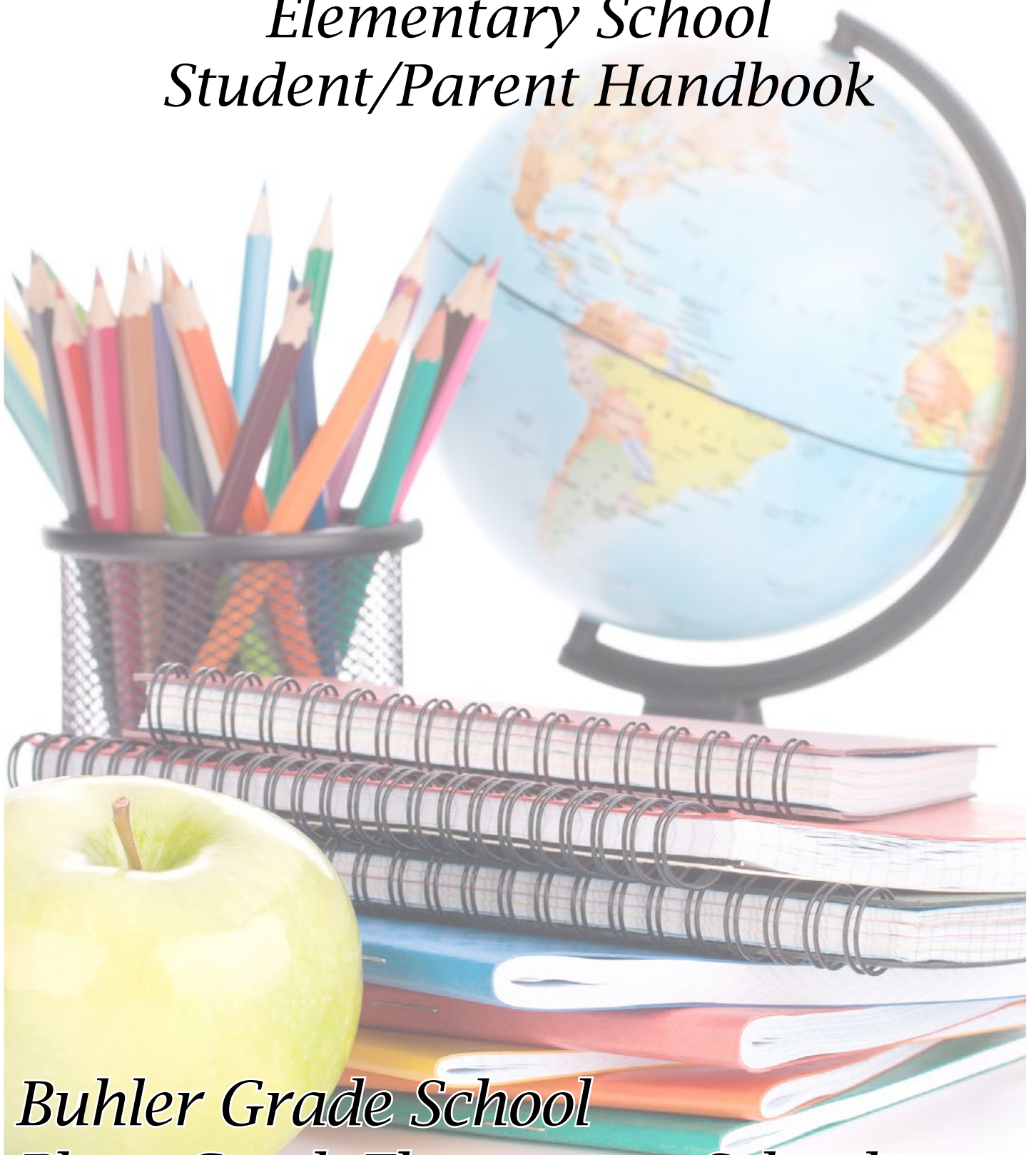


*Buhler USD 313
Elementary School
Student/Parent Handbook*



*Buhler Grade School
Plum Creek Elementary School
Union Valley Elementary School*

Buhler USD 313

Student/Parent Handbook

Table of Contents

<i>District Directory</i>	<i>Page 2</i>
<i>About Buhler USD 313</i>	<i>Page 3</i>
<i>District Map</i>	<i>Page 5</i>
<i>Character Counts</i>	<i>Page 6</i>
<i>Instructional Program</i>	<i>Page 7</i>
<i>Attendance and Discipline</i>	<i>Page 9</i>
<i>Student Policies</i>	<i>Page 11</i>
<i>Student Health and Welfare</i>	<i>Page 18</i>
<i>Student Services</i>	<i>Page 21</i>
<i>General Information</i>	<i>Page 24</i>

Buhler Grade School
Plum Creek Elementary School
Union Valley Elementary School

District Directory

Buhler USD 313 Board of Education

<u>Board Member</u>	<u>Term Expires</u>	<u>Telephone</u>
Monte Cross	Jan. 2018	620-727-7633
Laura Meyer Dick ...	Jan. 2018	620-662-2919
Greg Lackey	Jan. 2018	620-960-2027
Marilyn Bolton	Jan. 2020	620-663-1996
Vernon Goerl	Jan. 2020	620-665-5620
Matt McCabe	Jan. 2020	785-532-8970
Cliff Wray	Jan. 2020	620-200-3740

The Buhler USD 313 Board of Education meets the second Monday of each month. Meetings are at 6 p.m. at the Burkholder Administrative Center, 406 West 7th, Buhler, and are open to the public.

Burkholder Administrative Center

406 West 7th
Buhler, KS 67522
620-543-2258
Toll-free: 1-888-662-8801

Mike Berblinger, Superintendent of Schools
Dr. Perry McCabe, Business Manager
Cindy Couchman, Asst. Superintendent of Learning & Instruction
Kay Cox, Food Service Coordinator

Buhler High School

611 North Main
Buhler, KS 67522
620-543-2255 • 620-665-8522
Toll-free: 1-888-662-8802
www.usd313.org/bhs

Mike Ellegood, Principal
Kevin Abbott, Assistant Principal
Gregg Gordon, Asst. Principal/Athletic Director

Prairie Hills Middle School

3200 Lucille Drive
Hutchinson, KS 67502
620-662-6052 • 620-694-1005
Toll-free: 1-888-662-8805
www.usd313.org/phms

Todd Fredrickson, Principal
Mike Browne, Asst. Principal/Athletic Director

Buhler Grade School

808 North Main
Buhler, KS 67522
620-543-2240 • 620-543-6850
Toll-free: 1-888-662-8803
www.usd313.org/bgs

Melissa Kennedy, Principal

Plum Creek Elementary School

901 East 43rd Avenue
Hutchinson, KS 67502
620-662-5535 • 620-694-1032
Toll-free: 1-888-662-8806
www.usd313.org/pc

John Schulte, Principal

Union Valley Elementary School

2501 East 30th Avenue
Hutchinson, KS 67502
620-662-4891 • 620-694-1022
Toll-free: 1-888-662-8807
www.usd313.org/uv

Paul Erickson, Principal

Transportation Center

720 N. Buhler Road
Buhler, KS 67522
620-543-6829
Toll-free: 1-877-789-3406

Steve Armbrust, Transportation Director/
Director of Operations

Buhler USD 313 Home Page

<http://www.usd313.org>



About Buhler USD 313

Mission

An Exceptional Educational Experience for All

Vision

Developing Generations of Positive World Changers

There are five attendance centers in Buhler USD 313. Elementary schools include Buhler Grade, Plum Creek and Union Valley. Buhler Elementary Schools include either Headstart or pre-kindergarten through fifth grades. All students in grades six through eight attend Prairie Hills Middle School, with Buhler High School housing grades nine through twelve. The Burkholder Administrative Center is located in Buhler.

Community Expectations —

As you enter the city of Buhler, a sign in one of the public parks portrays the long-standing beliefs in "Traditional Values and Progressive Ideas." These values and ideas are brought to life in Buhler USD 313 through the implementation of rigorous learning opportunities, made relevant through rich technology integration, and established on a foundation of relationships based on the six pillars of CHARACTER COUNTS!

A "Quality" School —

The definition of a "quality" educational program continues to evolve in Buhler USD 313. We are striving to become an organization that sustains continuous progress toward our educational mission of providing a quality education and a comprehensive foundation for the life-long learning process of all students. By placing greater emphasis on the intrinsic value of learning and redefining roles and responsibilities in relation to the organization, we are restructuring our use of time and resources. Every facet of our school district's operation embraces standards based on data.

