

*Flinthills Primary/Intermediate
Handbook
2024 - 2025*



*Flinthills Primary School
Cassoday, Kansas*

*Flinthills Intermediate School
Rosalia, Kansas*

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I _____, do hereby acknowledge receipt of the student handbook (Please print student's and parent/guardians' name) for 2024-2025. I have read and I understand the contents. Furthermore, I understand:

This handbook contains information and notifications concerning the school including the following:

- Mission statement and goals
- Nondiscrimination policy
- Academic policies
- Discipline and student conduct policies
- Attendance policies
- Drug free schools and communities policy
- Weapon free schools policy
- Directory information
- Other expectations

‡ As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the USD 492 Board of Education.

‡ If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

‡ After parent/guardian signs this form, tear this page off and return it to your teacher. Thank you!

Date: _____
Signature of Parent(s) / Legal Guardian

Date: _____
Signature of Student (Age appropriate)

**OUT OF DISTRICT
Permission to Attend Flinthills USD#492
CONTRACT**

All out of district students approved for attendance shall be required to maintain good standing as described on the Request for Nonresident Enrollment Form and summarized below.

Guidelines for Out of District Attendance:

Students must be in good standing with the district’s behavioral expectations.

Students must be in good standing with the district’s attendance policy.

Students must be in good standing with the district’s academic expectations.

Students shall not act in a way that is disruptive or detrimental to other students.

All out of district students will be encouraged to participate in extracurricular activities.

This requires the student to be eligible to participate in KSHSAA activities and meet all residential and academic requirements.

USD#492 has the right to terminate this contract at any time the out of district student fails to meet these guidelines.

Once out of district approval is granted it will remain in force until such time as the student would lose their good standing or choose to leave the district. If a student chooses to leave the district and attend somewhere else, they will have to submit a new Request for Nonresident Enrollment Form.

The principal has the authority to use discretion in individual cases that involve special circumstances such as injury, illness, custody, etc.

I have received, read and understand that upon signing this contract I agree and will adhere to the provisions stated above.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Administrator’s Signature: _____ Date: _____

A copy of this document will be attached to the initial “Request for Nonresident Enrollment Form” and placed in the student’s file.

Flinthills Primary/Intermediate Handbook

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Flinthills Primary

P.O. 130

200 N. Washington

Cassoday, Kansas 66842

Flinthills Intermediate

P.O. 188

806 S.E. Rosalia Rd.

Rosalia, Kansas 67132

Your choice for education at its best!

Vision

Our vision is to be the school community, which prepares individuals for successful lifelong achievement.

Mission

Our mission is to:

- Assure a safe, positive learning environment.
- Provide a well-rounded curriculum.
- Promote academic excellence.
- Recognize individual differences and needs.
- Provide opportunities for involvement by all students.
- Develop pride in self, school and community.

Leading the way to successful citizenship and lifelong learning!

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Regulations concerning school entrance:

1. Eligibility:

For **Preschool**: Children must be four (4) on or before August 31st of the school year in which they enroll.

For **Kindergarten**: Children must be five (5) on or before August 31st of the school year in which they enroll.

2. Proper proof of identity: A legal birth certificate must be presented before the child enters school.

3. Immunizations: Kansas law requires that all children entering a Kansas school for the first time be completely immunized or provide legal exemption of the required immunizations.

4. Child Health Assessment (physical examination): Children age 8 or under, enrolling in a Kansas school for the first time, will be required to present results of a Child Health Assessment.

Board Members:

Justin Grunder - Board President

Melissa Scribner - Vice President

Bayley Allemand

James Heimgartner

Travis Holcomb

Joe Leibbrandt

Ireland Turner

Flinthills USD 492 School Board Meetings

August 14, 2024 @ FHS	7:00 p.m.	February 12, 2025 @ FHS	7:00 p.m.
September 11, 2024 @ FPS	7:00 p.m.	March 12, 2025 @ FPS	7:00 p.m.
October 9, 2024 @ FHS	7:00 p.m.	April 9, 2025 @ FHS	7:00 p.m.
November 13, 2024 @ FHS	7:00 p.m.	May 14, 2025 @ FHS	7:00 p.m.
December 11, 2024 @ FPS	7:30 p.m.	June 11, 2025 @ FPS	7:00 p.m.
January 8, 2025 @ FHS	7:00 p.m.	July 2024	TBD

Animals or Pets:

There will be no animals or pets of any size, shape or form brought on a bus or into the building unless the pupil has obtained **approval from the principal or classroom teacher.**

Arrival at school:

Rosalia: Students will be allowed to enter the building using the North Intermediate door at **7:40 am and go directly to the West Gym.** It is suggested students sit quietly and visit, work on homework or read RC. When the next bell rings, at 7:55 am, they will go to their classroom. At 8:00 am school starts. **Please do not have the**

students arrive at school earlier than 7:40 unless arrangements have been made in advance.

Cassoday: Students will be allowed to enter the building at **7:40 a.m. and go directly to the gym**. It is suggested students sit quietly and visit, work on homework or read RC. At 8:00 a.m. school starts. **Please do not have the students arrive at school earlier than 7:40 a.m. unless arrangements have been made in advance.**

Attendance Responsibilities

As of July 1, 1997, mandatory attendance is required of all students under the age of 18. In compliance with state statutes and because research confirms the positive impact of attendance on academic success, the Flinthills Primary and Intermediate School Attendance Policy is designed to encourage attendance while holding students accountable for their own learning.

