



Atchison Public Schools

Building Successful Futures: Every Student, Every Day

2016-2017 Parent & Student District Handbook

The official Board of Education policies are available at each school office, the district website (www.usd409.net) and the Atchison Public Schools Board of Education Office.

2016 – 2017 Calendar

USD #409, ATCHISON PUBLIC SCHOOLS

July 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
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26	27	28	29	30

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2016 – 2017 School Calendar

District Enrollment..... July 27 and 28
 All Teachers Report August 10
 First Day of School (Grades PreK-9)
 August 16
 All Students in Session August 17
 No School, Labor DaySeptember 5
 No School, P/T Conf Compensation.
September 30
 No School, WorkdayOctober 14
 No School, Staff DevOctober 17
 No School, Thanksgiving.....Nov. 23 - 25
 No School, Workday December 16
 No School, Winter Holiday..... Dec. 19
thru January 2
 No School, MLK Day January 16
 No School, P/T Conf Compensation.
 February 17
 No School, President's Day ... February 20
 No School, Workday March 10
 No School, Spring BreakMar. 20 - 24
 No School, Staff Dev April 7
 No School, Holiday April 14
 Last Day of School..... May 25
 Teacher Workday May 26 *
 Make-up Dates (391 min/day, if needed)
 May 26 and May 30 *
 *Teacher workday would follow make-up dates.

Parent/Teacher Conferences
 September 27 and 29
 February 14 and 16

Quarter/Semester Dates
 1st qtr ends October 13..... 41 days
 2nd qtr ends December 15 40 days
 3rd qtr ends March 9..... 45 days
 4th qtr ends May 25 47 days
 Total Student Days 173 days
 Teacher Days 185 days

LEGEND

Staff Development (No School for Students)

Teacher Workday (No School for Students)

Early Release

Parent/Teacher Conference (School in Session)

No School/Offices Closed – Red Dates

No School – Shaded Dates

January 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Approved by BOE: 2/1/2016

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Welcome to the 2016-2017 School Year!

We are pleased to present the *Parent & Student District Handbook*. This publication includes information for parents and students regarding Atchison Public Schools, as well as an overview of student rights and responsibilities. It is important for both students and parents to be aware of certain policies that set the district's expectations for students.

Board of Education

The Board of Education for Atchison Public Schools is comprised of seven local residents who are elected to four-year terms.

Board meetings are held the first Monday of each month and are rebroadcast on Atchison Educational Channel 14. All regular meetings commence at 7:00 p.m. and are held in the Board of Education office at 626 Commercial Street, Atchison, KS, except during the months of October, December, February, and April. These meetings will be held on-site at various school facilities, as follows: October (Atchison Elementary School, 825 N. 17th Street); December (Central School, 215 N. 8th Street); February (Atchison Middle School, 301 N. 5th Street); and April (Atchison High School, 1500 W. Riley Street). Special meetings may be called as needed. Agendas are available at the Board of Education office, at each board meeting or may be viewed online at www.usd409.net. All board meetings are open to the public and visitors are welcome.

Members of the Atchison Public Schools Board of Education are: Sean Crittendon, John Eplee, Herb Gwaltney, Diane Liebsch, Bill Shipley, Carrie Sowers, and Rick Zumbrunn.

District Contact Information

Atchison Public Schools

Board of Education Office

Dr. Susan Myers, Superintendent
Dr. David Myers, Director of Special Education
Jacqueline Coleman, Director of Curriculum and Instruction

Donna Noll, Director of Technology
Lori Lanter, Business Manager
Patty Gaul, Food Service Director
626 Commercial Street, Atchison KS 66002
p: 913.367.4384 f: 913.367.2246

Atchison High School

Bryon Hanson, Principal
Lindsey Hansen, Assistant Principal
Matt Renk, Assistant Principal/Activities Director
1500 West Riley, Atchison KS 66002
p: 913.367.4162 f: 913.367.0415

Atchison Middle School

Chad Bilderback, Principal
George Ross, Jr., Assistant Principal/Activities Director
301 North 5th Street, Atchison KS 66002
p: 913.367.5363 f: 913.367.1302

Atchison Elementary School – Intermediate (Grades 3-5)

Kent Michel, Principal
825 North 17th Street, Atchison KS 66002
p: 913.367.3787 f: 913.367.1602

Atchison Elementary School – Primary (Grades Pk-2)

Kari Kephart, Principal
825 North 17th Street, Atchison KS 66002
p: 913.367.1161 f: 913.367.1602

Central School/Atchison Academy

Gerre Martin, Principal
215 North 8th Street, Atchison KS 66002
p: 913.360.6540 f: 913.367-2860

Atchison Public Schools Special Education Dept.

Dr. David Myers, Director of Special Education
626 Commercial Street, Atchison KS 66002
p: 913.367.9519 f: 913.367.9529

Atchison Public Schools Service Center

Jay Robinson, Director of Maintenance
2600 Industrial Park Road, Atchison KS 66002
p: 913.367.6382 f: 913.367.0751

School Start & Release Times

Atchison Elementary School	8:25am – 3:31pm
Atchison Middle School	7:50am – 2:42pm
Atchison High School.....	7:50am – 2:45pm
Central School	7:50am – 2:45pm

Asbestos Hazard Emergency Act

Atchison Public Schools has been complying with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos. These materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees, and visitors. The asbestos management plan for Atchison Public Schools is located at the Board of Education Office and in the office of each school.

Interested persons may inspect the plan at any time. If you have specific questions, you may contact the Director of Maintenance at 913.367.6382.

Atchison Public Schools is committed to protecting the health of all students, employees, and visitors, and we will continue to ensure that asbestos-containing materials are maintained according to federal and state requirements.

