

**Riverton Elementary School
2021-22**



**Todd Berry, Superintendent
Adam Thomasson, Principal
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Riverton, Kansas 66770
Phone: (620) 848-4078
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Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

General Information

Office Hours

7:20 a.m. – 3:20 p.m.

School Hours

Monday, Tuesday, Thursday, and Friday 8:00 a.m. - 3:10 p.m.

Wednesday 8:50-3:10 p.m.

USD 404 Mission Statement

It is the mission of USD 404 to provide the students a quality education that prepares them to be responsible and productive citizens in an ever-changing world.

Riverton Elementary Mission Statement

The mission of Riverton Elementary is to provide our students success in learning.

Reach your goals

Achieve success

Make good choices

Share responsibility

Elementary School Improvement Plan Goals

Goal # 1 Rigor - To develop a collaborative culture among staff, students, and parents to maximize the success of all students.

Goal #2 Relevance- Respond to the changing needs and abilities of students through a uniform set of curriculum and academic standards.

Arrival Time Students who walk or are transported by parents are to arrive no earlier than **7:20 a.m.** and are to go directly to the cafeteria. Classrooms are open at 7:45 a.m. each school day. The academic school day begins promptly at 8:00 a.m. and it is the responsibility of the parents and bus drivers to be sure the students arrive on time. It is our goal to prepare our students for life beyond school. Assisting students in understanding the importance of promptness is one element of that goal. **Every Wednesday school will begin at 8:50.** Buses will run approximately 50 minutes later on Wednesdays. If it is necessary for you to bring your child to school before this time, please let administration know.

Dismissal Time Students will be dismissed at 3:10 p.m. and are to be transported from the school grounds at that time. Students cannot remain on campus unsupervised. Parents who wish to pick up their children after school will enter the parent pick up line on the south side of the building by turning off of the main highway by the girl's softball field (SE 67th Terrace) and continuing around the block by the football field which curves on Partridge Lane. Students will be waiting in designated areas and will be called to the south doors as their parents enter the pick up area. Parents should not exit their cars. **Note: Partridge Lane becomes a one-way street at the end of the school day with only east to west traffic allowed.** Walking students wait in their designated classroom and are dismissed after all the parent pick-up cars have departed.

Riverton Elementary School Attendance Policy

Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary to ensure the success of your child's future goals. Cooperation between school and home is vital for students' success. Please read the policy carefully and contact the principal if you have any questions:

Absences will be classified into four (4) categories. They are:

Type 1: Exceptional: death in the immediate family, funeral attendance, visit to the counselor's office, assignment to the in-school suspension room, other situations deemed as an emergency by the principal.

Type 2: Medical: visit to the doctor, dentist, or other medical personnel verified by a note on the doctor's stationary submitted to the office within (2) school days of the absence; also counted in this category is dismissal from school by our school nurse.

Type 3: Parent Verified: absence verified by a note or phone call from the parents within two (2) school days of the absence. Per Kansas State Law, school attendance is mandatory. Excessive parent excuses for student absences will be considered as Type 4.

Type 4: Unexcused/Unverified: absence with no communication from the parents within two (2) school days of the absence; also includes skipping school, cutting class, etc.

****Please remember that the school district has the full authority to make decisions regarding the excused/unexcused status of absences. Parents are responsible for verifying all student absences.**

Truancy

A student is considered truant if; (1) he is subject to the Compulsory Attendance Law, but is not enrolled in a public or non-public school, (2) he is subject to the Compulsory Attendance Law and is enrolled in a public or non-public school, **but is inexcusably absent for either three consecutive days, five or more days in any semester, or 7 or more days in a school year. The school will allow for 8 parent calls, or notes per semester, before a doctor note is required to have an excused absence.**

Any absence from school other than illness, death in the family, or family emergency is discouraged. **In order to excuse the student's absence, the Elementary School Office must be notified in writing or by phone call within 2 school days upon the student's return to school.** Notes may be signed by their parents /guardian or from an attending physician.. However, **if the school does not receive a note or call from the parents that absence is unexcused and subject to the limits mentioned above.** When any of the truancy criteria mentioned above is met, the school will contact the Department for Children and Families, and the County Attorney. Students who have excused absences have the opportunity to make up assignments.