1. Students are expected to attend each class and to arrive on time. Students should check into the office upon arrival any time after the school day has started.
2. Attendance records will be maintained in the attendance office for state and truancy accounting purposes.
3. Parents are responsible to provide notice/documentation to excuse an absence within 24 hours based upon the following guidelines:
 - * Doctor/dental - medical office written verification
 - * Court appearance - court written documentation or subpoena
 - * Illness - up to 3 excused per class by parent/guardian, above 3 requires medical verification.
 - * Special circumstances - when requested in advance and/or approved by administration (examples: funeral, college visits, family emergency)
 - * oversleeping, errands, childcare are **NOT** generally viewed as legitimate excuses for missing school and will be treated as unexcused.
5. Work missed due to absence must be made up in a timely manner. It is the student's responsibility to make arrangements with the teacher to make up the work. Late papers may receive reduced points or no points, depending upon the completion date and classroom deadlines.
6. A student arriving up to 10 minutes late will be considered tardy, but may be considered absent after that time.
7. Students who arrive at school after 8:15 should present written excuse/verification to the attendance office.
8. Students should carry a Request to be absent form to all classes and return it to the office prior to the absence if the absence is known in advance unless it is a school activity. If an absence is known in advance, every effort should be made to complete the work **before** the absence occurs.
9. Students who need to check out of school during the school day for reasons such as medical or dental appointments must bring a written request from their parent/guardian and present it to the office administrative assistant before 8:25 on the day of the appointment. A permit to leave the building will be issued to the student stating the reason and the time of departure. Administration has the right to request medical office verification upon return in order to excuse the absence.
10. If it is necessary for any student to leave school because of illness, arrangements must be made with the office staff. Parent/guardian notification will be made prior to the student leaving campus.
11. The school requires parent/guardian contact for each case of student absenteeism in one of three ways to determine excused absence:
 - a. Written note with the appropriate signature

- b. Telephone calls by parent or guardian
- c. Personal contact by parent or guardian

12. Student attendance at the Intermediate School will be recorded in (8) 53 minute increments. Student attendance at the Primary School will be recorded in ¼ of a day increments.

Intermediate	Primary
8:00 – 8:53	8:00 – 9:52
8:53 – 9:46	9:52 – 11:40
9:46 – 10:39	11:40 – 1:27
10:39 – 11:58 (Lunch 26 min)	1:27 – 3:15
11:58 – 12:51	
12:51 – 1:44	
1:44 – 2:37	
2:37 – 3:30	

**USD 492 BOARD OF EDUCATION POLICY
REGARDING ABSENCES**

Absences and Excuses (B.O.E. Policy - JBD)

Examples:

1. Personal illness and professional appointments.
2. Serious illness or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observances (pre-approved by administration).
5. Participation in a district-approved or school sponsored activity.

Significant Part of a School Day

Definition: If a student misses two periods or more a day, this shall be considered a significant part of the day.

TRUANCY

(KSA 72-1113) The building principal (or his designee) shall report students who are inexcusably absent from school to the appropriate authority. 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 unexcused absence for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

(B.O.E. Policy - JBE) In addition to state truancy regulations, (KSA 72-1113), a student with twelve (12) or more absences for any reasons in any one (1) semester will receive “no credit” grades in all classes for days **starting with the thirteenth absence**, unless further absences are excused. Parents/guardians who believe that unusual circumstances exist in cases of excessive absenteeism (such as prolonged illness) should contact the building principal to discuss their child's absenteeism. Building principals will notify the parents/guardians of pupils with ten (10) absences to inform them of the twelve (12) absence no-credit policy.

Release of a Student during the School Day

Building principals will not release a student during the school day except to a student's lawful parent, custodian or designee as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent, lawful custodian or designee. The name, address, and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC.

SCHOOL MAKEUP WORK REMINDERS

Getting work made up after missing classes is the responsibility of the student. The student must take the initiative to contact each teacher to determine work to be done.

A student is allowed one day for each day missed, excused, to get work in. If, after this time, the work is not handed in, the student will receive a zero for work not finished. Under unusual circumstances, the principal may extend this time if deemed necessary. Students are encouraged to make up work **before** any absence.

The school encourages parents/guardians to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.

Students absent from school without an excused absence the day of an activity will not be allowed to participate that day without permission from the principal.

If you are absent and wish to know your assignment before returning to school, you should either call another person in your class or call the office. The assignments may be picked up in the office. This allows teachers time to prepare your assignments without interrupting classes.

TARDY POLICY

The focus of improving attendance and eliminating tardies centers on the belief of the Flinthills Mission Statement-“Promote Academic Excellence; Develop Pride in Self, School, and Community; Lead the Way to Successful Citizenship and Lifelong Learning.”

Definition of Tardy: A student is tardy to class if he/she is not completely inside the classroom when the tardy bell rings. A tardy is classified as excused or unexcused. Further definition is up to the classroom teacher.

CONSEQUENCES FOR UNEXCUSED TARDIES

(Total Unexcused Tardies from All Classes)

1-4	Documentation
5	Administrative Warning
6	One Detention
7	One Detention
8	One Day ISS
9 and Above	One Day OSS for each tardy

ENTERING AND LEAVING SCHOOL

All students who enter school after the school day begins or leaves before the end of school must sign in and out in the main office. Students must have permission from parents/guardians and from the office in order to leave school.

The Board of Education of USD #492 approves and supports the intent of KSA 72-1113, which recognizes that regular school attendance is essential to the complete education of each student. KSA 72-1113 defines truancy as ". . . whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive school days or five (5) or more days in any semester." A child meeting these guidelines is truant. A child is inexcusably absent from school if he or she is absent all or a significant part of a day without a valid excuse to the school employee designated by the Board of Education to have responsibility for the school attendance of each child.

Principals are designated by the USD #492 Board of Education to report cases of attendance violations as designated by the state statute. Principals are authorized by USD #492 Board of Education to determine whether individual student absences will be recorded as "unexcused" or "excused." Prompt and regular attendance is important for good academic success. Parents/guardians should encourage and see that their children attend and are in school every day.

When a student is absent, parents or guardians are required to call the school office on the day of the absence between the hours of 8:00 AM and 9:00 AM or to send a written excuse with the student when he or she returns to school. If the school is not notified by either of the above methods, the absence will be unexcused and cannot be changed.

Parents/guardians are requested to notify the office by telephone on the day of the absence if possible. The administration feels this type of communication is needed because of the reasons listed below:

1. The procedure allows for a more accurate record of all absences, thus reducing the possibility of students skipping school.
2. Arrangements can be made to have the student's assignments sent home, thus keeping assignments up to date.

It will be understood that for grading purposes, an excused absence will allow the student the privilege of making up the work missed for credit. This may be done before or after the absence, according to the agreement of the teacher and/or principal. Students will be given one school day plus the number of school days missed to make up work for credit.

Students will be excused from school at the discretion of the attendance officer for the following reasons:

- Illness and health related appointments
- Parental/guardian requests with administrative approval, preferably prior to event
- Funerals
- Emergency situations

Students needing to leave during school hours will be given permission to do so provided the school office is notified by telephone or a note from the parent or guardian. The student will be recorded as absent for those hours not in school.