Attendance

A student's absence from the classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of classroom instruction include class discussion, teacher presentations, and student participation. Many of the benefits are lost during extended absences and cannot be entirely regained even by after-school instruction. Thus, school attendance is necessary and the school district requires regular attendance in compliance with state law.

1. The State of Kansas expects schools to have an attendance rate above 90%. By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. Furthermore, Kansas Statute 72-1113 requires school administrators to report to DCF or the County Attorney students who are inexcusably absent from school for all or a significant part of three consecutive school days, or five school days in a semester, or seven school days in a year, whichever occurs first.
2. In case of a student absence, a parent should call the school office by 9:30am on the day of the absence. If the office has not received a call by that time, school officials may call to determine the reason for the absence. If the parent cannot call, a note must be sent by the parent the day the student returns to school.
3. The principal is responsible for determining whether an absence/tardy is excused or unexcused.
4. The following absences may be excused by the principal: illness or injury, doctor appointments (may require a doctor's note), religious reasons, family emergencies, death in the family, or reasons approved by the principal. Absences will not be excused for shopping trips, babysitting, hair appointments, working part-time jobs, or general absences for personal business, which could be taken care of outside the school day. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to levee or deployment.
5. If a student is absent (excused or unexcused) two hours/periods during a school day, it will be counted as a half-day absence. All absences four or more hours/periods will be considered a full day absence.
6. A student is considered tardy to class when they enter the classroom after the bell has rung. A student will not be considered tardy if they have a pass excusing their late arrival.
7. When a student is absent, the student will have two days for each day of the absence to complete the work assigned during the absence. However, when an absence is unexcused, assignments and/or projects that are due that period and/or day missed will be due the next class period. For planned absences, the student and/or parent is responsible for making arrangements for assignments with the teacher(s) prior to being gone. In no case will a student have more than two weeks to complete assignments.
8. Students may be required to make up time missed for any unexcused absence. In these cases, the parents may be notified and be asked to meet with the principal.

9. Students should understand that attendance in school is a requirement for attendance at or participation in any extra-curricular activity. In order for a student to be eligible to attend or participate in a school activity after school, the student must be in attendance at school. Any exception to this rule must be approved prior to the absence by the principal. It is the primary responsibility for the student and the coach or sponsor to see that this policy is enforced. This policy does not apply to absences caused by a school-sponsored activity.
10. Atchison Public Schools will follow all Kansas Department of Health and Environment guidelines for the purpose of school attendance and activity participation.

Bullying by Students

Board Policy JDDC

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Communication

Atchison Public Schools strives for open, effective communications between school and home. The district uses several forms of communication to help ensure that families and the community receive timely messages and announcements.

Website

The Atchison Public Schools website, www.usd409.net, is your online source for a wealth of information about the district. View photos and information about individual schools and facilities, read success stories about outstanding students and staff, locate contact information for staff members and learn more about exciting district programs.

Social Media

Follow Atchison Public Schools on Facebook at www.facebook.com/atchisonpublicschools where announcements, closings, stories, and photos will be shared.

School Messenger

This is the district's automated phone calling and email system. There are often times when either the district or the school must contact hundreds of parents quickly for sudden changes in schedules due to emergencies or important school announcements. To make this system the most effective, it is important that the school has the most accurate contact information (i.e., phone number, email address, etc.) on record.

Note: 1) Please notify your child's school if there are any changes to your contact information throughout the school year. 2) This service requires no registration by the parent. 3) All information and contact numbers are strictly secure and confidential and are only used for the purposes described above.

School Messenger Alerts

Atchison Public Schools offers a text messaging alert system called *USD 409 School Messenger Alerts*. Text messages will only be used to communicate emergency messages, school closings, and up-to-the-minute schedule changes for activities from the district and/or schools.

Parents and students must register separately online or by completing form at your school to receive *USD 409 School Messenger Alerts*.

Signing up for or updating *USD 409 School Messenger Alerts* is easy and quick. Simply visit www.usd409.net. Follow the instructions to personalize the system to meet your needs. If you have questions regarding *USD 409 Alerts*, please call 913.367.4384.

Email

Email is one of the primary tools for communication in the district. Parents can utilize email for:

- Teacher-to-home communication
- School-to-home communication
- District-to-home communication

If your email address changes, please let the school office know as soon as possible and provide an updated email address. Families who don't have an email address or don't have the ability to send and receive emails should contact the school office to discuss alternatives.

Atchison Educational Channel 14

Channel 14 programming supports the mission and vision of Atchison Public Schools by providing educational programming that showcases teaching and learning in Atchison. *Channel 14* programming tells stories about the personal and academic growth of students and how staff are working to support student learning. At the same time, *Channel 14* provides students from Atchison High School an authentic learning experience in the field of broadcasting through classes offered at the high school level.

School Closings for Inclement Weather or Emergencies

In the event that winter weather conditions affect the class or activities schedule for Atchison students, the district has implemented procedures to communicate that information to parents and students.

The decision to cancel or delay school due to inclement weather will be made by 6am. At that time, the district will notify the major local television and radio stations. School closure information will also be available on the district's web site, Facebook page, Atchison Education Channel 14, and will be sent via USD 409 Alerts.

School Closings - All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will resume the following day. Call 913.367.4384 for information or check the district's Web site.

Disposition of Student Records

Board Policy JRC

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school, from a middle school to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored electronically.

Dress Code

Appropriate student dress and appearance helps set the tone for a positive school climate. Dressing cleanly and nicely shows pride in yourself, family, and in your school. We expect students to use good judgment in their personal appearance.