Note: While notifying your child's teacher of absences is a good practice, messages to teachers do not excuse student absences. The office must be notified in order for student absences to be excused.

General Information

Assemblies Are a regular part of the curriculum and are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

Breakfast / Lunch Programs Breakfast is available in the cafeteria between 7:25 A.M. and 7:50 A.M. Students who wish to eat breakfast should go directly to the cafeteria when they arrive in the morning.

A nutritious Type A hot lunch is available to students. The meals contain at least 1/3 the minimum daily requirements for nutrition as set forth by the state and federal agencies. The federally funded Child Nutrition Program reimburses the school district for lunches served to children of families meeting income guidelines. Certain families may be eligible for free or reduced price lunches. Applications are available in the lunch clerk's office.

Students may bring their own lunch from home and eat in the cafeteria. Please refrain from bringing fast food/restaurant meals to your children for lunch. This makes it difficult for those students who are unable to have this opportunity.

Closed Campus Students may not leave the school grounds during the school day unless under the supervision of a teacher. Students may be released to a parent or guardian for needed appointments. Only the teacher, secretary, or the building principal may release students during the day.

Counseling Counseling is available for all students at Riverton Elementary School.

Nuisance Items Electronic devices, stuffed animals, blankets, toys and other items that may cause distractions throughout the school day should not be brought to school.

Dress Standards **Please do not send your students to school in flip-flop shoes; they have a difficult time during recess and PE.** Students are expected to arrive at school clean and neatly dressed. Students share with their parents their right to dress according to personal preferences except where such dress is dangerous to their own health and safety, and that of others, or it is a distraction or indecent to the extent that it interferes with the learning process. Standards of grooming and dress may be prescribed for participation in certain activities.

Garments displaying advertising or graphics of alcoholic beverages or tobacco are deemed inappropriate for school. Caps and hats are not to be worn inside the building. To help save you additional cost and stress, please make sure your child has their name inside their coats and jackets. This helps us identify a jacket or coat that has been lost. No shoes with wheels may be worn during the school day. (Heely's) Hair paint or dye deemed by administration to be a distraction and inappropriate for school will not be allowed.

Early Dismissal Sometimes it is necessary for the school to be closed earlier than scheduled. Therefore, it is important that children know what to do in this event. Parents and children should have

plans for such emergencies i.e. where to go, or who to call. It is important as well to keep the school informed of any changes in telephone numbers and places of employment provided to us at enrollment time.

Enrollment Forms and Textbook Fees Every year parent/guardians will be asked to complete an enrollment form. Please provide the information requested. There **MUST** be a phone number and name listed on the enrollment form for contact during the school day. Students must pay textbook rental fees at the time of enrollment. These help defray the cost of all textbooks and activities books used for instruction. Arrangements for late payment of fees must be made with the building principal.

Eligible families who receive books at no charge must complete a waiver form available at enrollment. Before school begins each year, specific enrollment information will be printed in the; *Galena Sentinel Times*.

Kindergarten Registration A child must be five years of age on or before September 1 to enter Kindergarten. A state issued birth certificate with the state number on it; immunization records, social security card, and a physical are required for enrollment. A kindergarten registration will be conducted in the spring of each year. The enrollment serves several purposes, among them, to give us an idea about the number of students to expect in the fall. We offer an all-day kindergarten program.

Fire Drills/Tornado Drills Fire drills must be held monthly. Tornado drills will be held three times a year. Teachers will instruct students on the exit route from their classroom. Students should leave the room quickly and orderly, in a single line and remain that way at their designated location until the return signal is given. During the fire drills/tornado drills students are to remain quiet and keep their hands to themselves.

Report Cards Report cards serve a single purpose and that is to report progress to parents/guardians. Report cards are sent home with students following the close of the grading period.