School Improvement/Accreditation —

All five buildings in Buhler USD 313 are fully accredited through the Kansas QPA (Quality Performance Accreditation) process. This process is based on continuous improvement.

Our school improvement model is based on Rick DuFour's Professional Learning Community (PLC).

Professional Development —

Buhler USD 313 is a charter member of the Educational Services and Staff Development Association of Central Kansas (ESSDACK).

Through this service center, professional development opportunities are offered to staff members. Additional professional development activities are planned through the year.

The district's Professional Development Council includes representatives from each building's certified staff. Each certified staff member has an IDP (Individual Development Plan). The council provides leadership and direction, and emphasizes implementation and results rather than just knowledge gained through professional development activities.

Communication-

Communication is a priority in Buhler USD 313. A Board of Education summary, *Board Briefs*, is published after each meeting and is available on the district website. Each school provides a school community newsletter that is available on school websites.

The district utilizes a telephone parent notification system to contact parents regarding important events and emergency situations.

Parent Teacher Conferences are scheduled twice a year for all families. Elementary schools conduct Student-Involved Conferences. Each attendance center has an active Site Council comprised of staff, parents and patrons.



(continued next page)

Education Foundation

The Buhler USD 313 Education Foundation was formed in December, 1998, by the Buhler USD 313 Board of Education to enrich the educational experiences and opportunities for all of our students.

Public funding is often restricted in use and availability. Private funding has a significant role to play in providing the “extras” that are sometimes needed or to support educational opportunities that would otherwise be unavailable to students.

The Education Foundation manages cash, products and services donated to the school district. It is a not-for-profit corporation and operates as a separate entity from the Board of Education. The money donated to the foundation is not used to fund the budget of Buhler USD 313.

The Buhler USD 313 Education Foundation strives to:

- Enhance the quality of education in Buhler USD 313 for all students.
- Provide a way for individuals, businesses and organizations to contribute to the education mission of Buhler USD 313.
- Increase community involvement and encourage communication between the community and school.

Resources and funds will be invested and managed separately from Buhler USD 313 funds. Your gift to the foundation may be designated for a specific use or given as an undesignated donation. The Board of Trustees must accept and approve all gifts, and all qualifying gifts are tax exempt. The Board of Trustees retains sole fiduciary responsibility, and must file a report with the Buhler USD 313 Board of Education once a year.

Funds may be designated to benefit a specific program, such as art, music, drama; a specific curricular area, such as math, science or language arts; students who have special needs; a specific grade level; a general purpose scholarship; or any number of special uses.

Contact the Superintendent of Schools for additional information.

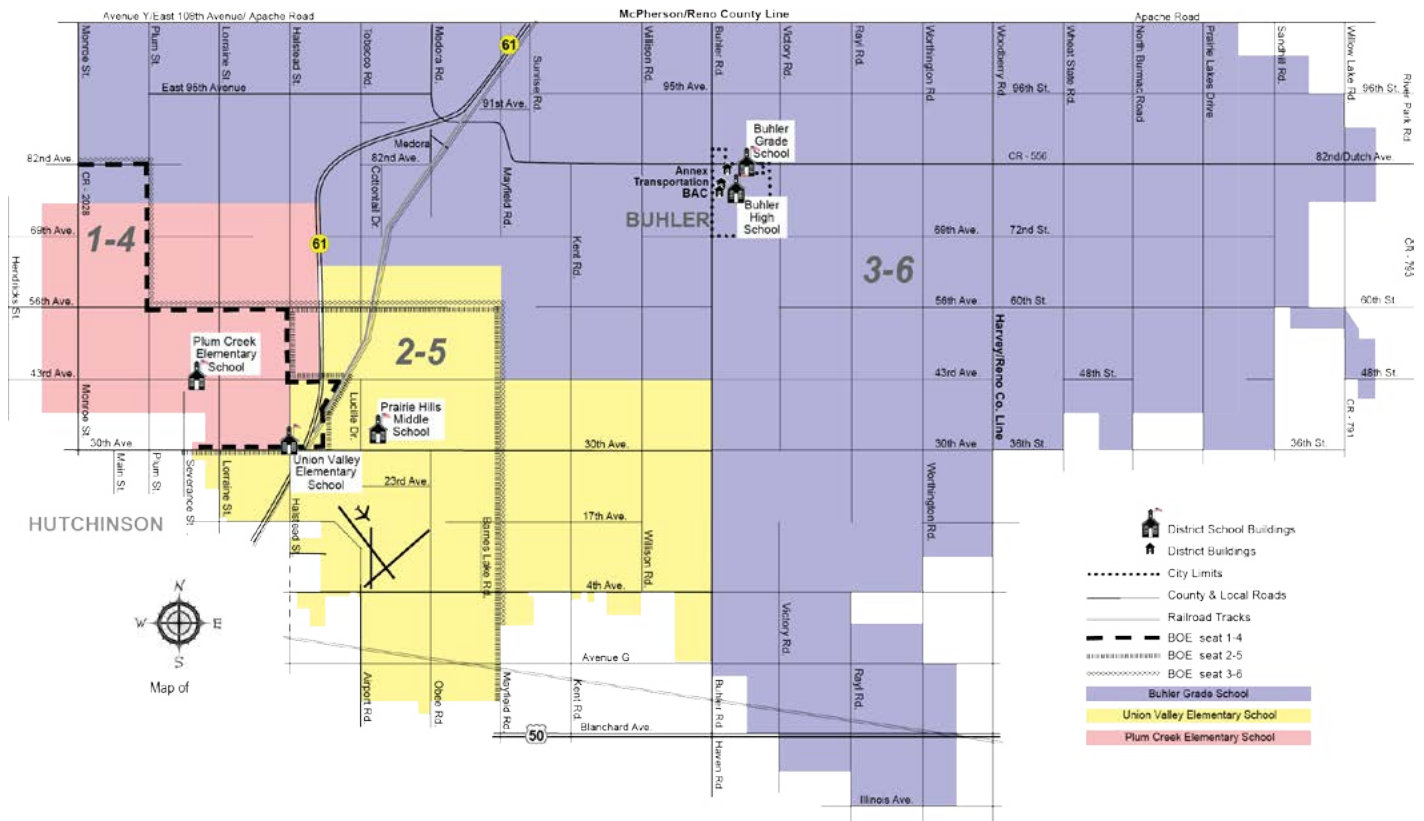


Buhler USD 313 Home Page

<http://www.usd313.org>



School District Boundaries



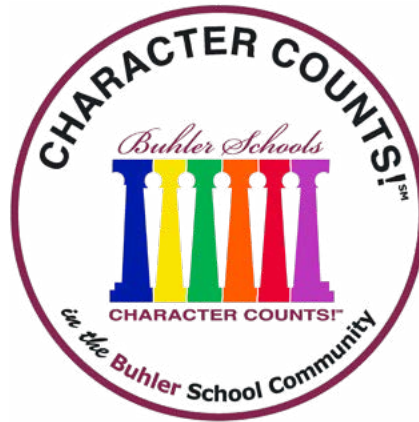
*For specific building boundary information
please contact the Transportation Center ~ 620-543-6829*

NOTICE OF NONDISCRIMINATION

The Buhler School District, USD 313 does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies including requests for accommodations or access to a District facility to participate in a program, activity, or service:

Mike Berblinger
Buhler USD 313
406 West 7th Buhler, KS, 67522
(620) 543-2258 (620) 543-2510 (FAX)
mberblinger@usd313.org (EMAIL)

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.



COMMITMENT TO CHARACTER

Buhler USD 313 is committed to the development of the whole child and providing them with skills that will enhance their life.

Positive life skills and lifelong behavior guidelines are emphasized, along with a focus on living with purpose.

CHARACTER BUILDING BLOCKS TO SUCCESS

The familiar quote, "It takes a village to raise a child" holds as true today as it did when it was first said. In order to fulfill the Buhler USD 313 mission, staff, parents, and volunteers will work corroboratively to help students develop strong character.

The Character Pillars listed below will be taught and modeled throughout the school year.

Trustworthiness • Respect • Responsibility

Fairness • Caring • Citizenship



Instructional Program

Assessment Program

Buhler USD 313 educators believe a balanced assessment system provides information to improve student learning, monitors student progress, evaluates the effectiveness of instruction, aids in communication with students, parents and the public and measures progress towards district and state curriculum goals. Tools include performance, common assessments and standardized tests, portfolio and self-assessment. We also include national, state and locally-developed assessments.