The district's dress and appearance rules will serve as guidelines for students and parents in interpretation of what is appropriate school dress and appearance. Students and parents should follow these guidelines:

- Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, satanic symbolism, gang related symbolism, inappropriate pictures/innuendos, or that which advertises alcohol, tobacco, drugs, or controlled substances are not acceptable. Further, clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn.
- Students are not to wear head coverings. Examples include, but are not limited to: hats, hoods, stocking caps, headgear, sweat bands, bandannas, and sunglasses inside the school building during regular school hours.
- Students' bodies must be sufficiently covered to insure modesty. Sleeveless shirts (not undershirts, or spaghetti strapped shirts) properly covering the body may be worn. Sports jerseys may be worn if a shirt with sleeves is worn underneath them. Halter tops, half t-shirts, or other tops not sufficiently covering the body to insure modesty (including see through tops and shirts with low necklines). Undergarments should not be visible.
- Pants, shorts, jeans, etc. must be worn so that the waistband is at the waists. Sagging is not allowed. Undergarments should not be visible.
- Spandex or similar shorts may be worn if under appropriate length shorts, skirts or dresses.
- Bare or socked feet are not allowed at school for safety and public health reasons. (See building handbooks for further direction.)
- Large chains

In these instances, the school will assume its delegated authority to protect the physical health, safety, and well being of the students and to preserve its intended purpose as an educational institution. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

Students representing the district in an elective or extracurricular activity, before, during, or after the school day, will be expected to adhere to the district dress and appearance policies as well as the requirements set forth by the coaches and sponsors of the activity.

Drug-Free Schools

Board Policy JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful use, being under the influence, possession, transportation, sale, manufacture and distribution of illegal drugs, over the counter drugs, prescription drugs, controlled substances, drug paraphernalia,

chemicals, precursor chemicals, cereal malt beverages, and alcohol by students at school, on or in, or while utilizing school property, or at school sponsored activities, programs, or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

A student shall not unlawfully use, be under the influence, possess, transport, sale, manufacture and distribute illegal drugs, over the counter drugs, prescription drugs, controlled substances, drug paraphernalia, chemicals, precursor chemicals, cereal malt beverages, and alcohol at school, on or in, or while utilizing school property, or at school sponsored activities, programs, or events.

(School administration reserves the right to skip steps depending on the seriousness of the offense.)

First Offense:

A first time violator will be subject to the following minimum sanction.

1. Short term suspension (up to 10 school days).
2. Suspension from all student activities for a period of up to 20 school days.

Second Offense:

A second time violator will be subject to the following minimum sanction.

1. Administrative recommendation for long-term suspension.
2. Suspension from all student activities for a period of up to one semester or 80 school days.

Third and Subsequent Offenses:

A third time violator will be subject to the following minimum sanction.

1. Administrative recommendation for expulsion.
2. Suspension from all activities and attendance at all activities for the length of expulsion.
3. A student who is expelled under this policy may request readmittance during the term of expulsion only if the student has completed drug and alcohol education and rehabilitation at an acceptable program.

A student shall not unlawfully use, be under the influence, possess, transport, sale, manufacture and distribute illegal drugs, over the counter drugs, prescription drugs, controlled substances, drug paraphernalia, chemicals, precursor chemicals, cereal malt beverages, and alcohol at school, on or in or while utilizing school property, or at school sponsored activities, programs, or events. -Any student who does will be dealt with in the following manner:

- Suspension up to expulsion from school; proper authorities will be contacted if there is a violation of Kansas Statutes.

Students who are suspended or expelled under the terms of this policy will be afforded due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Early Release

Early release of students provides teachers the opportunity for ongoing professional development. By working in collaborative teams, teachers are able to review student progress data, learn from each other, implement new teaching strategies, and refine existing classroom practices.

Early Release Dates

(Highlighted on the calendar on page 3)

August 24, 2016
September 14, 2016
September 28, 2016
October 12, 2016
October 26, 2016
November 9, 2016
November 30, 2016
December 14, 2016
January 11, 2017
January 25, 2017
February 8, 2017
February 22, 2017
March 8, 2017
March 29, 2017
April 12, 2017
April 26, 2017
May 10, 2017

Early Release Times

Atchison Elementary School: 8:25 am – 2:21pm
Atchison Middle School: 7:50 am – 1:32pm
Atchison High School: 7:50 am – 1:35pm
Central School: 7:50 am – 1:35pm

Electronic Devices

While on school property or while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district, students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy of others. Students in possession of these devices shall observe district and building policies. Parents and students should consult their school handbook for further details.

Sexually Explicit, Vulgar, or Violent Material

Students shall not send, share, display, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, nudity, vulgar, threatening, or violent material. This includes creating/taking pictures of themselves or others. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

Eligibility Requirements for Students

See Activities Handbook.

Emergency Information

All schools conduct emergency drills at various times throughout the school year. Students shall be informed of emergency drill procedures at the beginning of each school year. Every student and adult must participate and follow directions closely. The drills are designed to prevent injury and save lives and therefore must be treated seriously.

Evacuation/Relocation

Atchison Public Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific incident. Regular bus riders might be transported home depending upon the circumstances of the event, while other students might be relocated to a safe place for reunification with their parents/guardians.

Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via USD 409 Alerts. Other means of communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

Emergency Safety Interventions

Board Policy GAAF

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.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving, the enclosed area.

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

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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as

positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or the convenience of a school employee shall not meet the standard of immediate danger or physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

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 ESI. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (d) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and

phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

Parent Right to Meeting on ESI Use

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IPE or Section 504 plan the school staff and the parent shall meet within ten (10) calendar days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 within thirty (30) calendar days after the parent is informed of the incident.