Children With Disabilities in Integrated Setting Several categories of children with disabilities are served in an integrated setting in the regular education classroom. Students identified and placed are served in the integration/inclusion program in all elementary grades. Each student has an IEP (Individualized Education Plan) and is supported by a team including specialist, para-professionals, regular education teacher, principal, and parent or guardian.

Health Services The following health services are offered: Hearing Screening, Vision Screening, Scoliosis Screening, Dental Checks, Head Lice Inspection, and First Aid. With the protection of the student being foremost, we ask the following procedure be followed for the necessary dispensing of medication at school: (1.) Any medication to be taken by the student, while at school, is kept in the nurse's office. (2.) Accompanying the medication, there should be an authority memo issued by the prescribing doctor and permission form from the parent.

Illness and Accidents If a student is injured, becomes ill, or has any health problem while at school he/she will be sent to the school nurse. If in her judgment it is necessary she will contact persons at the emergency numbers provided. **It is vital that we be able to contact someone who can sign a release at the hospital, so please be sure to add more than one person on the enrollment form who can do that.**

Immunization Kansas law requires students to be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, Mumps, Rubella, and Rubella Measles, Hepatitis B, Hepatitis A and Varicella immunizations for Kindergarten school entry.

Students who are not properly immunized upon entering school have ninety (90) days in which to complete them. Waivers for religious purposes are the exception to the requirement.

Library The library is an exciting, adventurous place. Students are encouraged to draw from its wealth of materials as much as possible. The following are rules to be observed in the library: (1.) Use quiet voices and be respectful of others. (2) Have permission to use the library. (3) Return materials as soon as possible to the library as they are finished reading them to allow others to check them out. (4) Students who do not return books on time will not be allowed to check out additional books. (5) Students will be expected to pay for any library books they damage or lose.

Money Students should not bring large amounts of cash to school. School personnel will attempt to locate any lost money, but the person bringing it to school is responsible.

Parking Lot / Drop Off and Pick Up Students arriving to school by vehicles other than a bus should be dropped off at the **south** entrance of the school. Pick-up procedure: Parents must use the south road of the school. (Partridge) It is now one-way street from 2:30-3:30. Parents will remain in their vehicles and students will be sent from their designated door to their respective rides. Due to traffic congestion and safety issues, please refrain from parking on the south school property and walking to the outside pick up door.

Parent/Teacher Conferences Communicating with your child's teacher is encouraged and it is important for particular concerns that may arise. Parent/teacher conferences are scheduled for the first quarter on **October 21st and 25th from 3:30 p.m. to 7:00 p.m.** The second quarter parent/teacher conferences will be on **March 7th and 8th from 3:30 p.m. to 7:00 p.m.**

Parties / Birthdays Only individually wrapped store bought goods can be brought to school for birthday celebrations. We also ask that you notify the teacher before bringing treats for the class.

Testing Program Kansas Assessments are a required part of the district's testing program. All students in grades three, four, and five are tested by means of this assessment for math and reading. Our K-2 students will be given the DIBELS assessments.

Telephone Please keep calls for messages to be delivered to students to those that are of the utmost necessity. If possible, please try to call the school **before 2:30** when a change of pick-up of the student is expected. The office telephones are for official school business and emergencies.

Textbooks Students are responsible for textbooks issued to them for use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such.

Title 1 Program Achievement test scores and Kansas Assessment test scores, along with teacher information are used to identify students of greatest educational need for remedial assistance in both reading and math.

Substitute Teachers Substitute teachers are certified by the State Department of Education. These teachers are to be treated with the same respect and consideration that is given to any other teacher or adult. Students who are being disrespectful or disruptive with substitutes will be disciplined.

Transportation

Transportation School bus transportation is provided for all students residing in the Riverton School District. School bus transportation is a privilege that cannot be abused by demands for luxury services or individual convenience.

A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and administrators. Without teamwork a school system must risk what it cannot afford to risk, death and injury.

