is not allowed in the lunchroom. Those students who do not eat in the lunchroom are to bring a written note from their parent/guardian stating they are to leave school for the lunch period. Students are not allowed to leave the building to go uptown to eat unless they are accompanied by parents. Applications for free and reduced lunches are made available at enrollment and upon request at the Grade School Office.

### **BREAKFAST PROGRAM**

Breakfast will be served from 7:20 AM to 7:50 AM, in the JR/SR High School Cafeteria. Town students eating breakfast may report directly to the JR/SR High Cafeteria at 7:20 AM, or report to the Grade School and ride the bus to the cafeteria. Bus students will be delivered to the JR/SR High School Cafeteria if they wish to eat breakfast. Students will be delivered and picked up two times each morning. If a bus is late, breakfast will be held for those students requesting breakfast. A breakfast meal count is taken at the same time attendance and lunch count is taken, and students planning to eat breakfast the next day should notify their teacher at this time. However, if a student wants to eat breakfast and did not notify the staff on the previous day, the student will be allowed to eat. Any student who is late to school or for any reason unable to go to the JR/SR High School for breakfast may report to the Grade School Office and arrangements will be made to provide breakfast.

### **PRICES FOR LUNCH AND BREAKFAST**

<b>Lunch: K-5</b>	<b>=</b>	<b>\$ 2.75</b>	<b>Breakfast: K-5</b>	<b>=</b>	<b>\$ 2.00</b>
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6-12 = \$ 3.00  
Adults = \$4.50  
Reduced Price = \$ .40  
Extra Milk = \$.60  
Extra Entrée = \$1 .50

6-12 = \$ 2.00  
Adults= \$ 3.00  
Reduced Price = \$ .30

USD 412 schools participate in the school lunch program with specific lunch schedules determined by each building principal. Free or reduced-price lunch and breakfast are provided for those students who meet the state requirements. Students of USD 412 are required to pay for meals in advance. Payment will be accepted in each school office. Each student will have an account. If the account has a negative balance parents will receive notice by email, letter or phone call. Any unpaid meal charges need to be paid by the last day of school

## **HEALTH**

Every effort is made to avoid accidents at school. If any student is seriously injured or becomes ill, every effort will be made to contact the parent. If a student has a temperature of 100 degrees or above, **DO NOT SEND THEM TO SCHOOL.** If a student has a temperature over 100 degrees while at school, they will be sent home until they are fever free without medication for 24 hours. If a student vomits at school, they will be sent home until they have not vomited for 24 hours. Please notify the school if your student should be afflicted with any infectious disease so we can watch for symptoms.

Head Lice- Students who are determined to have lice will be dismissed from school until such time as they are treated with a medicated shampoo. Students do not have to be nit-free, but they must be free of live lice before returning to school. Students shall be checked by the school nurse prior to returning to school.

Bed Bug Policy- USD 412 Hoxie Elementary School will follow current CDC Guidelines.

The health professional on the enrollment form will be called if it is felt immediate attention should be given and the parent cannot be located. The Hoxie Grade School will have a school nurse available on a limited basis. Health screenings provided through the school year are vision, hearing, and dental. These screenings will be provided unless a written notice is sent to the school office.

## **ACCOMMODATING STUDENTS WITH DIABETES**

A policy has been adopted for the school district. A copy of the policy is available from the USD #412 offices. Note: See BOE Policy – JGFGBB

## **CHILD HEALTH ASSESSMENTS**

Summary HOUSE BILL No. 2695 - creates a new act under which, after July 1, 1993, all children entering a Kansas school for the first time will be required to present the results of a child health assessment that has been done within six months prior to school admission. As defined in the bill, health assessment means a basic screening for hearing, vision, dental, lead, urinalysis, hemoglobin-hematocrit, nutrition, developmental, health history and complete physical examination. Health assessment



results must be recorded on a form provided by the Secretary of Health and Environment and must have been conducted by a person licensed to practice medicine and surgery, or a licensed professional nurse or other health care provider approved by the Secretary of Health and Environment to do health assessments. Information contained in the health assessment is to be confidential and may not be disclosed or made public except as provided in the legislation. As an alternative to the health assessment required by the new legislation, a pupil may present a written statement signed by a parent or guardian that the child is an adherent of a religious denomination whose teachings are opposed to such assessments or a written statement that the health assessment is in the process of being done and will be completed within 90 days after admission to school. School boards may exclude children from school who have not complied with the law, must transfer records of compliance if the child transfers from one school to another, and must give pupils known to be enrolled or to be enrolling a copy of the applicable subsection of the legislation and the school's policy relating to implementation prior to the beginning of the school year.

#### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS DURING SCHOOL:**

Written permission from the parent/guardian and physician or dentist is required for all medication to be administered at school including over-the-counter drugs. In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parent/guardian in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parent/guardian must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of the licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. The permission forms are available at enrollment and upon request at the grade school office.

#### **VACCINATIONS REQUIRED FOR SCHOOL ATTENDANCE – UPDATED 2022-2023**

This information was changed to reflect the state requirements:

K.S.A. 72-6261 – Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20, published July 19, 2019 in the Kansas register, defines the immunizations required for school and early childhood program attendance.

- Diphtheria, Tetanus, Pertussis (DTaP/Tdap): Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of Tdap is required at entry to 7th grade.

- Hepatitis A (Hep A): Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd dose.
- Hepatitis B (Hep B): Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- Measles, Mumps, and Rubella (MMR): Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and the interval between doses may be as short as 28 days.
- Meningococcal-Serogroup A, C, W, Y (MenACWY): Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.
- Poliomyelitis(IPV/OPV): Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- Varicella (Chickenpox): Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262.

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- Human Papillomavirus(HPV): Two doses recommended at 11 years of age or three doses if the series is started after 15 years.
- Influenza: Annual vaccination recommended for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers, and parents are key.

Vaccine doses received at less than the recommended intervals or as half doses do not count as meeting a child's vaccination requirements.

## **EMERGENCY DRILLS**

A minimum of two tornado drills per school year ~~and~~ at least one fire drill per month and three crisis drills will be held while school is in session. Each teacher will post and explain a detailed procedure schedule in his/her classroom.

## **INSURANCE**

The school carries some insurance coverage for participants involved in KSHSAA-sponsored activities. The school also provides secondary insurance for students injured in class, at recess, or on a school-sponsored activity. This insurance coverage is NOT intended to be the primary or sole coverage of insurance for the student. Parents/guardians are encouraged to have their own insurance coverage. The school's coverage should be considered supplemental insurance. It has been our experience that the insurance does not pay the total amount of the claim. If you have insurance of your own, you must file a claim with that company. Please call the school office for more information.

## **SERVICE ANIMALS IN THE SCHOOL**

Service animals may be permitted in the schools and on school property in accordance with the board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property. Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal and any service animal which is out of control or is not housebroken may be excluded by district staff. This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

## **SPECIAL EDUCATION SERVICES**

In accordance with the provisions of Federal and State law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

### Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and State law.

### Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education. In the provisions of special education and related services, the district will implement all Federal and Kansas Statutes, rules and regulations.

### Section 504 Accommodations for Students

In accordance with the provision of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or

would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of right under Section 504.

## **TECHNOLOGY USE AND INTERNET ACCESS**

Educational technology and Internet access are available to students and employees of USD 412, Kansas Educational Service Centers, affiliated educational organizations, and permissible visitors. The goal in providing this technology and access is to support the educational objectives and mission of USD 412 and to promote resource sharing, innovation, problem solving, critical thinking, and communication.

The uninterrupted operation of computer uses and Internet access relies on the cooperation of users adhering to strict guidelines. These guidelines are set forth in this document so that all users are aware of the responsibilities they assume. In general, this requires appropriate, ethical, and legal utilization of the technology and associated resources. If a user violates any of these guidelines, his/her use of the technology and access will be significantly curtailed and/or terminated.

### **Terms and Conditions**

1. The purpose of technology and Internet access in the district is to support the educational objectives and mission of USD 412. All users are expected to demonstrate appropriate, ethical and legal utilization of the technology and associated resources.
2. The use of district-managed technology and Internet access is a privilege, not a right. Inappropriate use and access will result in the restriction or termination of this privilege. Guided by applicable law and understanding of that law, the presiding instructor and/or building principal will determine what is inappropriate use and access and their decision will be final.
3. The physical technology equipment (hardware) is both sophisticated and expensive. Equipment vandalism will result in the immediate cancellation of all computer privileges and may also result in other school disciplinary action. Vandalism is defined as any attempt to harm, modify, deface, or destroy district-managed hardware. All users are expected to immediately report any problems or vandalism of computer equipment to the presiding instructor.
4. The software and data file stored locally on any computer or device are not to be altered, modified, corrupted or harmed in any way if not created by the committing user. Users are forbidden from installing any software without permission and supervision from the technology coordinator or instructor responsible for the equipment. No user-owned software shall be run on any school hardware.
5. Internet access must always be under direct supervision of an instructor and should be consistent with and in support of the USD 412 educational mission. USD 412 forbids the transmission of any material in violation of any federal or state law, copyrighted material, obscene, offensive, threatening or harassing materials, hate

literature, trade secrets, and/or computer viruses or scripts. If a user encounters forbidden material, he/she is expected to immediately terminate contact with the source.