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

Any such investigation must be completed within thirty (30) calendar 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

Enrollment

Board Policy JBC

To enroll a new student in the district for the first time, the following information will be required by district schools:

For students in Grades PK-1

- Proof of residency in the Atchison Public Schools district

- Certified copy of birth certificate or other documentation
- Immunization records

For students in Grades 2-12

- Proof of residency in the Atchison Public Schools district
- Immunization records
- Certified transcript or similar student records

Resident Students

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, a person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Admission of non-resident students is based on the following guidelines:

- Children of non-resident USD 409 employees may attend school in USD 409.
- Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.
- Non-resident students are not accepted in our Central School Program.
- A non-resident student who has been suspended or expelled from another district will not be admitted to the district.
- A non-resident student seeking admission to the district shall be evaluated using the following criteria: academic standing, attendance, and disciplinary record. Students may be denied admission to the district based on the results of these evaluations.
- Non-resident admission requests may be submitted to the superintendent's office anytime after January 1 for the subsequent school year.
- Applications must include the reasons for making the request.
- Requests for non-resident admission are considered on an individual basis.
- No application will be approved if such approval would increase or further increase a projected class size beyond the district's class size standard or beyond building capacity.
- Non-resident students who have been approved must be enrolled and attending no later than two school days prior to the state's official count date which is normally September 20 of any given year.
- Emergency applications may be considered by the Superintendent.
- Non-resident students are required to reapply each year.
- Non-resident students approved for admission will be subject to the same fees as students residing within the district.
- Transportation for non-resident students shall be the responsibility of the parent. Students may be transported if picked up and dropped off at an existing USD 409 bus stop. Permission shall be obtained from the contracted transportation director in conjunction with the Superintendent before initiating transport of any non-resident student. No pickups or dropoffs will be provided outside the legal boundaries of USD 409.

Non-resident Students – Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident applications.

Enrollment Restriction

In accordance with state law, a pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired, unless approved by the superintendent or designee. (KSA 72-8907)

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

Age of Admission

- While kindergarten is not mandatory in the state of Kansas, any child who will attain the age of five (5) years on or before August 31 of any school year shall be eligible to enter kindergarten.
- Any child who will attain the age of six (6) years on or before August 31 of any school year shall be eligible to enter first grade.
- Any child who shall have completed a kindergarten course maintained by an accredited school shall be eligible to enter first grade, regardless of age.
- Any child, regardless of age, may enter kindergarten or first grade, if the child previously resided in another state and had entered and was attending kindergarten or first grade in such other state prior to moving to Kansas. Any child who completes kindergarten in Kansas under the above provision is entitled to enter first grade regardless of age. (KSA 72-1107)

Part-Time Enrollment

A part-time student is a student who is co-enrolled in a USD 409 alternative educational program, a private educational establishment or is home schooled. Part-time students, who have met enrollment requirements, may enroll with the superintendent's or designee's permission if they complete all prerequisites and are in attendance no later than two school days prior to the state's official count. Emergency applications may be considered by the Superintendent. Students applying for part-time enrollment must present evidence of compliance with compulsory education law (Kansas Statutes 72-977; 72-1111).

Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available. Enrollment takes place at the school the student will attend. Refer to Policy JH, Student Activities, for eligibility to participate in activities.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity and student immunization records. Students enrolling in pre-kindergarten, kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Department of Children and Families, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level or Classes

The superintendent, or designee, shall assign students to the appropriate building. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent.

Transferring Credit

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board Policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed into a grade level by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without prior consent is permitted by law. Including:
 - i. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
 - ii. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll. The institution will forward without further notice student records to officials of other schools or school systems in which the student intends to enroll.
 - iii. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

- iv. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 409 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
- v. The right to obtain a copy of USD 409 policies for complying with FERPA. A copy may be obtained from USD 409 Board of Education, 626 Commercial Street, Atchison, KS 66002.

Directory Information Notice

For the purpose of FERPA, Atchison Public Schools has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. This information would not generally be considered harmful or an invasion if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic team, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 409 at Special Services Department, 626 Commercial Street, Atchison, KS 66002 on or before August 25, of each year. If a refusal is not filed, USD 409 assumes you have no objection to the release of the directory information designated.

Recruiting Information

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

Fees

Atchison Public Schools charges a variety of fees that are considered required fees. Every effort should be made to ensure that student fees are paid by the required due date. **Prior to any refund being approved, funds will be applied to any existing balances.** The district may turn over delinquent accounts to the School Board Attorney's office for collection.

FULL-TIME EDUCATIONAL PROGRAM FEES		
Item	Grade	Cost
Pre-School (consumable supplies/materials)	Pre-K	\$40.00
Textbook/Materials & Supplies Fee	K-12	\$75.00
Technology Fee	K-12	\$25.00
Lost/Damaged Textbooks/Library Resources	K-12	Replacement Value *
iPad Replacement/Repair	9-12	Replacement Value *
Art Fee	6-8	\$10.00
Art Fee	9-12	
Basic 2D		\$10.00
Basic 3D		\$10.00
Advanced Art		\$15.00
Ceramics		\$15.00
Ceramics II		\$15.00
Painting		\$15.00
Woodworking Class	9-12	\$5.00
Intro to Woodworking		
Production to Woodworking I		
Production to Woodworking II		

Family & Consumer Science Fee Nutrition & Wellness	9-12	\$10.00
Drivers' Education	9-12	\$215.00
PART-TIME EDUCATIONAL PROGRAM FEES		
Drivers' Education (non-USD409 student)		\$265.00
Part-time Student Enrollment Fee		
Textbook/Materials & Supplies Fee		\$75.00
Technology Fee		\$25.00
		(Pro-rated based on time attending.)
Course Credit Recovery Fee (non-USD 409 student) (per enrolled credit)		\$250.00
<p>Refunds for the items listed above will be pro-rated on a daily basis. Requests must be in writing to the building principal. *No pro-rated refunds for lost/damaged textbooks/library resources and iPad replacement/repair.</p>		