Established school bus routes are adjusted as needed to reach all students within the district boundaries. Buses will pick up and deliver students to designated places only. Students must be at the pick-up area on time.

To provide both safe and efficient transportation, the Riverton School District has established the following rules and regulations that comply with the laws of Kansas:

Bus Riding Privileges Riding a school bus is a privilege and should be treated as such. Students riding the buses are expected to follow the guidelines for bus riders. Bus drivers **do** have the authority to assign seats.

Getting On and Off the Bus

1. To help maintain morning schedules all pupils must be ready and waiting when the bus arrives. Students wait for the bus. The bus doesn't wait for students.
2. Riders must conduct themselves in a safe manner.
3. Riders must wait until the bus comes to a complete stop before they board or exit.
4. The driver shall have the authority to assign a seat to each passenger.
5. The student shall at no time be allowed to show any disrespect to the driver.

Inappropriate Bus Behavior

First and Second Violation Written Reprimand sent to the parent, by the bus driver. Parent must sign it for the student to be allowed back on the bus

Third Violation Written reprimand sent to the parent, by the bus driver. Student may be removed from one to three days.

Fourth Violation Written reprimand sent to the parent, by the bus driver, and the student is referred to the principal. The student may be suspended from one to ten days, or removed from the bus for the remainder of the year.

Technology Policy

Computer and Device Acceptable Use:

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device.

Computer and Device Violations:

Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to the following disciplinary actions:

- 1st Offense: The student will receive a verbal warning and parents will be contacted
- 2nd Offense: The student will be suspended from computer usage for 3 days
- 3rd Offense: The student will be suspended from computer usage for 5 days
- 4th Offense: The student will be suspended from computer usage for 5 days and will serve a Saturday School
- Subsequent offenses may result in loss of computer privileges for the remainder of the school year.

Cellular Phones: Students are permitted to have cell phones on school property, during school hours (7:00-3:10). There are certain restrictions that all students must adhere to. The cell phones must remain off and out of sight before entering the school for the school day This includes bus lines. . Any student found to have a cell phone visible (in use or not) will be in violation of this policy and subject to the stated consequences.

- 1st violation: cell phone confiscated and returned to student at the end of school day.
- 2nd violation: cell phone confiscated and returned to parent/guardian.
- 3rd violation: cell phone confiscated and returned to parent/guardian and student assigned to Saturday School
- 4th violation: cell phone confiscated and returned to parent/guardian. Conference is held with the parent/guardian to determine further disciplinary action.

Taking pictures by means of camera phone or other cellular devices by students is prohibited at all times during school hours. This is to include, but not limited to, locker rooms, rest rooms, and other locations one can expect privacy. Failure to adhere to this policy will result in the cell phone or device being confiscated, returned to the parent/guardian, and student suspension issued.

Discipline Code and Consequences

General Teachers, along with their students, establish rules for the classroom. Other rules and procedures are reviewed that are common to all students in the building.

When students blatantly or unwittingly express inappropriate behavior, consequences must be established to bring about acceptable behavior. These range from after school detention, to expulsion for more severe actions.

School Wide Discipline

Our hope is that our discipline procedure will prove to be a more efficient and more effective system in handling discipline issues at all grade levels. This system is designed to keep parents informed as a result of teacher/parent communication. When before/after school detention is assigned there will be a window of one day to make contact with parents before the students are expected to serve their time.

Riverton Elementary School T-Chart of Behaviors

Staff Managed	Office Managed
Minor	Major
<p>Physical Contact - Student violates another student's personal space and physically touches him/her in a non-aggressive manner</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● playing with another student's hair ● bear hugs ● untying/trying another student's shoelaces ● writing on each other's belongings ● poking another student ● pushing/shoving in line ● encroaching on another's personal space 	<p>Physical Aggression - Student engages in actions involving serious physical contact where injury may occur.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● hitting ● kicking ● biting ● throwing an object at a person ● roughhousing
<p>Misuse of Property - Student uses materials inappropriately.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● poking holes in paper ● sword fighting with pencils ● standing on tables/chairs ● destruction of supplies ● hanging on bathroom stall ● sticking inappropriate objects into pencil sharpener 	<p>Property Damage (Vandalism) - Student defaces or destroys property.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● writing on/scratching, and/or poking holes in tables, desks, etc....
<p>Defiance/Non-Compliance- Student does not respond to adult requests.</p>	<p>Chronic Disrespect to Teachers/Adults -Student engages in refusal to follow directions, argues, talks back, and/or delivers</p>