Leaving school grounds without permission procedure:

- 1) Teacher reports the incident to the office and stays with his/her students. (Teacher will report clothing worn and direction of travel if known.
 - 2) The administrative assistant will notify administrator (Principal/Superintendent)
 - 3) The administrator will direct the initial search of school/grounds. This will include all available personnel.
 - 4) Do not alarm/involve other students unless directed by the administration.
 - 5) If the initial search is unsuccessful, the office will call 911 and continue the search.
 - 6) The office will notify the parent(s)/legal guardian.
 - 7) The office will notify in Cassoday:
a) Cassoday Post Office – 620-735-4471
- In Rosalia:
a) Rosalia Post Office – 620-476-2282

Breakfast/Lunch:

Breakfast Grades PreK-12	\$2.45	Reduced (must qualify)	\$0.30
Lunch Grades PreK-5	\$3.35	Reduced (must qualify)	\$0.40
Adult/Guest Breakfast	\$3.65	Adult/Guest Lunch	\$4.75
Classroom milk \$0.50/each or \$10.00 for a card of 20			

Many of our students have been taking advantage of the breakfast program and it will reflect on the student's lunch account. If you do not want your child to participate, please notify the school. Call the Primary school at (620) 735-4428 or the Intermediate school (620) 476-2218 or put a note in your child's communication folder.

Parents/guardians are encouraged to purchase at least 10 days or more of meals at a time. Students are allowed to charge meals until they reach a -\$20.00 balance on their student account. After the account reaches a -\$20.00 balance, the student will be given a sack lunch that consists of a cheese sandwich, bag of chips and milk.

Parents/guardians are responsible to ensure that their child receives a meal daily by closely monitoring the dates of his/her tickets and responding to the reminders immediately.

Bullying and Harassment Policy:

It is our policy to maintain a safe learning environment that is free from all forms of bullying, such as racism, harassment, intimidation, and cyber-bullying. Students, staff, and the school community are expected to conduct themselves with upright character, and demonstrate respect, civility and dignity toward others. We prohibit all forms of bullying or harassment on or while utilizing school property, in a

school vehicle (including any private vehicle used to transport students or staff members to or from a school-sponsored activity or event) or at a school sponsored activity or event. This policy is not intended to prohibit respectful and appropriate expression of religious, philosophical, or political views, provided that the expression does not violate the terms of this policy.

Bullying is defined as:

Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically, mentally, verbally, or emotionally; i.e. striking, shoving, kicking or otherwise touching a student or staff member in an offensive manner or subjecting such person to offensive physical contact; insulting, taunting or challenging another student or staff member, name calling, making rude gestures, insulting or teasing others, gossiping, starting or spreading rumors, or teasing about clothes or looks, with the intent to humiliate, intimidate, threaten, ostracize, or embarrass students or staff members;
- 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; i.e. making a verbal or non-verbal expression that causes another student to feel devalued, pressured, threatened or endangered because of reasons that include, but are not limited to, such person's race, color, national origin, ancestry, sex, religion, or disability that creates an intimidating, hostile or offensive educational environment, or interferes with the educational opportunity of a student, or physically harming, restraining, threatening or stalking another student or employee, or a combination of any of the aforementioned;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Cyber-bullying is defined as:

Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites; or i.e. directing anonymous communications to another student or staff member, at inconvenient times or with the use of offensive language, on campus or other school premises, in a school vehicle or during a school-sponsored activity or event whether on or off school premises; any other form of intimidation or harassment prohibited by school policy.

Harassment is defined as:

Making unwelcome sexual advances; Cyberbullying, which includes intimidating harassment or creating a false profile on Facebook®, Snapchat®, Instagram®, Twitter® or any other social media outlets.

- Engaging in improper physical contact;
- Making improper sexual comments;
- Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual, or "unwholesome"
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment (This can be intentional or unintentional);

- Engaging in bullying, cyber-bullying, or conduct defined as sexual harassment with the intention to frighten, coerce, intimidate, abuse or alarm another student or staff member.

Awareness

- Annually, as part of the required in-service training for all school staff, the principal, or designee shall arrange for bullying awareness and response training.
- At the beginning of the school year, and as needed, the principal or designee shall ensure that the student body, parents, and staff, are familiar with the policy and procedures regarding bullying, cyber-bullying, and harassment.
- Throughout the year we will continue to educate students about cultural awareness, respecting each other's differences, and promoting what we have in common by inviting diverse speakers to lead workshops, etc.

Reporting

- It is considered the responsibility of all students and staff members to report acts of bullying to the principal or designee as soon as reasonably possible, and at least within 24 hours of the incident.
- Students, staff members, and parents should report acts of bullying to the principal or designee in person, by electronic means, or by leaving a note.
- All such reports are to be taken seriously by the principal or designee. The school administration and staff will support students and coworkers who make good faith reports. Reprisals or retaliation for good faith reports are prohibited. The principal or designee shall determine the discipline and appropriate action for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act.
- Students, parents, and staff are prohibited from knowingly making a false accusation of bullying. The discipline for a person found to have knowingly; falsely accused another person may include remedial action and/or discipline up to and including expulsion/suspension.
- The principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal or designee shall conduct a prompt, thorough and complete investigation of the report. Such investigation should, under ordinary circumstances, take place within three school days after the report is made, and parents of the students involved should be notified within 24 hours of the completion of the investigation.
- When a report has been made, parents of all parties involved will be notified by the end of the school day that a report of bullying has been filed.
- The principal or designee is responsible to provide, to the extent appropriate, a strategy for supporting and protecting victims from additional bullying and/or retaliation, to potentially include counseling, support services, intervention services and such other reasonable remedies within school resources to end the bullying and reassure the victims safety.
 - Parents and students will be surveyed annually in an attempt to measure the effectiveness of our bullying policy.

Intervention Steps and Disciplinary Measures

- Intervention steps and/or disciplinary measures for violation of this policy will be determined by the principal or designee. The measures will be unique to the individual incident and may vary in method and severity according to the nature of the behavior, the developmental age of the

student(s) involved, and each student's history of problem behaviors and performance. The measures may include remedial action and/or discipline up to and including expulsion/suspension.