PARTICIPATION FEES – GRADES K-12		
<ul style="list-style-type: none"> ➤ Participation Fee of \$30 will be charged for all KSHSAA Regulated Activities except Student Council. This includes: All Sports, Cheerleading, Debate, Forensics, Choir, Band, KAYS and Scholars' Bowl. ➤ Cap of Fee – Maximum 2 Fees (\$60) charged per school year per student regardless of number of activities student is involved in. ➤ Installment Plan – Payment plans are due in full by the first game. ➤ Waivers – Participation Fee(s) will be waived for all students that qualify for Free Textbooks. 		
<p>Refunds for participation fees will be in full if the student withdraws from the activity prior to the first day of the activity (includes practices, tryouts, and class sessions). Requests must be in writing to the building principal.</p>		

ATCHISON ELEMENTARY SCHOOL		
Item	Grade	Cost
Aviators	4-5	\$20.00
Wings	2-3	\$20.00

ATCHISON MIDDLE SCHOOL		
Item	Grade	Cost
Replacement Planner	6-8	\$4.00
Yearbook		\$21.50
Gate Prices (Plays, Athletic Activities)		
Adults		\$2.00
Students	K-12	\$1.00
Pre-School (4 years old & under)	Pre-K	Free
Admission Price for Musicals		
Adults		\$3.00
Students	K-12	\$2.00
Pre-School (4 years old & under)	Pre-K	Free
Musical Showcase		
Adults		\$6.00
Students	K-12	\$5.00
Pre-School (4 years old & under)	Pre-K	Free

ATCHISON HIGH SCHOOL / CENTRAL SCHOOL		
Item	Grade	Cost
Class Dues	9-12	\$5.00
Yearbook		Prior to Oct. 1 st : \$45.00 After Oct. 1 st : \$50.00
Yo-DVD		\$20.00
Gate Prices (Plays, Athletic Activities)		
Adults		\$5.00
Students	K-12	\$4.00
Pre-School (4 years old & under)	Pre-K	Free
Admission Price for Musicals/Musical Showcase		\$7.00
Adults	K-12	\$6.00
Students	Pre-K	Free
Pre-School (4 years old & under)		

ATHLETIC SEASON TICKET (full year pass)		
Item	Grade	Cost
ATCHISON HIGH SCHOOL		
Adult		\$35.00
Student	K-12	\$25.00
ATCHISON MIDDLE SCHOOL		
Adult		\$20.00
Student	K-12	\$10.00
COMBINED PASS FOR AHS/AMS		
Adult		\$55.00
Student	K-12	\$35.00

SCHOOL FOOD SERVICE PROGRAM		
Item	Grade	Cost
Breakfast	Pre-K – 5	\$1.65
Breakfast	6 – 12	\$1.70
Lunch	Pre-K – 8	\$2.60
Lunch	9 – 12	\$2.65
Reduced Meals		
Breakfast	Pre-K – 12	\$0.30
Lunch	Pre-K – 12	\$0.40
Adult/Guest		
Breakfast		\$2.05
Lunch		\$3.50
Milk	Pre-K – 12	\$0.35
Kindergarten, per quarter	K	\$13.00
Kindergarten, per semester	K	\$26.00
Kindergarten, per year	K	\$52.00

MISCELLANEOUS		
Item	Grade	Cost
Fee for Copies of Records		\$0.20/page \$20.00/hour after 15 min.
District Facility Use		
Fees based on actual usage, (i.e., time, utilities)		
Required Personnel		\$30.00/hour
Insufficient Funds Fee for Returned Checks		\$30.00

Field Trips

Field trips are planned in order to provide additional educational experiences for your child. These activities are extended classroom learning opportunities. Normal daily attendance procedures will be followed for these activities. Parents may withhold consent for their child to participate in a field trip; however, the student will still be expected to attend school during that time. Alternative learning activities will be provided for the student.

Health Information

General Information

A student will be sent home when their temperature is 100 degrees or higher. Other potentially contagious symptoms may require that students go home and include:

- Red eyes with thick yellow/green or white discharge
- Undiagnosed rash
- Vomiting
- Diarrhea
- Severe cough

Parents should not allow their student to return to school until the child has had a temperature below 100 degrees for 24 hours without the use of medication.

Health Assessments and Physicals

All students under the age of nine shall submit a physical dated less than one year prior to:

- Entry into preschool or kindergarten
- Enrolling in the district for the first time (K.S.A. 72-5214)

All students engaged in athletic activities covered by KSHSAA rules shall provide the Activities Director with proof of a physical examination and clearance to participate.

A physical is recommended for all students entering Atchison Middle School. *Policy JGC*.

Head Lice (Pediculosis)

USD 409 follows the recommendations made by Kansas Department of Health & Environment, Kansas Association of School Boards, and by the Kansas Department of Education as to the procedures the school district will use in addressing cases of head lice.

Kansas Administrative Regulation (K.A.R. 28-1-6) states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an anti-parasitic drug is initiated." When nits, shell cases and/or living lice are found to be present, the school will immediately notify the parent(s)/guardian(s). If the student has living lice, the family(ies) will be asked to immediately pick up their student.

Families are asked to complete treatment and return their child/children to school within 24 hours of notification. Upon return to school, the child will be checked by school personnel. Families will be informed if further treatment is necessary.