<p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● talking while teacher is talking ● not following directions ● making excuses ● not doing or turning in work ● being on a website other than the assigned site without permission 	<p style="text-align: center;">socially rude interactions</p>
	<p style="text-align: center;">Bullying/Harassment-Student engages in intentional and repeated behaviors (physical, emotional, and/or verbal) targeted at others that creates an imbalance of power.. USD #404 Bullying Policy Section JDDC USD #404 Sexual Harassment Policy Section JGEC</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● repeatedly insulting someone’s clothing, looks, gender, race, intelligence ● repetitive hitting, teasing, name calling, intimidation, social exclusion
<p>Inappropriate Language - Student engages in low-intensity inappropriate language.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● “This sucks” ● crap ● dork ● stupid ● loser 	<p>Abusive Language -Student swears or uses words, obscene gestures, pictures, or written notes in an inappropriate or degrading manner with the intent to hurt.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● negative comments based on race, religion, gender, age, disabilities, or other personal matters ● “You’re gay” ● “I’m going to kill you”
<p>Disruption -Student engages in low-intensity, but inappropriate, disruption.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● blurting ● silliness ● making noises with mouth, body (burping/farting) and/or objects ● getting up in the middle of instruction ● passing notes ● throwing something ● running in hall ● talking in hall 	
<p>Failure to Complete Work - Student does not complete work or does not complete work at his/her ability level.</p>	

<p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● missing homework/classwork ● projects unfinished after multiple opportunities 	
<p>Cheating-Student engages in cheating behaviors in academic or social situations.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● cheating on assessments ● cheating during classroom competitions 	<p>Theft-Student intentionally takes someone else’s property without permission.</p>
<p>Loitering -Student does report to class in a timely fashion.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● leaving class with permission, but going to another location without permission ● hanging out in the bathroom/hallway instead of returning to class in a timely manner. ● leaves room without permission but without intent to elope or skip class 	<p>Skipping Class/Eloping- Student leaves class or designated area without permission or when leaving with permission, student does not report to class or designated area for an extended period of time.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● leaving class without permission with the intent of not reporting to the appropriate designated area or classroom. ● leaving one classroom with permission but not reporting to the next classroom for an extended period of time(purposely roaming hallways, hiding in bathrooms, etc.) ● eloping or running from staff
<ul style="list-style-type: none"> ● Other- Student engages in any other minor problem behaviors that do not fall within the above categories. 	<p>Technology Violation -Student engages in inappropriate technology usage.</p> <p style="text-align: center;">Examples:</p> <ul style="list-style-type: none"> ● may include inappropriate website ● using someone’s password ● using the computer to communicate inappropriately ● use of cell phones at school
<p>** - Four offenses in the classroom within one day will result in an office referral</p>	<p style="text-align: center;">Other- Student engages in any other problem/unsafe behaviors that do not fall within the above categories.</p>

**Four non-classroom offenses within one week will result in an office referral	

Disruptive/Inappropriate Behavior

First Violation	Teacher contacts the parent/guardian and a 30 minute ISS is assigned.
Second Violation	Teacher contacts the parent/guardian and a 1 hour ISS is assigned.
Third Violation	Teacher contacts the parent and a 2 hour ISS is assigned.
Fourth Violation	Administration contacts the parent/guardian and a full day ISS is assigned. The teacher begins paperwork for the Student Improvement Team and a meeting is held .
Subsequent Violations	Administration contacts the parent/guardian and the student is placed into Out-of School Suspension or Saturday School