- Intervention steps and/or disciplinary measures will be designed to attempt to correct the problem behavior, prevent another occurrence of the behavior, protect the victim of the actions, and restore a proper relationship between the persons involved.
- Intervention steps and/or disciplinary measures shall be determined by the principal/designee using the disciplinary consequences section of the parent/student handbook.

In all situations involving bullying or harassment, we will address the harmful behavior, and will support the victims and the witnesses who report it. The school recognizes that bullying and harassment can affect the entire school culture and is counter to the school's mission and core values. We will work to equip students to know how to respond whether they are a witness or the victim of a bullying incident. The school will take reasonable steps to adhere to the bullying policy so that all students can safely learn, teachers can safely teach, and the staff can safely perform their duties.

The intent of our school is to use alternatives to expulsion by firmly addressing bullying behavior through temporary suspensions, character education, restitution, restorative justice and counseling to teach appropriate behavior. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps as outlined in our parent/student handbook. In those instances, the school reserves the right to suspend or expel the student immediately. In addition to any disciplinary actions taken, the school will, to the extent possible, use counseling and consequences that involve learning or building empathy to teach and help prevent future bullying. The goal will be to help ensure offending student(s) understand how their actions are harmful to others, eliminate bullying behavior, and minimize its effects. Please reference the disciplinary consequences section in the parent/student handbook for additional information.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of sexual nature when made by a member of the school staff to a student or when made by any student to another student. Any student who believes he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. Sexual harassment may include, but is not limited to:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implication
- unwelcome touching; or suggesting or demanding sexual involvement

Specific examples of sexual harassment include:

- making sexual comments or jokes
- looking or gesturing in a sexual manner
- touching, grabbing, pinching in a sexual way, brushing up against
- flashing or mooning
- spreading sexual rumors about an individual
- pulling clothing in a sexual manner
- showing or giving sexual pictures, messages, or notes
- writing sexual messages/graffiti on walls, in locker rooms, etc.
- forcing a kiss on someone
- calling someone gay or lesbian
- forcing someone to do something sexual other than kissing
- spying while someone is showering or dressing

Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964. All forms of racial harassment are prohibited at school, on school property and at all school – sponsored activities, programs, or events. Any student who believes he or she has been subject to racial discrimination should report the problem to the principal, guidance counselor or other certified staff members.

Buses:

Any pupil who wishes to ride a bus to which he/she is not assigned must bring a note from his/her parent or guardian or call the school office. The information will be recorded in the office and given to the student to present to the bus before he/she will be permitted to ride the bus.

Cell Phone/ Electronic Policy

Personal electronic devices will not be used in the school building unless given special permission by the teacher and administrator. Owners are responsible for their own device.

The use of cell phones and other electronic devices (like smart watches, tablets, etc.) in school is proving to be very disruptive to the educational environment. These items are not required because any time there is an emergency the student will be notified by the office. For the purpose of this policy, the words “cell phone” shall include all other non-school issued electronic devices.

Students will NOT be allowed to have their cell phones during the school day. Students will be allowed to bring cell phones to school and then put phones in lockers. Students **MAY NOT** use phones during school time 8:00 – 3:30.

Cheating/Academic Dishonesty:

Any attempt to obtain credit for work done by another **is totally unacceptable at Flinthills Primary and Intermediate Schools.** This includes cheating on tests, copying work of others, copying word-for-word from published works and similar activities.

When a student participates in a form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents/guardians will be notified.

Closing of School:

Should it be necessary, unscheduled closing of school will be announced on these platforms:

KWCH TV Channel 12 KAKE TV Channel 10 KSN TV Channel 3
Flinthills USD 492 All Call Flinthills USD 492 Facebook

Complaint or Concern:

If a student or parent/guardian has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. **Contact the person that you have a complaint about** to discuss the situation.
2. If the problem still exists, **contact the principal.**
3. If the problem is still unresolved, **contact the superintendent.**

Computers:

Students will use computers and technology in the proper way. If technology is used incorrectly disciplinary action will be taken that may include loss of computer privileges.

Conduct:

During school, bus trips, or school-sponsored activities, students are to follow directions of any school personnel and adopt rules and policies set forth by USD 492. Each classroom teacher will communicate his/her classroom rules and expectations. Students are expected to conform to each teacher's classroom rules and expectations. Failure to conform to any rules, policies, or expectations will initiate the school discipline plan.

Cafeteria conduct:

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line, or failure to properly dispose of lunch trays or litter will result in disciplinary action.

Running:

No running, skipping or fast walking in school. This includes the lunchroom area, hallways, lobby, classroom, etc.

School Sponsored Activities conduct:

Flinthills Primary and Intermediate students should remember that while attending any school-sponsored event, they are under the jurisdiction of the school and should behave accordingly. Students should remember that they are representatives of Flinthills School District.

Crisis Plan:

The Flinthills school district has a crisis plan to be followed in case situations develop that seriously disrupt the school day. Codes are posted in each classroom and students and staff are trained in the proper response.

Detentions:

Teachers and/or the administration may request students to stay after school to serve a detention as a consequence for inappropriate behavior. In most cases, students will be provided 24 hours to make arrangements to stay. Detentions will be from 3:30 to 4:15. Days for serving detentions may

be changed at request of parents, if agreed upon by the principal. Detentions not served will be doubled. Refusal to serve warrants an in school suspension.

Dress Code:

We all must have pride in the way we dress. Students wearing shorts or dresses/skirts must follow the “Flinthills Primary/Intermediate Dress Code”. The shorts/dresses/skirts must be below the fingertips of the student when their arms are straight down their sides. The tank tops worn by the students must have a strap that is three fingers wide. No off-the-shoulder shirts or shirts with any message advertising sex, drugs, alcohol, tobacco, or any questionable/unlawful behavior. All shirts must **at all times** cover the student’s stomach. Students wearing “inappropriate” clothes will be supplied with appropriate wear to change into, to be returned at the end of the day. The building principal and/or teacher will decide “Inappropriate” dress.

Drug, Alcohol, and Tobacco Education

All the district's students shall be made aware of the legal, social and health consequences of drug, alcohol, and tobacco use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit/illegal drugs, alcohol, and tobacco. Students shall also be informed that the use of illicit/illegal drugs and the unlawful possession and/or use of alcohol and tobacco are both wrong and harmful. Students 18 years old enrolled in Flinthills schools are prohibited to possess and/or use tobacco by school policy on school grounds or at school-sponsored activities and will be subject to school disciplinary policies.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

ESOL

Home Language Survey - given to all students when they enroll for the first time in a school. If a language other than Eng is listed anywhere on the form, the student gets assessed for Eng Lang Proficiency.