- **Standardized:** Compares achievement with others in the same grade using state/national population groups.
- **State Assessments:** Administered as required by the state.
- **Common Assessments:** Are aligned with state and district standards.
- **Performance:** Student performs, creates, produces or does something (projects, displays, experiments, presentations). Provides real life application. Stresses higher level of thinking skills. Focuses on active learning.
- **Self-Assessment:** Allows student to reflect on learning/performance, provides feedback on strengths and concerns and encourages student to celebrate success.

Preschool Opportunities

Buhler USD 313 understands the value of having all students ready to start kindergarten at age 5 and believes we can help families with this important endeavor. Pre-school is provided at Buhler Grade School, Plum Creek and Union Valley Elementary Schools.

For more information, please contact your building principal.



Report Cards, Progress Reports and Student-Involved Conferences

Regular communication between parent, student and teacher helps to achieve understanding and cooperative action, which in turn helps students be successful. A combination of student-involved conferences and grade cards are used to accomplish this communication.

Conferences are held the first and third nine weeks of school. Grade cards are issued at the end of each nine weeks period.

Parents are invited to contact the student's teacher, the school counselor or principal for additional conferences concerning their student at any time. Parents may call or email to make an appointment. Appointments made in advance provide convenience for both you and the school staff.

All student records are available for inspection to parents upon request.

Homework

Homework will serve to:

1. Reinforce or give understanding to the learning activity.
2. Provide a positive experience for the student.
3. Strengthen needed skills.
4. Promote independent learning.
5. Provide communication between home and school to make parents aware of learning activities in their school.
6. Involve parents with student activities.
7. Enhance a student's responsibility and promote self-discipline.
8. Focus on specific needs.
9. Enhance creativity.
10. Involve home or community resources.

Field Trips

Outstanding educational learning will be gained by students on field trips. Field trips are requested by the teacher or sponsor and approved by the administration. Teachers and sponsors are responsible for all students on the trip. A field trip permission form is signed by the parent at enrollment. Parents should not plan to attend unless prior arrangements are made with the classroom teacher. Children not attending school should be left at home.

Media Center

The media center in each building is automated and serves as the center for research and learning. With this opportunity comes the responsibility to use the materials in the media center in a responsible manner. Students having difficulty finding a resource of his or her choice should consult the media center specialist, media center aide or student aides.

Students will be required to pay for lost or damaged resources and library books.

Band

All students in grade 5 have the opportunity to participate in the band program. Music lessons are arranged by the instructors.

Physical Education

If a student is not to participate in physical education class, a written parental excuse is needed. If the student is to be exempt from physical education class for more than 3 days, a doctor's excuse may be required.



Attendance and Discipline

All marks, scores and/or grades earned by a student are based on the assumption that each student will successfully fulfill all requirements of Buhler USD 313 grade schools during each nine-week grading period. Regular and punctual attendance is one of these requirements. Daily instruction, practice and discussion are important. Therefore absences may have an adverse effect on a student's grades.

Attendance

The Buhler USD 313 Board of Education designates the principals of the grade schools, middle school and high school as being responsible to report to the District Court any cases of non-compliance with the compulsory attendance law.

Absences of two hours or less will be recorded as tardy. Absences from 2-4 hours will be recorded as tardy, with students receiving a half-day credit.

Absences in excess of four (4) hours shall be recorded as a whole day. One-half day absences will be counted when students are absent more than one hour of any half-day.

Parental notes or phone calls are required to determine whether absences will be excused or unexcused. The administration reserves the right to determine if the absence will be excused or unexcused in accordance with Buhler USD 313 policies.

It will be the responsibility of the parent to notify the school office when the student will not be in attendance. This notice should be between the hours of 7:45 a.m. and 9:00 a.m. of the day the student is absent. The school reserves the right to give an unexcused absence in the event the absence is not reported. Parents are strongly urged to contact the school office and/or send with their student a note stating the reason for the student's absence.

See "Student Health and Welfare" for additional guidelines on readmission to school following an illness.

Excused Absences: A student not in school is counted absent. An exception will be made if a student is on a school-sponsored trip or activity.

Absences will be excused because of personal illness, serious illness or death in the student's immediate family, necessary medical or dental appointments and personal/family emergencies. The administration reserves the right to judge the sufficiency of any claimed emergency. All excused absences should have prior approval by the administration. This prior approval must be obtained for family vacations and non-school related activities.

It is the responsibility of each student to make up any and all work missed. The only exception is an absence resulting from out-of-school suspension. (See "Suspension and Expulsion Policy" for clarification.)

An excused absence or an authorized school activity allows the student the privilege of making up the

work for grade or credit within a reasonable amount of time, but does not excuse the student from the make-up work. Exceptions may be made by the administration for prolonged illness or unusual hardship situation.

In cases of excused absences, class work should be made up prior to leaving when possible. Students will have the number of days absent plus one to make up work missed.

Therefore, students will not be excused from school during the regular school day to attend tutoring sessions by non-licensed, non-Buhler USD 313 personnel.

Unexcused Absences: Those students without either a parental note or phone call or those with reasons that are unacceptable will receive an unexcused absence. If a student has two (2) unexcused absences, a parental conference may be deemed necessary. If the student should accumulate three (3) unexcused absences in a row OR five (5) unexcused absences in a school semester that student shall be referred to the District Court. An excessive number of unexcused absences may result in suspension or retention.

Unexcused absences may include, but are not limited to, the following:

- Vacations - without family
- Baby-sitting - contingent upon circumstances
- Fairs - unless participating
- Home chores - contingent upon circumstances
- Shopping
- Skipping school: 1st offense - make-up time; 2nd offense - double time; 3rd offense - in-school suspension
- Ski trips - without family
- Missing the bus
- Tournaments - unless participating
- Tutoring

Tardies: Students arriving late to school are counted tardy, and must report to the office for an admittance slip. The office will determine if the tardy is excused or unexcused. Students are tardy if they are not in their classroom for the start of class as defined by the teacher.

Absence or Tardy: Written Excuse

A student will bring a written excuse from home or have his or her parent/guardian call the school for any absences or tardies.

If a student is absent for three days or more because of illness requiring the services of a doctor, the district may ask that your student obtain a doctor's permit to return to school.

(continued next page)

Program Attendance

Attendance is required by students at music concerts and programs. Excused absences must be obtained from the music teacher or principal before the day of the concert or program.

Arriving at School

Please check with your school for current drop off times. Students should go to a designated area after arriving at school.

Leaving School

Students should leave school at dismissal time unless they are participating in an after-school activity. Students will not be kept more than 40 minutes after school for individual help or for discipline reasons.

No student is to leave the school premises during school hours without permission from the office.

Parents – please report to the school office before taking any student from school.

Withdrawal of Students

Parents of students planning to withdraw from school should report their intentions to the office. Parents will be required to properly complete the withdrawal sheet and return it to the office before leaving. All textbooks and school property must be returned and all fees paid.

Student/Teacher Relationship

It is the desire of Buhler USD 313 to maintain a good student/teacher relationship. Self-discipline is the goal for all students. However, all adults have jurisdiction over students unable to discipline themselves. We expect all students to be respectful toward adults who work with them during the school day as well as their fellow students.

Misbehavior and disrespect will not be tolerated, and is cause for disciplinary action.



Discipline

All students will be informed about what is expected of them while at school. Every effort will be made by the staff to employ firmness, fairness and consistency. Limits for the classrooms will be decided upon by teachers.

Individual Classroom Rules: There may be a need for specific rules developed for classrooms. These rules will be communicated by the individual teachers, who will then work with the student to gain appropriate behavior and cooperation.

If the problem with classroom behavior continues, the student will be referred to the office. The principal will have a conference with the student and the student's parents may be notified. During the conference with the principal, specific disciplinary action may be imposed in connection with notification of parents.

Following this action, if misconduct or disobedience becomes contrary to the best interest of the students of the school, the principal may suspend the student and request a parental conference. Consequences will be administered in accordance with Buhler USD 313 Board of Education policy.

Care of Property

In the event a student willfully and maliciously mutilates, defaces or destroys school property, the student will be required to pay a dollar amount including labor cost for repairing damages.

Foul Language

Any use of profanity, vulgar or obscene language or gestures is not permitted in the building or on the grounds.