Defiance/Non-Compliance

First Violation	Teacher contacts the parent/guardian and a 30 minute ISS is assigned..
Second Violation	Teacher contacts the parent/guardian and a 1 hour ISS is assigned.
Third Violation	Teacher contacts the parent and a 2 hour ISS is assigned.
Fourth Violation	Administration contacts the parent/guardian and a full day ISS is assigned. The teacher begins paperwork for the Student Improvement Team and a meeting is held .
Subsequent Violations	Administration contacts the parent/guardian and the student is placed into Out-of School Suspension or Saturday School

Disrespect to Teachers/Adults

First Violation	Teacher contacts the parent/guardian and a 30-60 minute In-School Suspension is assigned.
Second Violation	Teacher contacts the parent/guardian and a 1-2 hour In-School Suspension is assigned.
Third Violation	Administration contacts the parent/guardian and a 1 day ISS is assigned. The teacher begins paperwork for the Student Improvement Team and a meeting is held.
Fourth Violation	Administration contacts the parent/guardian and Saturday School and/or Out-of-School Suspension is assigned.
Subsequent Violations	Administration contacts the parent/guardian and up to 5 Days Out-of-School Suspension is assigned.

Failure to Complete Work

First Violation	Teacher contacts the parent/guardian and a 30 minute ISS is assigned.
Second Violation	Teacher contacts the parent/guardian and a 1 hour ISS is assigned.
Third Violation	Teacher contacts the parent and a 2 hour ISS is assigned.
Fourth Violation	Administration contacts the parent/guardian and a full day ISS is assigned. The teacher begins paperwork for the Student Improvement Team and a meeting is held .
Subsequent Violations	Administration contacts the parent/guardian and the student is placed into Out-of School Suspension or Saturday School

Fighting/Physical Aggression

First Violation	Administration/Teacher contacts the parent/guardian and Saturday School or up to 3 days of In-School Suspension is assigned.
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Second Violation	Administration/Teacher contacts the parent/guardian and up to 5 days Out-of- School Suspension is assigned. --- Teacher begins paperwork for the Student Improvement Team and a meeting is held
Third Violation	Teacher/Administration contacts the parent/guardian and up to 10 days Out-of-School Suspension is assigned
Subsequent Violations	Administration contacts the parent/guardian and possible extended term suspension or expulsion.

Cheating

First Violation	Teacher contacts the parent/guardian and a 30-60 minute In-School Suspension is assigned.
Second Violation	Teacher contacts the parent/guardian and a 1-2 hour In-School Suspension is assigned.
Third Violation	Administration contacts the parent/guardian and a 1 day ISS is assigned. The teacher begins paperwork for the Student Improvement Team and a meeting is held.
Fourth Violation	Administration contacts the parent/guardian and Saturday School and/or Out-of-School Suspension is assigned.
Subsequent Violations	Administration contacts the parent/guardian and up to 5 Days Out-of-School Suspension is assigned.

Loitering /Skipping Class/ Eloping

First Violation	Administration/Teacher contacts the parent/guardian and Saturday School or up to 3 days of In-School Suspension is assigned.
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Second Violation	Administration/Teacher contacts the parent/guardian and up to 5 days Out-of- School Suspension is assigned. --- Teacher begins paperwork for the Student Improvement Team and a meeting is held
Third Violation	Teacher/Administration contacts the parent/guardian and up to 10 days Out-of-School Suspension is assigned
Subsequent Violations	Administration contacts the parent/guardian and possible extended term suspension or expulsion.

Inappropriate/ Abusive Language

First Violation	Administration/Teacher contacts the parent/guardian and Saturday School or up to 3 days of In-School Suspension is assigned.
Second Violation	Administration/Teacher contacts the parent/guardian and up to 5 days Out-of- School Suspension is assigned. --- Teacher begins paperwork for the Student Improvement Team and a meeting is held
Third Violation	Teacher/Administration contacts the parent/guardian and up to 10 days Out-of-School Suspension is assigned
Subsequent Violations	Administration contacts the parent/guardian and possible extended term suspension or expulsion.