Primary effort should be directed to elimination of live lice from the hair and thorough combing of eggs or nits from the hair using a metal tooth lice comb to prevent reinfestation by hatching eggs. Other family members should be checked and treated only if found to be infested with head lice. Vacuuming of carpet and upholstery and thorough washing of worn clothing and bed linens in hot water is helpful. Household members should not

share hats or combs. Pesticide sprays are not necessary. The human louse can live only 24 hours off the human head.

While head lice can cause intense itching of the scalp, they are not associated with any serious health risk and are found in all socioeconomic levels. Lice do not hop or fly and are spread primarily through close contact. The community at large is responsible for the control of head lice through weekly checks of household members with appropriate treatment.

Inoculations

Board Policy JGCB

It will be the policy of Atchison Public Schools to uphold the requirements of Kansas Immunization Law (KS Statute 72-5209) with the following specifications:

1. Every pupil enrolling in a pre-kindergarten or kindergarten class or who is enrolling in school for the first time shall present to school officials certification of immunization or furnish documentation to satisfy state requirements for each of the following: Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Varicella, and Hepatitis B. Booster vaccines, as required by Secretary of the Department of Health & Environment, are also required. Children less than five years old entering pre-school will be additionally required to show proof of immunization for Haemophilus Influenzae Type B, Pneumococcal Conjugate, and Hepatitis A.

Documentation must be presented to school officials prior to school attendance.

2. Official immunization records from a previously attended school will be accepted from students entering grades K to 12. Every effort will be made by the school to obtain transfer records as soon as possible. Parents will be responsible for providing official certification of immunizations if transfer records for that pupil do not include immunization records.
3. School officials will provide information on immunizations on or before May 15 for known and prospective students and their parents, and at the beginning of a school year for parents and guardians of students in grades pre-school through 12. The information on immunizations will include:
 - The district policy and Kansas inoculation statute.
 - Related standards issued by the Advisory Committee on Immunization Practices for school age children.
 - A list of sources for additional information.

Notification will be provided through the district website, Atchison Educational Station (Channel 14), school newsletters, at Kindergarten Round-Up, and at enrollment. Immunization information will also be provided in the back-to-school edition of the local newspaper.

4. Parents of students who require additional immunizations will be notified by letter, which will include a date by which needed immunizations must be received.
5. Medical exemptions from vaccination will be accepted when signed by a licensed physician (M.D.) or licensed osteopath (D.O.). These exemptions must be provided annually.
6. Temporary medical exemptions from vaccination will be accepted when signed by a physician, osteopath, or Public Health Department official.
7. Parents claiming a religious exemption from immunization for their child must annually sign the Religious Exemption affidavit on the Kansas Certificate of Immunization form or provide a written, signed statement that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. The district may request verification from the religious leader to confirm exemption.

8. Personal or philosophical exemptions to immunization will not be accepted.
9. Non-immunized students, including those with religious, medical, or other statutory exemption, may be excluded from attending school during an outbreak of a vaccine-preventable disease. State and/or local health department officials shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, Varicella, and Streptococcus. For students under five (5) years of age, vaccine-preventable diseases include, but are not limited to, Haemophilus Influenzae Type B, Pneumococcal Conjugate, and Hepatitis A.
10. Students will be excluded from school attendance if they do not comply with the above specifications of Kansas Statute 72-5209.

Administration of Medication at School

Board Policy JGFGBA

It is the policy of the board that the public school should not provide students with medication other than over the counter topical medication used in first aid. Parents are asked to send medication to school only if absolutely necessary; for instance, antibiotics prescribed three times a day should be taken at home.

1. Medication will be administered by school nurses or employees designated by a registered nurse in cooperation with the building principal.
2. All medication sent to school for administration must be in the original container accompanied by written instructions from the parent or guardian. The “USD 409 Medication Administration Form” may be obtained in the school office or is available for download on the school’s website.
3. The pharmacy label will serve as the physician’s order for prescription medication, and school personnel will administer prescription medication according to directions on the label. Changes in dose or time of administration must be accompanied by a new pharmacy label, or written or faxed orders from the prescribing physician.
4. Self-Administration of medication grades five and below: Students in grades five and below may carry and self-administer emergency medications for asthma or allergies under the following conditions:
 - The student must have on file the “USD 409 Self-Administration of Medication Form” (available for download from the school’s website or obtained at the school office). Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc.
 - Parents or guardians should provide back-up emergency medication to be kept in the school office.

All other medications for students in grades five and below are to be administered in the school nurse’s office or other designated area by the nurse or designated staff.

5. Self administration of medication in grades six through twelve: Students in grades six through twelve may self-administer medication under the following conditions:
 - The medication is not a controlled substance. Many medications prescribed for attention deficit disorder, for pain management, and for emotional problems, including depression, are controlled substances. Controlled substances will be dispensed from the office or designated area by the school nurse or designated staff member. It shall be the responsibility of the student in grades six through twelve to come to the designated area to take the medication.
 - Students in grades six through twelve with asthma or allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy require written parent and physician signature specifying the name and purpose of medication, prescribed dosage,

conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc. The “USD 409 Self-Administration of Medication” form is available in the school office or may be downloaded from the school’s website, and must be on file in the school office.

- Over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) and prescription medications that are not controlled substances may be carried and self-administered by students in grades six through twelve with written parent permission. Parents are asked to notify the school office/school nurse of any prescription medication their student will be taking at school and to complete the self-administration of medication form. Parents are asked to send (in the original container) no more than one or two days supply of medication to school to be self-administered.
6. Atchison Public Schools assumes no responsibility for medication that is self-administered by a student.
 7. The administration of medication shall be documented by the person giving the medication. This documentation shall be maintained in the school office for future reference. Exception will be made for students who have parent-signed permission for self-administration on file at school.
 8. In the administration of medication, the school employee shall not be deemed to have assumed to himself or herself any legal responsibility other than acting as a duly authorized employee of the school district. The district assumes no responsibility for any medication taken in school that does not conform to this policy.