English Language Assessment – If Home Language Survey indicates, the student is assessed using the LAS, IPT, KELPA, KELPA-P, or LPTS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains, s/he is eligible for ESOL services.

Parent/Guardian Notification Letter – parents/guardians must be notified (in a language they can read) within 30 days of the beginning of the school year, or within two weeks of a child being placed in ESOL services if they arrive after the beginning of the school year. Letter must include why the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL and a description of other methods used in the school, how ESOL will help their child learn Eng and meet academic standards, exit requirements, parent/guardian rights (right to remove their child from ESOL at their request, right to not enroll their child in ESOL, right to choose another program available in the school). If parents/guardians choose any of those options, they should contact the ESOL program personnel so that they are fully aware of what they are doing and how their child’s education may be affected.

Individual Learning Plan – Each student will have an ILP detailing their assessment scores, programs they are placed in, how many hours of instruction will be provided (should be at LEAST 30 minutes a day), who will deliver the instruction, end of year assessment results (KELPA) and what should be done next year.

Teacher qualifications - Teachers providing instruction to ELLs should be endorsed or working on endorsement.

Exit criteria – Students must score “Fluent” on all four domains and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, they are monitored for two years.

Monitored – students are observed by classroom teachers, etc. for any signs of regressing or not keeping up with their peers. Grades are looked at, participation in class, KELPA results, etc. to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that they are less than fluent, they may be placed back in ESOL. (Schools do not get funding for Monitored students, but they are included in AYP as part of the ELL subgroup.)

Evacuation of Building:

1. The principal will determine the need for evacuation and notify staff accordingly.
 2. The principal and/or designees will be assigned an area of the building to evacuate. They will check every room in the area and announce “EVACUATE THE BUILDING.” Proceed immediately to designated places of safety.
 3. Follow fire drill procedure and load the bus.
 4. Notification of 911.
Notification to the District office.
 5. Transport by bus to the designated site.
- All clear to return will be given verbally by the administrators in charge

Field Trips:

1. Field trips and excursions are encouraged when a reasonable educational objective can be established.
2. Permission slips to attend **ALL** field trips will be signed at enrollment. Parents/guardians will receive notification slips for each trip prior to its date. The teacher shall notify the principal of each trip planned and of the resources needed in advance of the trip. The principal shall develop appropriate forms to notify parents/guardians of forthcoming field trips. Said form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel and anticipated costs to the student. The notification form shall include a space where a parent/guardian may ask that his child be excused and the reasons for the excuse.
3. Students must report to school as normal on the morning of the field trip for attendance purposes. Students must ride the bus with their teacher and classmates to the field trip location. If leaving from the field trip location with a parent/guardian, the parent/guardian must notify and sign out with the teacher.

Fire Drill Procedures:

Procedures for fire drills are posted in each room. Each teacher will follow the proper procedure.

1. Shut your classroom door.
2. Check restrooms, special classrooms, etc. as you are going by.
3. Teachers take students to designated areas.
4. Account for all your students, keep children quiet and controlled.
5. Return when all-clear is sounded.

Food and Beverages at School:

Everyone must work together to keep our school attractive. No food, drink, gum or candy is allowed in the classroom unless authorized by the teacher/principal.

Good Standing:

Students must be in good standing to participate in special activities. If you are given a detention or suspension, you are not considered in good standing. The activity missed will be the first activity after 24-hour notice to parents/guardians, but within the next (5) days. If you reach level four of the discipline plan, participation is affected for the entire week.

Grades and Grade Reports:

Grades will be issued for each nine-week grading period and sent home with students. Progress reports or down slips will be issued after the 4th or 5th week of each nine-week grading period. Any student that is doing D or F work in a class or unsatisfactory work shall receive a progress report or down slip and may be required to attend tutoring sessions in the morning before school starts.

Grades PreK- 2 Scale

E	Exceeding Standard
M	Meets Standard
P	Progressing Towards Standard
N	Not Meeting Standard
AS	Adaptive Standard

Grades 3 - 5 scale

A+	100-100	B-	83-80	D	66-64
A	99-94	C+	79-77	D-	63-60
A-	93-90	C	76-74	F	59-0
B+	89-87	C-	73-70		
B	86-84	D+	69-67		

Grievance Procedure

The USD 492 Board of Education recognizes the right of students and employees to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between USD 492 Flinthills, its employees, and students.

The procedures for processing grievances will be as follows:

- Should a student or employee feel, after oral discussion with his or her immediate supervisor or administrator, that personal rights under USD 492 policy have been violated, he or she may originate a grievance. The complaint must be in writing asking for a hearing with the program coordinator within 42 calendar days after the alleged violation.

- Within 14 calendar days after the written request has been submitted, a hearing with the program coordinator will take place. At this time the employee or student will submit information to support the grievance. The coordinator will tape-record or have a stenographer record the hearing for accuracy. The complainant may have a designated representative at this meeting. Within seven (7) calendar days the coordinator will communicate with the complainant in writing with his decision.
- If the complainant does not feel that the decision was correct, within 14 calendar days he or she may appeal to the USD 492 Board of Education for a hearing. The President of the board will direct the administration to place the hearing on the agenda of the next regular board of education meeting. The tape or written record of the hearing with the program coordinator will be given to the President to distribute to the board members. The hearing will be in executive session. The complainant may have a designated representative.
- Within 21 days of the hearing, the USD 492 Board of Education will send its decision in writing to the complainant. The decision of the board is final.

If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

- Dept. of Kansas Commission on Civil Rights Health, Education & Welfare
- Office for Civil Rights
- Equal Employment Opportunity

Report to Local Law Enforcement

USD 492

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of incident
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: _____

Administrator or other school employee

c/superintendent, USD 492; c/student's file/employee's file as allowed by applicable negotiated language

Hats:

Students will not wear hats or sunglasses **in the building during school.**

HIPAA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Holiday-related activities:

At enrollment, parents/guardians will be given the opportunity to grant permission for students to participate or not participate in holiday-related activities.

Homeless Students

Homeless students are entitled to all of the educational rights and privileges of other students. Contact the superintendent or building principal with questions.