Vandalism/Theft

Any Violation	Administration contacts the parent/guardian. The student/parent is held responsible for paying the replacement cost of the items to the district, and the student is assigned to up to 10 days In School or Out-of-School Suspension
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Weapons

Any Violation	One calendar year expulsion from school is required by law. Kansas Law S.B. 38 defines the weapons that require one-year suspension includes
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guns, bludgeon, sand club, metal knuckles, throwing stars, switchblade, or blade that opens by gravity or thrust.

H.B. 2191 amends the pupil suspension and expulsion act to allow a short-term suspension of 10 days for disciplinary infractions involving a weapon, drug possession, use or sale, or other behavior resulting in, or substantially likely to have resulted in, serious bodily harm. In other cases, the maximum short-term suspension remains at five days. These provisions apply to both regular and special education students.

❖ **Parents are encouraged to help our students Stay Safe, Speak Up, Stop School Violence, by calling the Anonymous Toll Free Number 1-877-626-8203.**

Drugs, Tobacco, and Alcohol

First Violation	Principal informs parents and the appropriate agencies and 5-10 Days Out of School Suspension
Second Violation	Principal informs parents and the appropriate agencies and a long term hearing is held for one calendar year expulsion.

Bullying/Harassment of Other Students

First Violation	Administration/Teacher contacts the parent/guardian and Saturday School or up to 3 days of In-School Suspension is assigned.
Second Violation	Administration/Teacher contacts the parent/guardian and up to 5 days Out-of- School Suspension is assigned. --- Teacher begins paperwork for the Student Improvement Team and a meeting is held

Third Violation	Teacher/Administration contacts the parent/guardian and up to 10 days Out-of-School Suspension is assigned
Subsequent Violations	Administration contacts the parent/guardian and possible extended term suspension or expulsion.

Conduct Sheets

4th and 5th grade student planners contain Conduct Sheets. The Conduct Sheets are used to address minor classroom infractions.

The administration reserves the right to deviate from this policy when necessary depending on the severity and details of the situation.

Out-of District Student Enrollment Procedure

1. Any student who is a resident of a school district other than USD # 404 and desires to attend Riverton Schools must file an application to do so. Application forms may be obtained from and returned to the building principal's office.
2. Applications for enrollment must be made on or before May 15th.

Guidelines for reviewing out-of-district applications:

A. The building principal shall have the responsibility of receiving and acting on applications for their grade levels.

B. The building principal shall consider:

1. Existing enrollment: If the acceptance would crowd the facilities or increase class size to an undesirable level, the application should be turned down.

2. Students applying for out-of-district approval should be in good standing in their home district. Principals will take into account any history of truancies, disciplinary problems, excessive absences
3. Accepting and or denying are an administrative decision.
4. Out-of-district approval may be withdrawn at the end of any year that the student does not demonstrate proper behavior, attitudes, and attendance that is expected of all students.
5. Out-of-district students shall assume the responsibility of their own transportation, either to school or to meet the bus on its regular district route.

Special Education Notice to Parents and Students of Rights under the Family Educational Right and Privacy Act Of 1974.

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning school records of their children. The following rights are according to you under this act.

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school record in question. Access must be granted to you within 45 days after the request by said custodian.
2. The school district has established the following procedures in granting access by parents to student's records:
3. The parent's right of access shall include:
 - (A) The right to be provided a list of the types of educational records, which are maintained by the institution and are directly related to their children;
 - (B) The right to inspect and review the content of those records;
 - (C) The right to obtain copies of those records, which may be at the expense of the parent of the eligible student but not to exceed the actual cost to the school district of reproducing such copies;
 - (D) The right to response from the district to reasonable requests for explanations and interpretations of those records;
 - (E) The right to an opportunity for a hearing to challenge the content of those records;
 - (F) And if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
4. Right to a hearing challenging the content of your child's educational record.
5.
 - (A) To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student;
 - (B) To insert into the record a written explanation respecting the content of the record.
6. The school district has established the following procedures where a parent desires to challenge the content of a student's educational record:
 - (A) The hearing shall be conducted and decided within a reasonable period of the time following the request for the hearing.
 - (B) The hearing shall be conducted, and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
7. Before any school records will be released to third parties (other than those specified in item 13) who have requested copies of your child's records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before the custodian will release them.
 - (A) The specific records to be released;