If a user intentionally seeks out forbidden material, punitive action will be taken by the principal, presiding instructor, or both or the school board as appropriate.

6. All users should strive to become familiar with and knowledgeable about the software they plan to use and the associated procedures to use it correctly. Without exception, all computer use must be under the direct supervision of an instructor. Any user found working at a computer without supervision shall have his/her access privileges curtailed or terminated.

7. Physical and virtual security of any district-owned technology is imperative. Securing, protecting and preserving hardware, software, and data is absolutely critical. Tangible securities, procedures, applications, and software policies are put in place to hinder both intentional and unintentional attempts to appropriate and/or abuse district-owned technology. Users should report any security breaches or system misuse to the technology coordinator or principal immediately upon discovery. The technology coordinator and principal shall have both the authority and right to examine any logs, e-mail, removable storage, cloud storage, and/or other technology-related records of any user of the system. Privacy is not an inherent right of users of the system.

8. No warranties, expressed or implied, are made for technology and Internet access being provided. The district, including its officers and employees, will not be responsible for any damages. This includes, but is not limited to, the loss of data, delays, non-deliveries, or service interruptions caused by negligence or omission. Use of any information obtained through district technology is at the user's own risk.

9. Users are strongly discouraged from using e-mail for personal use and are expressly prohibited from accessing non-academic materials through District-provided Internet service or e-mail.

10. A wireless, unsecure, bandwidth-limited, and content-filtered guest network is provided for users to use within the constraints of applicable laws and this policy using their own hardware.

All terms and conditions stated in this document are applicable to Unified School District #412 and the schools therein. These terms and conditions reflect the agreement of the parties hereto and supersede all prior oral and written agreements and understanding of the parties.

#### **USD 412 DISTRICT INTERNET PRESENCE**

USD 412 website, [www.hoxie.org](http://www.hoxie.org), provides information about our schools and school activities for parents, students and community members. Information about sporting events, team rosters, classroom activities, etc. might be available on this site. Staff members and classroom teachers will use this site to communicate with parents, students, and the community. Everyone is encouraged to visit our website frequently. The Computer Applications class will help update content on the district web site.

Parents and family members may sign up for automatic emails on this website and the system will send information when it becomes available concerning changes, updates and reminders on the school calendar. The traditionally printed district “Red Calendar” is published online for the public’s convenience. Links may be found at [www.hoxie.org](http://www.hoxie.org).

If for any reason you do not want your child’s name or picture to appear in a school article posted on our website, you must inform the appropriate building principal in writing one week after the beginning of school.

**HOXIE COMMUNITY SCHOOLS  
PARENT & COMMUNITY COMMUNICATION CHAIN OF COMMAND**

AREA OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
ATHLETICS	COACH	ATHLETIC DIRECTOR	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION
ATHLETIC INJURIES	COACH & BUILDING SECRETARY	ATHLETIC DIRECTOR	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION
ELEMENTARY FACILITIES	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION		
JR/SR HIGH FACILITIES	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION		
CURRICULUM/ACADEMIC INSTRUCTION	TEACHER	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION	
DISCIPLINE	TEACHER	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION	
STUDENT GUIDANCE	COUNSELOR	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION	
SPECIAL EDUCATION	SPED/GEN ED TEACHER	PRINCIPAL	SUPERINTENDENT	SPECIAL EDUCATION COOPERATIVE	
STUDENT CONCERNS	TEACHER	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION	
COMPUTER/TECHNOLOGY	TEACHER	TECHNOLOGY DIRECTOR	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION
TRANSPORTATION	DRIVER	TRANSPORTATION DIRECTOR	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION
MAINTENANCE/CUSTODIAL	CUSTODIAN	HEAD OF MAINTENANCE	PRINCIPAL	SUPERINTENDENT	BOARD OF EDUCATION