Student Policies

Acceptable Technology Use Policy

Technology is any form of electronic equipment or media designed to support learning. This equipment includes, but is not limited to, computers, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Each student must have on file a signed agreement and consent form.

Anti-Bullying Policy

I. Definition of Bullying

According to Kansas Statute 72-8256

1. Intentional, negative actions intended to harm another person (i.e., aggression)
2. Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized.

II. Examples of Bullying

Some examples of Bullying may include, but are not limited to:

1. Unwanted teasing, ridicule, taunting, harassment, or public humiliation
2. Intimidation, threats, extortion, or creating a fear of physical harm
3. Harassment/Stalking involves a pattern of unwelcome verbal, physical, written, or electronic/digital threats, insults, or dehumanizing gestures directed against a student or school employee that violates that individual's constitutionally or statutorily protected rights and status, and that:
 - a. Places the student or school employee in reasonable fear of harm to his or her person, or damage to his or her property;
 - b. Has the effect of substantially interfering with the student's educational performance, the employee's work performance, or either's opportunities or benefits;
 - c. Has the effect of substantially negatively impacting the student's or employee's emotional or mental well-being; or
 - d. Has the effect of substantially disrupting the orderly operation of the school, or creating a hostile school climate or work environment.

4. Cyberstalking through electronic mail, a smart phone, or some other technologically-based communication process involving words, images, or messages that are directed at or about one or more people and are designed to cause social, emotional, or psychological discomfort, damage, or humiliation.
5. Cyberbullying through the use of any digital, electronic, or technological process or device including, but not limited to, e-mail, blogs, (cell) phone messages or texts, social networks (e.g., Facebook, Twitter, etc.), chatrooms, "sexting," instant messaging, or video voyeurism. This shall also include (a) the creation of a web page or blog in which the creator assumes the identity of another person, or (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions identified in bullying definition above.
6. Hazing and physical violence (e.g., hitting, kicking, spitting, pushing, invading one's personal space in an aggressive manner) Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.
7. Theft, hiding, or the destruction of school or personal property
8. Spreading malicious or other rumors or falsehoods, negatively manipulating social relationships or environments, engaging in social exclusion
9. Calling attention to differences due to gender, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

III. Reporting and Investigation Responsibilities and Procedures

The USD 313 District will respond promptly to all allegations of bullying, harassment, and hazing, and all allegations of retaliation against a person who witnesses, has information about, reports, or provides information about (e.g., during an investigation) bullying, harassment, or hazing.

(continued next page)

1. Reporting Responsibilities and Procedures

- a. Students may report complaints of bullying, harassment, or hazing, or retaliation related to these acts, to any school district employee, faculty, or staff member.
- b. Any parent/guardian of a student, staff member, or other community member who believes that a student or staff member has been subjected to bullying, harassment, or hazing, or to retaliation may bring the matter to the attention of the principal of the school in which the student attends.
- c. If the principal or a member of the BOE is the subject of the offense or retaliation, the information should be brought to the attention of the superintendent. If the superintendent is the subject of the offense or retaliation, the information should be brought the attention of the president of the BOE.
- d. Students, parents/guardians, and other community members are encouraged to report behavior they consider to be bullying, harassment, or hazing—including a single act which, if allowed to continue, would constitute bullying, harassment, or hazing.
- e. All district employees and board members are required to investigate incidents that they have witnessed or that have been reported to them, including single acts and those which, if allowed to continue, would constitute bullying, harassment, or hazing.

IV. Disciplinary Actions and Due Process

When it is determined, under this policy, that inappropriate bullying, harassment, or hazing has occurred, the USD 313 District is committed to acting promptly to eliminate the conduct, to protect victims from further offenses, to re-establish a positive, social atmosphere across the school, and to impose appropriate remedial, corrective, and/or disciplinary action as necessary.

All recommended actions will occur after considering the nature and severity of the behavior, the degree of harm, the surrounding circumstances and relationship between the parties involved, the developmental age and skills of the student, the presence and impact of any disabilities or extenuating circumstances, and the student's history of discipline and behavior management problems.

The principal may determine the most appropriate action(s) for employees. All recommended actions will occur after considering the nature of the behavior, the presence and impact of any disabilities or extenuating circumstances, and the employee's history of discipline and job performance problems.

1. Responses to Student Violations of this Policy

A student who violates any provision of this policy shall be subject to the following remedial, corrective, and/or disciplinary actions within the context outlined immediately below. Depending on the severity or context of the problem, some cases may warrant an immediate second or third offense response.

First Offense: Remedial, corrective, and/or disciplinary actions as appropriate.

Second Offense: Corrective and disciplinary actions required.

Third Offense: Further disciplinary action required.

- a. Remedial actions may include, but are not limited to the following: Restitution and/or restoration; social, emotional, and/or behavioral skills intervention; involvement in a peer support group; a relevant learning project or experience; a behavior management plan/contract with outcomes that are closely monitored; behavioral health services that may include counseling or behavior therapy.
- b. Corrective actions may include, but are not limited to the following: Personal action such as a letter of apology, restitution and/or restoration, relevant school or community service.
- c. Disciplinary or consequence-related actions may include, but are not limited to the following: Temporary removal from the classroom, deprivation of privileges, restriction of the times allowed on-campus (i.e., before and after school), required supervision during the school day, classroom or administrative detention, ban from participating in school- or district-sponsored activities or programs, in-school suspension during the school week or weekend, after-school program participation, out-of-school suspension (short-term or long-term), referral to an alternative program, expulsion.

2. Responses to Staff Violations of this Policy

Remedial, corrective, and/or disciplinary actions determined by the principal, superintendent, or BOE. These actions will be determined and delivered in accordance with district policies, procedures, and agreements. They may include, but are not limited to: reprimand, suspension, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but are not limited to: in or out-of-school counseling, professional development programs, and/or work environment modifications.

3. Responses to Visitor or Volunteer Violations of this Policy

Depending on the nature, severity, and circumstances of a confirmed or validated violation of any provision of this policy, the following actions may be taken against visitors or volunteers: removal of building, grounds, or school activity/attendance privileges; restricting or prohibiting contact with students or staff; restricting or disallowing access to pupil services (as consistent with law); referral to law enforcement or the initiation of other legal actions.

V. False Accusations

The Board prohibits any person from falsely accusing another of bullying, harassment, or hazing either as a means of retaliation, or as its own means of intimidation, bullying, harassment, or hazing. When this occurs, the policies and procedures above will be adapted and used, in order to validate the false accusation and to determine the remedial, corrective, and/or disciplinary actions needed.

1. Students. Students found to have falsely accused another as defined above will receive and engage in the remedial, corrective, and/or disciplinary actions determined by the principal. These actions may range from positive behavioral interventions up to and including suspension or expulsion. All students shall be afforded the same rights and protection regardless of their status under the law.

2. School Employees or Administrators. Employees or administrators found to have falsely accused another as defined above will receive and engage in the remedial, corrective, and/or disciplinary actions determined by the principal, superintendent, or BOE. These actions will be determined and delivered in accordance with district policies, procedures, and agreements. They may include, but are not limited to: reprimand, suspension, termination, and/or bans from providing services, participating in school district- sponsored programs, or being in school buildings or on school grounds.

3. Visitors or Volunteers. Depending on the nature, severity, and circumstances of a confirmed or validated false accusation, the following actions may be taken against visitors or volunteers: removal of building, grounds, or school activity/attendance privileges; restricting or prohibiting contact with students or staff; restricting or disallowing access to pupil services (as consistent with law); referral to law enforcement or the initiation of other legal actions.

VI. Training and Education of Staff and Students

As pursuant to KASB Policy JDDC, the Buhler school district will utilize professional development days at the beginning of the year to review policy, listen to guest speakers, or watch videos on identifying bullying behaviors and how to intervene. As a district, it is a top priority to include classified staff along with certified staff in this training.

Students will be educated about proper behavior utilizing CHARACTER COUNTS!, listening to speakers to raise awareness, and observing role models. Students will learn how to respond to and report bullying behavior through counseling lesson units taught in our elementary schools and through handbook review at the middle and high schools.