- (B) The reason for such release;
 - (C) The name of the party or agency to which the records will be released;
 - (D) And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.
8. The right to obtain copies of your child's student records, with the cost of reproduction charged at the rate of \$.10 per page.
 9. Right to notification of transfer of your child's/children's student records and the right to challenge content of the records to be transferred.
 10. Right to notification of subpoena of your child's/children's education records prior to the institution's compliance with the subpoena.
 11. Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's educational records to the court prior to compliance.
 12. The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:
 - (A) Cumulative educational records;
 - (B) Health records;
 - (C) Cumulative attendance records;
 - (D) Records of disciplinary action;
 13. The chief administrator of each attendance center has been designated by the school district as custodian of student records.
 14. The following persons have the right to access your child's education records without your consent.
 - (A) Other school officials including teachers within the educational institution for local educational agency that have been determined by such agency or institution to have legitimate educational interest;
 - (B) Officials of other schools or school systems in which the students seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity to challenge the content of the record;
 - (C) Authorized representative of (1) the Comptroller of the United States, (2) the Secretary of the Office of Education, and (3) administrative head of an education agency;
 - (D) In connection with a student's applications for, or receipt of, financial aid;
 - (E) State and local officials or authorities to which such information is specifically required to report or disclose pursuant to state statute adopted prior to November 19, 1974.
 - (F) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive instruction, if such studies are conducted in such a manner as will no permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
 - (G) Accrediting organizations in order to carry out their accrediting functions;
 - (H) In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect health or safety of the student or other persons;
 - (I) State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements, which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you, by other than those officials,

and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

15. The school district will follow the following procedures in the case of reviewing and expunging the student records:
Each record shall be reviewed at least annually by the attendance center administrator and purged of information, which is no longer needed, or of lasting value.
16. The school district has designated the following information as directory information:
 - (A) The student's name, address, telephone number, date of birth;
 - (B) The student's major field of study;
 - (C) The student's participation in officially recognized activities and sports;
 - (D) The weight and height of members of athletic teams;
 - (E) Dates of attendance;
 - (F) Degrees and awards received;
 - (G) And the most recent previous school district attended by the student.This information is considered public information, which may be released by the school district without your prior consent. You have ten days from the first day of school each year to inform the school district that any or all of the directory information should not be released without your prior consent.
17. The custodian of said records will maintain a record of those persons, agencies or organizations that have access to said records. This record will indicate the legitimate educational or other interest that such a person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.
18. When your child becomes eighteen years of age, all rights formerly accorded to you as a parent of said student becomes the sole rights of the student, and you will no longer have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parent's income tax form.

Unified School District # 404 strives to provide the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted. These services are provided to our students through membership in the Interlocal #637. Through membership in the interlocal we join twelve other districts in providing an appropriate education to all our exceptional children.

Acquisition of these services through an interlocal agency is necessary due to reasons of small incidence of exceptional children, economy in providing the services, and ability to serve the varying needs of these children.

For information regarding these programs, services, and procedures for referral or comprehensive evaluation for the exceptional child, please call your Board of Education Office 848-3386 or Greg Kubler, Director of the USD #637, 205 S. Locust, Pittsburg, Kansas 66762, Phone # (620) 235-3180 or toll free 1(800)-281-2749.

Consent to Participate in Field Trip or Other Activity and Consent for Treatment

This form must be signed and returned to the school by _____ (Date) if the student below is to participate in the field trip or activity.

I, _____, the parent and/or legal guardian _____ give my consent for my child to participate in the field trip/other activity described here:

_____ On _____. (Date)