Homeless Students

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

Local Liaison:
Dr. David Myers
Atchison Public Schools
626 Commercial Street
Atchison, KS 66002
913.367.9519

State Coordinator:
Tate Toedman
KS Department of Education
900 SW Jackson Street
Topeka, KS 66612-1182
785.296.6714

If you need further assistance, call the National Center for Homeless Education at the toll-free HelpLine number: 1.800.308.2145

Human Sexuality and AIDS Education

The human sexuality and AIDS curriculum is available for inspection from the building principal. A parent or guardian may use the district opt out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. Curriculum will be available upon request. To receive information on the opt-out provision; contact the building principal's office.

Law Enforcement, Reporting To

Board Policy JDDB

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

1. in possession of a weapon,
2. in possession of a controlled substance or illegal drug; or
3. to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others,

the principal shall report such act to the appropriate law enforcement agency.

Lockers

School lockers are the property of Atchison Public Schools and there is no expectation of privacy by the user of the school lockers.

Non-Discrimination Statement

Board Policy GAAA

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VII, Title VI and Title IX, Dr. David Myers, 626 Commercial St., Atchison, KS 66002, 913.367.9519.

Nutrition Services

The meals at your child's school will be prepared by a dedicated staff of professional nutrition service employees. The school nutrition service program is a cooperative federal, state and local effort. The success of the program is dependent on the teamwork of the parents, students and the nutrition service staff. We are committed to

providing affordable, high quality, freshly prepared, nutritious food and quality service to each student. We provide a friendly, caring environment where students are encouraged to make healthy choices. Good nutrition is essential in the learning process and we will do everything we can to be sure students are ready to learn.

Meals

- All Atchison Public Schools participate in the National School Nutrition Programs.
- Nutritious balanced meals are prepared daily at each school and the “offer versus served” program has been implemented to reduce waste and increase satisfaction by participants.
- Breakfast and lunch are served daily Monday through Friday at all schools.
- A student lunch includes choices of entrée, self-serve vegetables and fruit, milk and grain/bread products.
- All portions are determined to provide students with 1/3 of their recommended daily allowances (RDA’s) of essential nutrients including calories, protein, calcium, iron, vitamins A and C and fat.
- Total fat averages no more than 30 percent of calories over the week.
- Saturated fat averages no more than 10 percent of calories over the week.
- Fruits and vegetables are self-serve. United States Dept. of Agriculture regulations require each student to take a minimum of one-half cup fruit or vegetables, or a combination of both.
- Every day students may choose from 1 percent unflavored milk or skim chocolate milk.
- District meal prices are determined annually by the Atchison Public Schools Board of Education meeting requirements in Section 205 of the Healthy Hunger-Free Kids Act of 2010, and reduced prices are determined by the Kansas State Board of Education (refer to Fee Schedule for pricing).
- Adults may join students for meals at any time. Breakfast and lunch are available at all schools. Children not enrolled in Atchison Public Schools are charged the adult/guest price. All adults and guests must pay for meals before or as they receive them.
- Students will not be allowed to use their meal account to purchase a second meal. Students will have to pay cash for the second meal at the adult price.
- Watch our website for current nutrition information. Menus are available at the school cafeteria or on the district’s website, www.usd409.net.

Accounts

- Upon enrollment in school each student receives an account number.
- Each school uses a computerized point-of-sale system. Purchases are deducted from the student’s account daily.
- At any time during the year, you may ask for a printout of your student’s account activity. This will show lunches as well as extra food items purchased. Call the Food and Nutrition Services office at 913.367.4384 to request a copy.
- Positive and negative balances carried over from the previous year are applied to each following year.
- 5th, 8th and 12th graders will not be allowed to participate in commencement if balances are not paid in full.

Payments

Payments can be mailed or brought in person to:

Atchison Public Schools, Nutrition Services Department
Attention: Patty Gaul, Food Service Director
626 Commercial Street
Atchison, KS 66002
Telephone number: 913.360.6503

- You may also bring or send payments to your child’s school.
- All payments received will be applied to past due balances first.
- Atchison Public Schools Nutrition Service will accept your personal check.

Checks returned for insufficient funds may be turned over to the School Board Attorney’s office for collection. A \$30.00 insufficient funds fee may be charged for each check that is returned for insufficient funds. Checks will not be accepted from individuals after one has been returned.

- Information may be requested at any time pertaining to account balances by calling the Food Service department at your child’s school.

Notification

Telephone calls regarding meal balances will be made through School Messenger.

- Paid students who have activity on their meal account and a positive balance of \$5.00 - \$.01 will receive a call Friday evening.
- Paid and Reduced status students who have activity on their meal account that day and a negative balance will receive a call Monday through Friday evenings.
- All students regardless of meal status or recent activity who have a negative balance will receive a call Sunday evening.

Please contact the kitchen manager at your school if you have any questions or concerns regarding your meal balance.

Free and Reduced Meals

Students from a family whose income is at or below the income guidelines may be eligible to receive meals for free or at a reduced cost. Reduced price meals are 40 cents per lunch and 30 cents per breakfast. All students receive the same lunch and breakfast items. An application for meal benefits is available at the school or at the district's Nutrition Services office. The identity of the students who receive free or reduced price meals is confidential. Applications may be completed and turned in any time during the school year.

Charges made before approval for free or reduced lunches must be paid, and are the responsibility of the parent/guardian of the student.