The BOE may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

This policy is based on a document developed by Dr. Howard M. Knoff, Director of the Arkansas Department of Education’s State Personnel Development Grant (SPDG) and Project ACHIEVE. The document is a compilation of a number of district policies from across the country. This document has not been legally reviewed, and it may not conform to all state statutes, rules, or regulations. It is provided as a sample or model policy and may be duplicated or transmitted to others with appropriate acknowledgements. For additional information, contact knoffproject-achieve@earthlink.net

Approved by the USD 313 Board of Education - October 13, 2014

ESI Policy

GAAF Emergency Safety Interventions GAAF
(See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to

(continued next page)

control a student's violent physical behavior or restrict a student's freedom of movement.

GAAF Emergency Safety Interventions GAAF-2

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - * Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

GAAF Emergency Safety Interventions GAAF-3

- * Any device used by law enforcement officers to carry out law enforcement duties; or
- * Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification

to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,

GAAF Emergency Safety Interventions GAAF-4

- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

GAAF Emergency Safety Interventions GAAF-5

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any

corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Approved: KASB Recommendation – 6/13; 07/14

Promotion and Retention Policy

Students will be promoted when they achieve the instructional objectives of a given grade level or are making satisfactory progress. Exceptions will be considered on an individual basis.

The normal grade level progression will be altered by retention or acceleration when evidence of student performance and professional judgment indicate that doing so will benefit the student. Retention of a student more than one time during his or her progress from grades one through six is considered an exception.

The following process, approved by the Buhler USD 313 Board of Education, will be followed to insure that parents, guardians and professional staff are involved in decisions to promote, retain or accelerate students.

1. When a teacher recognizes that a student is having significant problems with keeping up with school work, the student and parents will be immediately alerted.
2. After a parent has been notified, a special conference with the parent, teacher and principal should take place.
3. The teacher and principal will monitor each identified student closely and make a final recommendation to parents by the end of the year.
4. Parents should be notified within two to three days of April 1. At the notification conference, the principal and teacher should confer with the parents and provide as much counseling as possible to make the student and parent comfortable with the decision.
5. The following contributing factors should be considered before making the final decision:
 - a. The student's maturity and physical size
 - b. The student's classroom attendance
 - c. Test scores may be weighed when appropriate.
6. If the parents do not agree with the recommendation, the school may:
 - a. Place the student at the next grade level, with a form placed in the student's file to indicate the reason why the student was promoted. A parent/guardian must sign this form.
 - b. Retain the student over the objections of the parents.
 - c. Explore the alternatives of provisional promotion.
7. The final decision will rest with the building

principal.

Sexual Harassment Policy

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and classified 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, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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 accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

(continued next page)

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Substance Abuse Policy

Use of Tobacco: Students are forbidden to use tobacco in any of its forms or any substitute in any school building, on any school grounds or at any school activity of Buhler USD 313.

In the event a student violates this regulation, he or she shall be suspended until such time as his or her parent(s) or guardian shall meet with the building principal or his or her representative, or for a period not to exceed five (5) days for the first offense.

Use of Alcoholic Beverages: The possession, consumption, sale, distribution or being under the influence of alcoholic beverages on public school property or at school activities is prohibited. The use or consumption of the same, prior to attending school or school activities, is prohibited.

In the event any student is alleged to have violated this regulation, that student shall be suspended from school under the provision of the Buhler USD 313 Board of Education Policy.

Mind or Mood Altering Substances: Possessing, using, being under the influence of, distributing or attempting to distribute alcohol, illegal or other illegal mind or mood altering substances on school property or at school activities is prohibited. In the event any student shall have violated this regulation, such student shall be suspended from school under the provisions of Buhler USD 313 Board of Education policy.

Suspension and Expulsion Policy

The Buhler USD 313 Board of Education authorizes the principal or assistant principal to suspend from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
2. Conduct which disrupts, impedes or interferes with the educational mission of the public schools.
3. Conduct which impinges or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, Article 41 of the Kansas Statutes Annotated or any criminal statutes of the United States or the state of Kansas.
5. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of a public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term (not to exceed five days) with written notice - including the reasons for the suspension - sent to the student involved, the student's parent or guardian and to the superintendent of schools within 24 hours after the suspension has been imposed.

Any notice of proposal to suspend a student for an extended term, or to expel a student, shall state the time, date and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such student. Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and the regulations of the board of education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas statute.

Any student suspended or expelled for an extended term (or his parents or guardian) may appeal the results of any hearing in accordance with K.S.A. 72-8901 et seq. as amended.

Behavior That May Require Suspension Upon the First Offense: Unacceptable behaviors that may result in a suspension upon the first offense include, but are not limited to, the following:

1. Possession, consumption or distribution of alcoholic beverages, narcotics, marijuana, addictive drugs and mind or mood altering substances at school or any school activity
2. Making a life-threatening remark to another
3. Threatening to use or using a lethal weapon on school property
4. Vandalism
5. Extortion
6. Being a clear and present danger to others
7. Being overly unruly and disruptive

For all other acts of unacceptable behavior that in accordance with the provisions of the Buhler USD 313 suspension policy may result in suspension upon first offense, students shall be assigned to in-school suspension unless, in the judgment of the administration, retention of the student within the school will result in a clear and present danger to others and/or retention of the student in school places in jeopardy the opportunity for other students and staff to pursue educational activities free from disruption.

Threats of Violence Policy and Procedures

To provide a safe and respectful environment for all students and staff, Buhler USD 313 will take steps to deter incidents of violence or threats of violence in our schools.

Therefore, students and parents must be aware that all threats (verbal, written, implied or physical) will be taken seriously by school personnel and each and every threat will carry a consequence.

Procedures to Respond to Threats of Violence:

1. All threats will be reported to school staff immediately by anyone who sees or hears it without regard for interpretation. If it is a threat, report it.
2. Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat.
3. Any necessary disciplinary action will follow current board of education policy, including notification of parents/guardians and law enforcement officials.

Approved by the Buhler USD 313 Board of Education Nov. 9, 1998

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to give students an opportunity to report "impending school violence". Student calls will be received by a single statewide highway patrol central dispatcher, then transferred to local law enforcement who will relay information to local school administrators.

The toll-free Kansas School Safety Hotline number is 1-877-626-8203.

Student Health & Welfare

Inclement Weather Recess Guidelines

The well being of our students is our first priority. The district's guidelines for recess during inclement weather are based on professional judgment that seeks to safeguard the health and welfare of our students. Reminders are included in classroom, building newsletters and handbooks about appropriate dress for Kansas weather conditions.

During times of questionable weather as it relates to recess, we will diligently monitor weather conditions, confer with other Buhler USD 313 schools and as always honor parent requests for individual students to stay inside.

A variety of on-line resources are used to monitor weather conditions. These resources provide current temperature, wind chill, precipitation and wind velocity. These weather conditions are important influences in decisions about recess.

The following guidelines are used when making decisions involving outdoor recesses: (1) If wind chill is at 18 degrees Fahrenheit or below, recess will not be outside. (2) If precipitation is falling, recess will not be outside. (3) If a student has been ill or has a special need, a parent can request that the student stay inside during recess.

Fire Drills

Fire drills are held once each month. Procedures are posted in each room.

Tornado Drills

Procedures for tornado precautions are posted in all rooms and are discussed with students. At least three tornado drills are held during each school year.

Health Information

Health and Wellness Support is provided to our students by teams of school counselors and nurses.

Buhler USD 313 employs nurses to monitor the student



health needs. Scheduling permits the nurses to be on duty on a rotating basis in each school.

Students will be sent home if they are suspected to have an infectious or contagious disease. There may be times that a doctor's permit will be necessary to excuse the absence.

Students should remain at home if any of the following conditions exist:

(1) Temperature of 100° within the last 24 hours. Please do not give fever reducing medication at home and send your student to school. (2) Severe cold symptoms. (3) Nausea/Vomiting/Diarrhea. (4) Sudden appearance of rash, unless it is known to be non-contagious. (5) Fainting due to an unknown cause or grand mal seizure. (6) Head lice: Infested students must receive appropriate treatment of head lice and nits. (7) Red/discharging eyes.

Dealing with Head Lice (Guidelines from KDHE as of 10/19/07)

Head lice are parasites that adhere to the hair of humans. They lay eggs(nits), feed on human blood, and cause itching. Head lice are a nuisance, however, they do not have any serious health consequences nor do they transmit bacteria or infections.

TREATMENT OF HEAD LICE: (recommended 2 week regimen)

* DAY 1-Apply pediculocidal shampoo per directions followed by a thorough fine-tooth wet combing. This should kill most adults and nymphs and remove most viable nits.

* DAY 2-6-DAILY apply ordinary shampoo followed by cream rinse and a thorough fine-tooth wet combing. This should remove additional adults, nymphs, and nits.