Homework:

If a student is ill, he/she is responsible for picking up the assignments and books the day the student returns to school or has made other arrangements to get the assignments and books home. If he/she knows he/she will be absent from school, he/she is responsible for picking up the assignments and books before the student is absent. Students who do not finish their school work during the school day will have homework that is due the following day. Late work may result in reduced credit.

Internet use in school:

At enrollment, parents/guardians will be given the opportunity to grant permission for students to explore the Internet. Please note that students will not be visiting “chat rooms” or inappropriate websites. An adult will supervise all of the Internet activities. At **NO** time will the students be allowed to have free access to the Internet.

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damages they cause to school equipment or supplies.

USD 492 Flinthills
iPad/Chromebook Policies and Procedures
USD 492 Computer Loan Agreement by Student and USD 492

Student: _____ iPad/Chromebook Number: _____

Grade: _____ Home Phone: _____

Date Issued: _____

The following information is designed to specify the consequences and / or reimbursement fees students may acquire for the loss of a computer or damages to a district device if it is determined that the damages are a result of student negligence. The above computer and case is being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the computer and ensure that it is retained in a safe environment. This computer and case is the property of Flinthills Public Schools and is being loaned to the student only for educational purposes during the Academic School year. Students may not deface or destroy this property in any way. Equipment loss and/or damages resulting from student negligence will be the responsibility of the student. Examples of such negligence include, but are not limited to...

1. Mishandling or physically damaging equipment.
2. The frequent misplacement of equipment by leaving equipment unattended in the cafeteria or on top of lockers.
3. Moving or re-configuring equipment such as intentional picking, removal of external or internal components/parts.
4. Spilling liquids or other substances.
5. Purposeful or repeated dropping of device.
6. Keystrokes to disrupt testing progress/end/suspend functionality.
7. Keystrokes to initiate disruptive sounds or screen flashing.
8. Using equipment for any purpose other than that for which it was designed

These above actions will not be tolerated and will result in student referral for discipline. Students are also required to show all screens at all times. Refusal to display screen or quickly minimizing or closing of screen to prevent staff from viewing content will also result in referral for discipline. If it is determined that damages resulted from negligence, or that a student has lost their device due to irresponsible behavior, the student responsible for the damage will receive notice from the Primary or Intermediate School office. The student may then be charged in full or in part for repair costs. Other disciplinary actions if students fail to comply with these expectations and/or the regulations governing the use of the district's devices will result in disciplinary action. Flinthills Primary School and Flinthills Intermediate School reserve the right to deny individual users access to the district's technology devices as a consequence of misuse.

Inappropriate material on the computer may result in the student losing their right to use this computer and potential prosecution. The equipment will be returned to the school on a date determined by USD 492 or sooner if the student is suspended or expelled from school, the Student leaves USD 492 or Student fails to comply with the terms of this agreement or the school's Acceptable Use Policy. **Student agrees that in the event the computer is out of Student's possession for a period of 48 hours or Student believes the computer has been stolen, Student will immediately notify a Flinthills administrator and file a report with the Butler County Sheriff's Department.**

The student is responsible for the cost of replacement or repair of the computer. In addition, Student and Parent agree to indemnify USD 492 against any claim, suit or damage occurring during or resulting from Student's possession or use of the Computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Student's use of the District's computer.

COMPUTER USAGE

The computers and district network have been established for educational purposes. An Acceptable Computer and Network Use Policy must be reviewed and signed by any student and their parent/guardian who intends to allow their child to use the district network. The network is defined as desktop computers, building networks and/or the internet. Inappropriate use, including any violation of the policy conditions and rules, may result in cancellation of network privileges, suspension, expulsion or other disciplinary actions administration deems necessary.

Parent/Guardian signature on the Acceptable Computer and Network Policy indicates that they approve of their child's use of the internet as an educational tool. Failure of the parent to sign this document will result in their child's exclusion from Internet use and computer access. The District's computer may be used only in accordance with the District's policies and rules. Student acknowledges and agrees that Student's use of the District's computer is a privilege and Student acknowledges Student's responsibility to protect and safeguard the District's computer and to return the same in good condition and repair.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and network are intended to enhance the learning of students. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #492 concerning use of computers and networks will result in disciplinary action. There are three levels of consequences, while the levels may be implemented in order; nothing prevents the administration from selecting any step depending on the facts and severity of the violation.

LEVEL 1 WARNING

The student will be subject to a written technology violation as indicated in the discipline code. The student will also lose computer/internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in the conference.

LEVEL 2: PATTERN OF ABUSE, REPEATED ABUSE OR FLAGRANT VIOLATIONS

Students who, after a Level 1 warning, continue to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/internet privileges for the remainder of the school year and recommended for suspension.

LEVEL 3: SUSPENDABLE OFFENSE

Students could be suspended from school (removal for five days or more) if he/she engages in conduct that violates the USD #492 Flinthills Computer and Network Acceptable Use Policy.

The District hereby acknowledges receipt of the sum of **\$50.00** for the rental fee. Student and parent agree the computer equipment is to be used only for school purposes and in accordance with USD 492 computer use policies and instruction. If Student fails to return the computer as provided by this agreement, USD 492 will presume Student intended to retain possession with a criminal intent.

Parent's Signature: _____ Print Name: _____

Student's Signature: _____ Date: _____

Signature of District Supervisor: _____

Lice:

The Kansas State Department of Health and Environment regulation concerning head lice reads as follows: “Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the National Association of School Nurses advocate that children should not be excluded for lice or nits. Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard. CDC states that the burden of unnecessary absenteeism to the students, families and communities far outweighs the perceived risks associated with head lice.” Please report all cases to the school office. While at school any student who is infested with lice will have their parent/guardian notified.

Lockers and locks:

Students are not to bring their own locks to school and place them on lockers or other school property. Locks placed on lockers, etc. will be cut off.

Lost and Found:

Articles that are found should be taken to the office where a “Lost and Found” box is kept. Likewise, anyone who loses something may inquire about it at the office. Periodically we will dispense of unclaimed items.

Medication Administration:

According to law, the school can no longer give medication of any kind to a student without parent/guardian and doctor permission. Medicine will be kept locked in the nurse’s office and administered by the nurse or student and supervised by a staff member. A form is available in the nurse’s office and must be kept on file. If the student is on a regular medication and that medication changes throughout the school year, the parent/guardian must fill out a new form before the medication can be administered.