* DAY 7-Apply pediculocidal shampoo per directions followed by a thorough fine-tooth wet combing. This should kill and remove most remaining adults, nymphs, and some nits.

* DAY 8-14-DAILY apply ordinary shampoo followed by cream rinse and a thorough fine-tooth wet combing. This should remove residual adults and nymphs.

CONTROL OF HEAD LICE: HOME

The home is the primary point of control for head lice. Parents should assume that head lice are present in the schools as well as other community settings at all times, and children should be inspected weekly for lice by their parents. When a member of a household is found to be infested, ALL members of the household should be examined, and ALL infested members should be treated at the same time with the regimen described above. Environmental efforts can be limited to the laundering of all bed linens and clothing worn by infested individuals. Extensive cleansing, vacuuming, and spraying of the home is of limited effectiveness and is not recommended.

CONTROL OF HEAD LICE: SCHOOL

When a child is discovered to have lice at school, he/she may be sent home at the end of the day with a provision that

Communicable Diseases : Isolations and Incubations

A list of common communicable diseases, including isolation and incubation periods, is included on this page.

If you require further information, please contact either the school nurse or your family physician.

Disease	Isolation	Incubation
Chicken Pox	One week from onset of rash or may return when lesions are scabbed over	14-21 Days
Pink Eye (Acute Infectious Conjunctivitis)	Student may return after prescription medicine has been applied and discharge from the infected eye ceases	1-3 Days
Streptococcal Sore Throat	Student may return to school 24 hours following treatment or submit notice from the attending physician that student may return to school prior to the 24 hours	2-5 Days
Ringworm	May return 24 hours following antibiotic treatment if free of fever	4-14 Days
Impetigo	Student may return to school 24 hours following treatment or submit notice from the attending physician that student may return to school prior to the 24 hours	7-10 Days
Scabies	May return to school after receiving treatment	N/A
Head Lice	Infested students must receive appropriate treatment of head lice and nits. Please call your physician if you are needing further treatment recommendations	
Fifths Disease (red cheeks)	No need for exclusion (typically not infectious following onset of rash)	4-20 Days
Mumps	Should be excluded from school 9 days after onset of parotiditis	12-25 days
Pertussis (Whooping cough)	Should be excluded until they have received 5 days of antibiotic treatment	7-10 days

Other communicable diseases may require instructions from a physician or the Health Department.

he/she begin treatment prior to return, as required by state regulation. The American Academy of Pediatrics recommends that a child be allowed to return to school after the first treatment. The Kansas state regulation does not require the child to be nit-free to return to school.

CONCLUSION: In order for individual head lice cases and apparent head lice outbreaks to be managed in an optimal way, parents, teachers, and health care professionals should reach a common understanding and acknowledgment of the following principles:

- * A head lice infestation is a mild health condition without serious health consequences for a child, and should not be considered as a major health threat to those infested or those potentially exposed.

- * Head lice cannot be completely eliminated from communities or schools. Neither the occurrence of a case nor an outbreak should be considered as evidence of a breakdown in hygienic practices on the part of individuals, families, or schools.

- * The most effective point of control of head lice is the household. Parents, not school employees, are best suited to screen their children for head lice and to properly treat and control lice within the household.

- * School policies should reflect the mild nature of this health condition, the impracticality of total elimination, and the low risk of transmission by a child under treatment. Policies and practices should have minimal disruptive effect on children's educational experiences and minimal stigmatizing impact on children.

Medications at School

Taking medication at school, whether prescription or over-the-counter, should be avoided and given at home whenever possible. The school cannot give any medication without the signed consent of the parent/guardian. If a prescription medication is to be given at school, the label on the container must indicate the student's name, name of medication, dosage, date, prescription number, and the physician's name. All medication must be in the original container with a current date. Additional prescription bottles with labels are available from the pharmacy where you purchase your medication. Information on the signed medication form must match the prescription label.

Due to the passage of Senate Bill No. 10, medications prescribed by a health care provider for the treatment of anaphylaxis or asthma, may be carried and self-administered by the student. However, the appropriate form must be signed by the parent/guardian AND the physician.

These forms are available in the school office. It is important to note that this is a privilege that may be revoked at any time if the student is not handling the prescribed medication in an appropriate and safe manner. Please Note - if you are sending your student to school with an inhaler that will be self-administered, please make sure that the pharmacist places an appropriate label on the inhaler so that the inhaler is easily identified. An additional inhaler may need to be purchased at the parents' discretion and kept in the office should the student not have his inhaler available.

(continued next page)

Health Assessment

Any student up to the age of nine years entering school for the first time in the state of Kansas shall, prior to admission, be required to present the results of a health assessment conducted within 12 months of school entry by a physician or other health care provided as approved by the state of Kansas (KSA 72-5214).

As an alternative to the health assessment, the student shall present a written statement signed by a parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessment.

Students who have not met the state health assessment requirement as outlined above will be excluded from school one week after parent notification and will remain excluded until the health assessment is completed.

Herbal, Natural, Homeopathic Remedies

Because the formulation of herbal, natural and homeopathic remedies is unregulated, their potential for harm is great in a school setting where a student's complete medical history and medication history may not be known. These medications/remedies should not be administered at school without primary care provider or specialist authorization. Even with proper authorization, the school must take into consideration the risk inherent to the student safety in administering a product that lacks published data about its safety, efficacy, and dosages for children.

Immunizations

Any student entering school for the first time in the state of Kansas is required to present certification from a licensed physician or local health department stating that the student has received immunization against polio, diphtheria, pertussis, tetanus (DTaP), measles, mumps and rubella (MMR), hepatitis B, and varicella (chickenpox) as approved by the Kansas State Board of Health. An exception to obtaining the varicella vaccine is to provide proof of prior disease by one of the following: 1) the signed statement of a physician indicating the child's date of illness 2) laboratory evidence of varicella immunity.

For children less than 5 years of age who attend a pre-school or daycare program operated by a school, the following immunizations are also required:

- * Haemophilus influenza type b (Hib): 3 doses
- * Pneumococcal conjugate (PCV7): 4 doses
- * Hepatitis A: 2 doses

All students who are 11 years of age with birth dates from 9/01/97 to 8/31/98 are required to have a Tdap.

As an alternative to these immunization requirements, the parent can provide: 1) an annual certificate from a licensed physician that the immunizations would seriously endanger a student's life or health, or 2) a written statement signed by one parent or guardian stating that the student adheres to a religious denomination whose teachings are opposed to such tests and immunization.

Immunizations **MUST** be current by enrollment time. **Failure to have needed immunizations completed by the FIRST DAY OF SCHOOL will result in EXCLUSION one week after parent notification.** The student will remain excluded until immunizations are in the process of being completed.

Immunizations are available from your private physician's office, or at the Reno County Health Department at 209 West 2nd in Hutchinson. Call 620-694-2900 for an appointment.

Please refer to school web sites for more information on immunizations.

Student ✓ Services

Guidance Services

The primary objective of the Buhler USD 313 Elementary Guidance Counseling Program is to assist students, through individual and group directed activities, in acquiring feelings of dignity and self-worth, and to enable students to become responsible members of their schools, homes and communities.



Elementary guidance counselors work closely with parents, teachers, school administrators and other professionals to provide students with the best possible resources and services. The elementary guidance program strives to serve the needs of all students, assisting them to realize their full potential and to think and function independently in their own environment.

School counselors, teachers and principals welcome the opportunity to assist students with any social or personal matter. The counselor will assist students in any way possible, but guidance is also available from other sources.

Reno County Education Cooperative

Special education services for school districts in Reno County (except Hutchinson USD 308) are provided through the Reno County Education Cooperative (RCEC). RCEC was organized in 1973 for the purpose of improving and expanding special educational services to school districts in Reno County that could not effectively implement these services on an individual basis. Each member district selects one local board of education member to serve on the RCEC governing board. The superintendents of the local school districts serve in an advisory capacity to the administrative staff and board of directors.

RCEC provides instructional services to the intellectually gifted students and to those who are handicapped. Special needs served include mental retardation, learning disabilities, emotionally disturbed, visually impaired, hearing impaired, physically handicapped and speech/language impaired. House Bill #1672, passed by the Kansas Legislature in 1977, mandated that educational programs be developed for all children by 1979 (amended to 1980).

Diagnostic and related services provided through RCEC include audiology, physical therapy, occupational therapy and school psychological services. RCEC serves handicapped children from ages birth through 21 years.

The RCEC staff consists of psychologists, speech and language clinicians, teachers for the behavior disorders program, learning disabilities, severely mentally handicapped, visually impaired, educable mentally handicapped, tran-

sitional kindergarten, trainable mentally handicapped and expanded learning. Additional staff includes a social worker and an audiologist.

To receive services offered by RCEC, a referral is initiated by the teacher or parent through the school principal. This referral is reviewed by the building team for appropriate action. Before any student is excluded, reassigned or transferred from a regular classroom into a special education room, an individualized plan is developed for the student by the RCEC team assigned to that school along with the parent, principal and teacher.

School Breakfast/Lunch

Buhler USD 313 offers a full nutritious breakfast and lunch program in all schools in accordance to federal guidelines.

Transportation

Transportation scheduling is handled through the Buhler USD 313 Transportation Center (620)-543-6829 or 877-789-3406

Riding a school bus is a privilege and is determined by the student's behavior. Good behavior is expected at all times. Violation of bus rules will result in suspension of bus riding privileges. The driver is in charge of the bus and students are expected to cooperate with the driver.

All resident students of Buhler USD 313 are eligible for bus transportation. Bus routes run only within Buhler USD 313 attendance boundaries. Special arrangements may be made to meet a district bus at a pre-determined stop and be transported to school.

Activity buses are provided for students engaged in after school activities. These buses are scheduled to depart the high school on regular established routes with designated stops according to a predetermined time schedule.

Transportation for non-participating students to out-of-town athletic events and other special activities will be held to a reasonable limit and students will be charged a fee based on the expenses incurred for the trip.

Any student participating in a school sponsored event away from home will use school transportation. Students will not be charged for transportation on school sponsored educational field trips.

For violating the bus rules of the State Highway Commission of Kansas and/or Buhler USD 313, students will be reported to the school principal who can deny the privilege

(continued next page)

of riding the bus for a period of time as determined by the policy and the administration.

Bus Offenses:

First Offense: Administration Notification
Written notification: Parents and Transportation Director Warning or 1 day off of the bus.

Second Offense: Administration Notification
Written notification: Parents and Transportation Director 3-5 days removal from the bus.

Third Offense: Administration Notification
Written notification: Parents and Transportation Director Removal from the bus a minimum of 10 days and up to 45 days. This will be left to the Administrators discretion.

Note: If a student is in the possession, use, sale or distribution of an illegal substance, bus privileges could be lost up to 186 school days.

If a threatening comment is made to the driver or student, bus privileges could be lost up to 45 school days or up to 186 school days.

If a student is removed from the bus for 45 days and receives another referral upon return, bus privileges will be lost for the remainder of the school term.

Delivery of Students to Other Locations

Permission will be granted and arrangements made to drop a student off at a location other than their home in the evening (or at noon) provided (1) it is in the attendance boundary. (2) It is on a regular basis, and (3) the schedule is approved by the transportation manager **at the beginning of the school year or at the time of enrollment.**

If an emergency arises that requires a onetime change in the drop off point, and is in the attendance boundary, permission will be granted when written notification, signed by the parent or legal guardian, is approved by the transportation manager and provided to the school office and the bus driver.

Bus Rules

These rules are in effect for all school-sponsored activities, including all regular bus routes, activity bus routes and transportation to and from school events.

In addition to bus rules cited in this policy, any type of behavior that might contribute to the distraction of the driver and in turn potentially lead to an accident will be considered grounds for a referral.

1. A note is required, from the parents, for students to ride a bus other than the one assigned, for those who do not normally ride the bus, and for students who are to get off of the bus at a different stop. This note must be turned into the office for approval.
2. The driver may assign a seat to each student.
3. Students must be on time. Buses will not wait for students on the routes.
4. **Buses will not enter or deliver in private driveways or lanes, except under unusual circumstances.**
5. When going to the bus stop, students must walk on the far-left side of the road facing traffic.
6. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.
7. When leaving the bus, students must observe the directions of the driver. When crossing the road the student should do so in front of the bus after making sure that the highway is clear.
8. Students must not try to get on or off the bus or move about within the bus while it is in motion.
9. Students must not at any time extend arms or heads or throw objects out the windows.
10. Consumption of food, beverage and the chewing of gum on buses are not permitted.
11. Glass containers, vases, and balloons are not to be transported on the bus.
12. Animals will not be transported on the bus.
13. Cell-Phones/Pagers will not be in activation on normal bus routes. Students may ask supervisor/driver for use of the devices on activity routes on return trips.
14. Band instruments are permitted on school buses if they do not interfere with the normal flow of traffic or cause other hazards that might prove detrimental to student safety.

School Bus Rider's Guide

Time for School

Don't miss the bus: Give yourself plenty of time to reach the bus stop. Leave your home about five minutes early. Walk, don't run.

Walk Safely: Stay on the sidewalks or, if there are none, walk on the left side of the road facing oncoming traffic. Cross streets only at intersections or crosswalks.

Waiting

No horseplay: Running around and playing is okay for the playground, but not for the bus stop. Stay out of the street while you wait for the bus. Traffic is often heavy in the morning, and you could be hit by a car or cause an accident if a car is forced to stop quickly for you.

Respect property: Don't run across people's yards, climb their trees or go in their garages. Stay at the bus stop.

Sshh! People in the neighborhood may still be sleeping when you leave for school, so try to keep down the noise. You don't like to be disturbed when you are tired, so be considerate. Let others sleep.

The Ride

Be quiet: The driver needs your help and he or she may have trouble concentrating if there is too much commotion in the bus. Stay in your seat.

Keep the aisle clear: Nothing...books, bags, legs, arms or bodies...should block the aisle. Do not stand in the aisle. If the driver is forced to make a quick stop, you could be thrown around and hurt yourself and others.

Everything inside: If the driver lets you open the windows, keep your hands, arms and head inside. Don't throw things out of the windows.



No pets allowed: Animals—including pets on leashes, in boxes or in cages—are not allowed on the bus.

Share your seat: Don't save a spot for a friend, but keep the seat open for anyone who wants to sit down. You'll have plenty of time to talk to your friends once you get to school.

Getting Off

Be organized: Be ready to leave when you reach your stop. Don't keep the driver and the other bus riders waiting while you gather up your books and other belongings.

Stay put: Wait until the bus has stopped completely before you get up from your seat. And always let the people in the front of the bus get off first.

Don't push: You'll get out faster if no one shoves or pushes. Also, chances are better no one will trip and fall, causing delays.

Leave immediately: After you get off the bus, leave the area quickly so that you are out of the way of other buses bringing more children to school.

Stay clear: Keep away from the side of the bus. If you must cross the street, cross in front of the bus—but wait for an "all clear" signal from the driver before you leave the curb. Look both ways before crossing.

Emergency Situations

If an emergency situation arises, you can help by staying calm. Listen to the driver and follow instructions. Help the driver by getting the smaller children to safety.

Dress Code

Parents please consider dress attire according to the weather.

Each student shall maintain appropriate school dress and grooming standards that result in a neat, clean personal appearance. Extreme or sloppy styles that are disruptive will not be allowed. Clothing and other wearing apparel that promote and/or advertise alcohol, tobacco or other deleterious substances are prohibited. Other dress not considered appropriate are suggestive or double-meaning shirts.

Tube tops, tank tops, bare midriffs, mesh or net shirts and halter tops are not considered appropriate dress for school.

No hats may be worn in the school building prior to 4:00 p.m. Hats may not advertise alcohol, tobacco or other deleterious substances or contain double meanings. No hat which interferes with the vision of surrounding patrons will be permitted at a school function. Hats may **not** be worn at any formal school function, including concerts and other musical performances. Sunglasses are not considered appropriate school dress. Heely shoes are not allowed at school.

The principal and teachers may require a student whose appearance does not give indication of an effort to dress appropriately or whose appearance is disruptive to make improvements in grooming.

Final authority for interpretation of the dress code rests with the building principal and assistant principal or lead teacher.

Fees, Book and Resources Protection

The consumable fee is payable upon enrollment. Students will be held strictly responsible for the return of all materials at the end of the year. Normal wear of materials is expected.

The student is expected to write his or her name and current year on the label found on the inside of the book. Books will be checked out to students in the various classrooms. Whenever excessive abuse is found in textbooks, a fine will be assessed.