Notice of Nondiscrimination:

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral, age, or disability in admission or access to, or treatment or employment concerning USD 492 compliance with the regulations implementing Title VI of the Civil Right Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact USD 492 Superintendent, P.O. Box 188, Rosalia, Kansas, 67132, (620) 476-2215. The Superintendent has been designated by USD 492 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Kansas City Office, Office for Civil Rights, U.S. Department of Education,

8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

Permission to Treat:

At enrollment, parents/guardians will be given the opportunity to authorize officials of Flinthills Schools to contact directly the persons named on the enrollment form, and authorize the named physician to render such treatment as may be deemed necessary in the event of an emergency of said child.

Photograph Permission:

At enrollment, parents/guardians will be given the opportunity to give permission for their child to be videotaped, photographed and to appear in the newspaper, yearbook and Flinthills Flyer for any school activity.

Physical Education:

Students must participate every day in physical education classes. In the event of sickness or injury, the student must have a written excuse from a parent or guardian. After (3) consecutive days, a doctor's note is required. Students **must** wear P.E. shoes.

Pop Machine:

The pop machine is for staff use. The only time students may purchase pop is when teachers have given permission.

Public Displays of Affection

Public displays of affection in school or on the school grounds are prohibited. The PDA policy is effective during school hours, at all school activities, and in the school parking lot.

Retention:

Students not meeting the outcomes of their grade will be considered for retention. Students who have an I.E.P., a 504 plan, or a physiological condition that prevents or substantially inhibits learning are exempt from this policy.

Serious Injury/death:

The crisis team will follow the crisis plan. A copy of the crisis plan is available upon request.

Sickness at School:

If a student becomes ill during the school day, he/she shall report to the nurse's office, who will contact a parent or guardian. If no one can be reached, the student will be kept at school. **It is the duty of the school to protect all students from exposure to disease or from possible complications of a disease already present. Any student who appears to be ill or is suspected of having an infection or contagious disease will be excluded from attendance.** When a child is sick at school, they are not allowed to ride the bus home. Parents/guardians will need to pick up the child at school.

- **No student will be allowed to attend school with a temperature of 100 degrees or more and should stay home until the temperature has been less than 100 degrees for 24 hours without fever reducing medications.**
- **A student with a strep infection will be excluded from school until antibiotics have been taken for a full 12 hours.**
- **Any child experiencing an episode of *diarrhea or vomiting* will be sent home and may return to school only after being *free of these symptoms* for 24 hours.**

Student Standards of Behavior

In order to show **respect, maintain safety, and focus on learning**, I will:

- 1. Follow directions the first time.**
- 2. Speak using polite language, volume, and tone.**
- 3. Keep hands, feet, and objects to myself.**
- 4. Be where I am supposed to be.**
- 5. Take care of school property and personal belongings.**
- 6. Walk quietly in the hallways so I do not disturb other classes.**

Disciplinary Actions:

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Descriptions of Expectations:

Classroom Behavior:

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Behavior in Halls:

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Behavior in Restrooms:

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, reduction or loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

Behavior in Lunchroom:

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and

practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom, reduction or loss of recess privileges; suspension.

Behavior on Playgrounds/Recess:

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Behavior on Bus:

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school buses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, reduction or loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension.

Behavior During School Sponsored Activities/Field Trips:

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, reduction or loss of recess privileges, in-school suspension, exclusion from future activities, suspension.

Excessive Tardiness, Truancy, Leaving School Without Permission:

Students must be on time for school and in their classrooms by 8:00 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to law enforcement.

Dress:

School personnel may advise students about appropriate dress, footwear, and grooming for school, but they may not discipline students for their style of dress or grooming unless it:

- is likely to cause or causes a disruption to school activities or the educational environment;
- endangers health and safety;
- fails to meet a reasonable requirement of a course or activity, e.g., physical education class, specific field trips or day trips.
- is associated with gangs;
- is lewd, vulgar, obscene, or revealing;
- promotes the use of drugs, tobacco, intoxicants or inhalants.

Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, suspension.

Fighting/Physical Aggression:

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Cheating or Plagiarism:

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Inappropriate Use of the Computer Systems:

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member

Possible Consequences: Staff/student conference, parent notification, referral to the administration, reduction or loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement.

Incendiary Devices:

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Physical Attack on Staff or Fellow Student:

This includes any aggressive physical battery on a staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Threats and/or Verbal Abuse:

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Teasing, Verbal or Non-Verbal:

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased, reduction or loss of recess privileges, in-school suspension, suspension.

Malicious Pranks and Pseudo Threats:

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

Acts of Hate / Violence:

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Inappropriate Language/Gestures:

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Sexual Harassment:

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion.

Theft/Extortion:

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, reduction or loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Theft/Burglary:

This is taking something which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, reduction or loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

Insubordination/Disrespect:

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, para-educators, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, detention, in-school suspension, suspension.

Destruction of Property/Vandalism:

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement.

False Fire Alarm:

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, reduction or loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Weapons:

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited.

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, reduction or loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Possession of Communication and Other Electronic Devices:

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, reduction or loss of recess privileges, in-school suspension, suspension.

Telephone permission:

At enrollment parents will be given the opportunity to give permission to have their telephone number released for any school-related activity.

Telephone use:

Responsibility needs to be worked on at all grade levels, therefore, students **will not use the telephone** during regular class time unless it is an **emergency** or at teacher request. Forgetting something or permission to go home with a friend is **not considered an emergency situation.**

Tobacco Use:

It is against the law of the State of Kansas for minors to be in possession of tobacco products. This means that students may not use tobacco in the building, on the grounds, or while sitting in a car while here for school purposes. It also means that students are not to use tobacco while attending any school activity. It is also a violation for a student to carry tobacco inside the school building. Violation will result in in-school or out-of-school suspension. Tobacco use in any form by any member of the public is prohibited. (BOE Policy GAOC)

Tornado Drill Procedures:

Procedures for tornado drills are posted in each room. Each teacher will instruct students as to the proper procedure.

1. Teachers take students to designated areas.
2. Check restrooms, special classrooms, etc. as you are going by.
3. Account for all your students, keep children quiet and controlled.
4. Return when all clear is sounded.

Valuables at School:

Students are responsible for their personal property. Personal property should be taken home after school and when at school kept in the student's locker. Be smart and take care of any valuable items by leaving them at home.

Visitors:

We sincerely encourage parents/guardians/VIP to be interested in the activities of their children and their school. All visitors **must check in with the office upon arrival**. We do not encourage visits any week when standardized tests are given. Students who are not enrolled at 492 may not attend classes with their friends.

Weapon Free School

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, including knives, on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, including pocket knives, any item being used as a weapon or destructive device, (as per Kansas State statute) or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

Flinthills Discipline Plan:

For our school to be an effective place for students to learn and teachers to teach there must be a safe and orderly school environment. To maintain a safe and orderly environment we will use the following levels of disciplinary steps, **all at the discretion of the teacher and principal**. All students are encouraged to solve their discipline problems at the lowest level. Any violation not addressed in the handbook will be handled in USD 492 Discipline Guidelines. The Discipline Plan levels are:

- Level one - warning
- Level two - time out of class
- Level three - detention after school
- Level four - in-school suspension
- Level five - out-of-school suspension
- Level six - expulsion or homebound placement

In-school Suspension:

Students may be assigned in-school suspension by the administration for infractions of school rules and USD 492 policy. Students may receive from 1 to 5 days of in-school suspension.

Examples are:

Cheating	1 to 5 days
Disruptive behavior	1 to 5 days
Excessive tardiness	1 to 5 days
Fighting	1 to 5 days
Leaving building without permission	1 to 5 days
Possession or use of tobacco or alcohol	3 to 5 days
Skipping class	1 to 3 days

Threats to others (verbal/ physical) could result in suspension / expulsion.

All students assigned to in-school suspension are to bring all books and materials with them.

Assignments will be collected for the student to work on, full credit will be given for that work. A student may not participate in extracurricular activities while serving in-school suspension, and of course, good standing would be affected.

Out of School Suspension:

Students who fail to conform to rules, policies, and expectations for a prolonged period of time or endanger the safety of any person may be suspended out of school for a period of 1 to 5 days. In most cases, levels to five of the discipline plan will precede out of school suspensions from school. Work missed must be turned in but only full credit will be given. Students suspended out of school may not attend any school functions. Violations such as: Fire code violations, possession of illegal weapons, threatening someone, consumption or possession of drugs, vandalism, tobacco use, and others, are addressed in the “USD 492 Discipline Guidelines.”

Expulsion or Homebound Placement:

Any students who display persistent behavior problems make themselves eligible for expulsion or homebound placement. In the event that the student is recommended for expulsion from school, the student and student’s guardians will receive written notice of the intent to expel the student. Within 5 days of the notice date a due process hearing will be afforded to the student, student’s guardians and counsel to appeal the decision. A hearing officer will be appointed and they will make a decision to uphold or decline the expulsion.

FLINTHILLS USD 492 BUS TRANSPORTATION RULES

1. Follow your bus driver's directions and observe all bus transportation rules.
2. Be ready to board the bus when it arrives.
3. Always stand a safe distance from the road when awaiting your bus.
4. When approaching or leaving your bus, if you must cross the road, always cross in front of the bus where the driver can see you.
5. The bus driver has the right to assign seats.
6. Please remain seated while the bus is moving. Do not change seats without the permission of the driver.
7. Be courteous. Treat other students and the driver as you would like to be treated.
8. Do not use profanity (curse words).
9. Violence or destruction of property is prohibited.
10. Riders listening to electronic devices must use earphones.
11. Help the driver keep the bus clean by not littering.
12. Keep your arms and head inside the open windows at all times.
13. Keep the aisles clear of book bags or clothing.
14. Avoid horseplay or excessive noise that can distract the driver.
15. Leave the emergency exits unblocked and accessible. Use them only in emergencies.
16. For your safety and the safety of others, do not distract the driver through misbehavior. All bus riding problems should be discussed with the driver at the end of route.
17. Do not distract the driver in any way. If you have a problem, please talk to the driver at the end of the morning route.
18. Sodas and drinks are not to be taken on the regular routes.
19. When a child is sick at school, they are not allowed to ride the bus home. Parents/guardians will need to pick up the child at school.

Violations of bus riding rules **may be reported by the bus driver to the building principal** and could result in disciplinary measures and possible loss of bus riding privileges. Generally the following action will take place, but more severe situations may result in immediate removal from bus riding privileges and/or additional disciplinary consequences at the principal's discretion.

First slip, warning, and phone call to parent/guardian

Second slip, warning, possible P.M. Detention, possible ISS, or possible 1-2 days off the bus and call to parent/guardian.

Third slip, off the bus 3 days and call to parent/guardian

Fourth slip, off bus pending the outcome of parent/guardian conference with building principal, parent/guardian and bus driver

Administration will communicate with the parents/guardians after each disciplinary report.

Flinthills USD 492 Safety Guidelines

Designated Door Entrances for Specific Groups of Students:

Bus Riding Intermediate Students - West Gym South Entrance
 Bus Riding MS & HS Students - West Cafeteria Doors
 Dropped Off MS & HS Students - Main High School Entrance
 Dropped Off Intermediate and Primary Students - Int. North Main Entrance then go to West Gym
 All Bus Riding Primary Students will Remain on the Bus until the Transfer Bus Arrives

Primary	Intermediate
<ul style="list-style-type: none"> • Handwashing/Sanitizing - Students and staff will wash or sanitize hands frequently. • Desks and/or tables will be wiped down throughout the day. • Transition times - minimize congregating and/or passing other classes in the halls. 	<ul style="list-style-type: none"> • Handwashing/Sanitizing - Students and staff will wash or sanitize hands frequently. • Desks and/or tables will be wiped down throughout the day. • Transition times - minimize congregating and/or passing other classes in the halls.
<p>Lunch</p> <p>11:15-11:45 Pre K 11:20-11:50 K 12:00-12:30 1st 12:05-12:35 2nd</p>	<p>Lunch</p> <p>10:52-11:22 3rd 10:54-11:24 4th 10:56-11:26 5th</p>
<p align="center">Dismissal</p> <ul style="list-style-type: none"> • Wait in classrooms until the bus is ready. • Parents/guardians wait in cars until the bus leaves. 	<p align="center">Dismissal</p> <ul style="list-style-type: none"> • Staggered dismissal by class to get on the bus.



Home of the Mustangs