Fee Collection

All fees approved by the Buhler USD 313 Board of Education are due and payable upon enrollment in Buhler USD 313 schools. Other approved charges and fees are due and payable upon receipt of notice from the office of the building principal.

It is the responsibility of the clerk of the Buhler USD 313 Board of Education to collect all unpaid student fees, charges and fines approved by the board of education. All fees should be paid directly to the school office. If you send money with your student, place it in a sealed envelope with specific directions.

Lost and Found Articles

Students should assume the responsibility of taking care of their own possessions. Buhler USD 313 will not assume responsibility for the loss or damage of personal items. The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

Place your name in all books, binders, calculator, billfold, wearing apparel, etc., so that such articles may be identified and returned when found.

Take care of your books and other possessions. Do not leave them in the classroom, in the locker room, the office, cafeteria, on the stage steps or in the gym.

If you do lose something please check the office. Many of the items that have been lost are turned into the office. If you find an item please bring it to the office and we will attempt to find the owner.

Students are expected to take reasonable care of their books and to return them in satisfactory condition. Students must pay for books that are lost or damaged beyond normal wear. Remember that media center materials checked out to you are your responsibility.

Visitor Permits

All visitors should report to the office upon entering the facility.

Bicycles

Bicycles are to be parked in the designated area and are not allowed on the blacktop or playground areas. Students are not to stay in the area after parking their bicycles. For protection we suggest students lock their bicycles.

Knives and Weapons

Knives, sharp objects and guns will not be brought to school. Documentation of the incident will be placed in the child's cumulative folder. Possession, use or threat of use of a weapon on school property or at school activities is prohibited. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

A student in possession of a weapon or facsimile of a weapon will be suspended according to approved Suspension and Expulsion Policies and will be afforded an Expulsion Hearing during the time the student is in out-of-school suspension.

By Buhler USD 313 Board of Education Policy, the possession of a weapon and/or a facsimile of a weapon shall result in an expulsion of 186 school days. Law enforcement officials will be contacted immediately.

Bringing Pets to School

Children are discouraged from bringing pets to school. Parents must contact the teacher and request approval from the building principal or program director to bring a child's pet to school. Prior to the pet's arrival evidence of rabies vaccinations must be presented as well as a health certificate from a veterinarian showing proof of current vaccinations. When a parent brings a pet to school, the parent must be present during the entire time to show the pet and then take the pet home. If a student, staff member, or visitor is bitten, a report will be filed in keeping with Hutchinson City ordinance.

Student Toys & Games

Students are asked not to bring items to school that will interfere with the education of others. This includes water guns, rubber bands, fireworks, pagers and toys. Any article or novelty of this nature will be confiscated and returned to a parent.

The school will not assume responsibility for play equipment brought to school by students. Examples of equipment that should not be brought to school include sports equipment, skateboards, games, etc.

Students are not to carry electronic devices or laser lights during regular school hours.

Telephone

The telephone in each building is a business phone. Students will be permitted to use the phone only in case of emergency or when directed by school officials. Parents and guardians are encouraged to call when necessary.

Students should not be called out of their classrooms to receive phone calls. If a student needs to receive a message, the office will notify the student by giving him or her the message. All plans concerning after-school activities (non-school) should be arranged by the student before coming to school.

Students will be allowed to have cell phones with them for communication or emergency situations before and after school. Cell phones must be off during the school day and should be kept where they are not visible.

Address Changes/Name Changes

Please keep the school informed of your correct home or business address and telephone numbers. In the case of a name change, please provide the legal documentation that goes along with the change(s).

Alert Solutions

We have recently implemented a new school notification system called Alert Solutions. Alert Solutions allows our school to send messages using email, voice, and text messaging. Voice calls from your child's school will be sent with your school's phone number as the caller ID number. District-wide messages will show 620-543-2258 as the caller ID. You may want to add these phone numbers to your address book to help you recognize incoming calls from the school easily.

Alert Solutions integrates with the existing PowerSchool Parent Portal. If you are the parent of a PHMS or BHS student, and can log in to the Parent Portal, you will now see a new link called "Alert Solutions 2". You will be able to see all the contact information our school has listed for you. Within this section of the Parent Portal, you will also be able to choose your communication preferences based on message category, such as School Closures or Attendance, and message type (email, voice, and/or text message). You may opt-out of any message category for Emergency Messages.

Managing your parent preferences and contact information is your responsibility. You must opt-in to receive text messages. To receive text messages, you must go to Preferences by Message Type and Click and hold to drag the contact information above to the appropriate boxes below. By default, phone calls and email are chosen. You will receive messages to every contact field shown and every message category

(continued next page)

that has all three message types chosen. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. All phone numbers and email addresses must be in valid format to save properly.

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. Emergency messages will be labeled as such so you will know it is an actual emergency.

If your child is an elementary student or you do not have access to log into the Parent Portal, please contact the school directly to request changes.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Inclement Weather Procedures

In case of power failure, snowstorms or any other emergency resulting in a condition that would endanger the health of students, school shall be dismissed and students delivered to their respective homes as soon as possible *provided the emergency cannot be corrected that day.*

Parents should instruct the student and the office of any special circumstances resulting from early dismissal. Buhler USD 313 will attempt to accommodate all the situations regarding the student's best interests.

Those who transport their own students should listen for news reports. If in the judgment of school officials it is wise not to have school because of storm conditions or other circumstances, Buhler USD 313 will notify the following radio and television stations:

- KFH 1330 AM
- KFDI 1070 AM/101 FM
- KWSJ 98.7 FM
- KNSS 1240 AM
- KHUT 102.9 FM
- KRZZ/KRBB B98 FM
- MY 93.1 FM
- KKRD 107.3 FM
- KGGG 94.7 FM
- KAKE-TV Channel 10
- KWBW 1450 AM
- KHCC 90.1 FM
- KWCH Channel 12
- KZSN 102 FM
- KEYN 103.7 FM
- KXKU 106.1 FM
- KSKU 97.1 FM
- KDGS 93.9 FM
- KSNW Channel 3

A decision to cancel school will be made prior to 7 a.m. so that the appropriate announcements can be made. If you do not hear the announcement by 7 a.m., you may assume that school will be in session and buses will run.

Church Night

Wednesday night is designated as church night in Buhler USD 313. School activities are discouraged after 6 p.m.

Parties

Invitations to birthday parties, etc., will not be announced or handed out at school unless they include the entire group or class.

Home/School Communications

Pertinent information about school functions and upcoming events can be found through each school's Facebook page, school-wide emails or their website.

**To locate your school's web site, visit
www.usd313.org**

A district-wide Activities Calendar, containing all schedules, events and activities for the coming school year, is available at your child's school.

Parent Involvement

Each elementary school has a parent-teacher organization. This organization is comprised of parents who work with the schools to improve the educational environment and quality of education. They are involved in everything from fund raising projects for the purchase of new playground equipment to helping support the curriculum.

Another form of participation is volunteer work. Every school is looking for those who can volunteer some of their time in the schools. Volunteers are needed on a part-time and full time basis, and for special events.

Site Councils

Each school in Buhler USD 313 has a School Site Council comprised of parents, community members, staff and students (when appropriate).

Site Councils provide input and advice on our school improvement process and other education issues. They are an important communication link between our schools, parents and patrons.

Student Directory Information

The following information has been designated as “directory information” under the Family Educational Rights and Privacy Act (FERPA). This information will become public information from your child’s educational records unless parents advise Buhler USD 313 in writing that this information should be withheld.

Directory information will include: Student’s name, address and telephone listing, electronic mail address, photograph, video or digital image, date/place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/honors and awards received, most recent educational agency or institution attended.

Examples of the use of this information would include school student directory, a program showing your student’s role in a drama/music presentation, the annual yearbook, honor roll or other recognition lists, district or school website, graduation programs and sports activity information.

Parents or guardians must notify the district **in writing** if the preceding information is not to be released without prior approval. Notification should be addressed to Superintendent of Schools, 406 West 7th, Buhler, KS 67522.



Unsafe Schools Choice Options

Provisions under Elementary and Secondary Education Act (ESEA) allow any individual student to transfer immediately to a different public school within the district under the following conditions:

1. The state board of education has identified the public school the student currently attends as a persistently dangerous public school, or
2. The student is the victim of a violent criminal offense while in or on the grounds of the public school the student attends.

Teacher Qualifications Available

Parents can request information about the qualifications of their child’s teacher. Access to this information is granted through the Elementary and Secondary Education Act (ESEA).



Elementary Parent/Student Handbook