Charging Meals

- Each student will be allowed to charge up to five (5) meals (including Reduced Status), with the exception of the last two weeks of school where no charges are permitted.
- High School students will not be allowed to eat until all accounts are paid in full or within the five (5) meal limit.
- Middle/Elementary students will be served a sandwich, fruit, vegetable and milk for lunch and cereal, fruit, and milk for breakfast, until all outstanding balances are paid or are in the five (5) meal limit. The student's cost for this meal is the same as a regular lunch or breakfast.
- No student will be allowed to exceed the established charging limit of five (5) meals.
- Ala Carte items cannot be charged.
- All charges not paid within 60 days will be considered delinquent. Delinquent accounts may be turned over to the School Board Attorney's office for collection.

In the operation of the Child Nutrition Programs, no child(ren) will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, D.C. 20250.

Participation in Promotion or Graduation Ceremonies

1. All fees must be paid one week prior to participation in promotion or graduation ceremonies.
2. All academic requirements must be met.

Personal Property Guidelines for Students

Atchison Public Schools shall not assume responsibility for the security, maintenance, or repair of student's personal property. Students are responsible for securing their personal property at all times while on any district premises or at district-sponsored events. Students' personal belongings of value should not be left unattended at any time on district properties or at district-sponsored events.

Power School Grade Book Expectations

It is the expectation of Atchison Public Schools for teachers of grades 6-12 to update their Power School grade book at least once per week. The recommendation is that this is done before the start of the school day on Monday. Due to a wide variety of classroom situations and instructional units, you will find that some teachers update grades more frequently. Also, some units of instruction will take more than a week to complete. Large projects, papers, or assignments might not be graded and recorded by the Monday after they are due. These longer assignments will be graded and entered into the Power School grade book within 2 weeks of the due date. If you have any concerns related to the frequency of updates, please contact the teacher directly or the building principal.

Teachers will use the following special codes to indicate an assignment's status:

- T – Turned in, Not Graded (Work submitted and not missing; teacher is in the process of grading)
- L – Turned in Late
- M – Missing
- * (Asterisk) – Default Setting (Teacher has only created the assignment)

If there is a discrepancy, students or parents can contact the teacher for further clarification. Grades reflected in Family and Student Access are not official.

Prohibited Items

Students are prohibited from bringing any item designed to threaten or inflict injury to students, staff members, or parents onto school district property, district vehicles, or to school sponsored activities, programs, or events. Prohibited items shall include, but are not limited to the following: weapons (See Policy JCDBB), bullets for use in pistols or rifles, shells for use in shotguns, laser pointers, tasers, razors of any type, razor blades, noxious and/or irritating or poisonous gases, poisons; and defensive devices such as gas repellants, chemical mace, or pepper spray.

Pupil Protection Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a

student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Atchison Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Atchison Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 409 will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. USD 409 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Racial and Disability Harassment

Board Policy JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial or disability harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation 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 this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Right to Request Teacher Qualifications

As the parent of a student attending schools that receive federal funds under the No Child Left Behind law, you have the right to know the professional qualifications of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Title 1 schools (Atchison Elementary School) is to notify each individual parent when his or her child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

School Safety Hotline

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline number is 1.877.626.8203.

Searches

The principal or his/her designee may conduct searches of students or their personal possessions when there is reasonable suspicion that a student is in possession of an object that can jeopardize the health, welfare or safety of themselves, other students, or staff. School lockers are the property of Atchison Public Schools and there is no expectation of privacy by the user of the school lockers.

At the request of the administration, law enforcement officers may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

Sexual Harassment

Board Policy JGEC

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation 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 this 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: 1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; 2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or 3) 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 result from verbal or physical conduct or written or graphic material. 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.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or other certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator.

Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Special Education Services

Atchison Public Schools provides a free appropriate public education to all exceptional students residing within school district boundaries. This includes special education and related services provided in accordance with the Individuals with Disabilities Education Act (IDEA) and state laws for all students with exceptionalities (0-21 years of age). Services are provided in each child's neighborhood school when possible.

The Atchison Public Schools offer developmental screening for children from birth to age 5. If you live in the USD 409 boundaries and have a child from birth to age 5 and you have concerns about his or her development, please call Atchison Elementary School at 913.367.1161 to set up an appointment for screening.

There are other rights, which by federal and state laws are afforded to you and your exceptional child. A copy of these rights may be obtained free of charge by contacting the address or phone number below.

If you have a child who you feel may be in need of special education service(s), please contact your child's building principal or Dr. David Myers, Director of Special Education, 626 Commercial Street at 913.367.9519.

Student Insurance Program

The school does not carry insurance to cover accidents or injuries of students, staff, or visitors. The school policy protects the school district from loss but not an injured person. Consequently, each parent is encouraged to purchase school insurance that covers school related injuries. This insurance is available during or after enrollment and is very reasonable priced. If you or your child is injured at school, the full financial responsibility for the injury rests with the parent. Do not expect or request the school to cover medical expenses or other damages.

Student Survey

The Atchison Public School District may utilize the Kansas Communities That Care Drug/Alcohol Survey during the school year. All 6th, 8th, 10th and 12th graders will be surveyed. Parents will receive notification in advance of the administration of the survey. This survey is provided by the Southeast Kansas Education Service Center. Parents must give written permission for their student to participate.

Student Transportation

The goal of student transportation services is to ensure that students travel safely to and from school. According to the policy of the Board of Education, transportation will be provided to students who are legal residents of Atchison Public Schools as follows:

- Any high school students enrolled at Atchison High School/Central School living 1.5 miles or more from school on the route of least travel.
- Any middle school students enrolled at Atchison Middle School/Central School living 1.25 miles or more from school on the route of least travel.
- Any elementary student enrolled at Atchison Elementary School will be eligible for transportation at the nearest scheduled pickup point.
- Any students enrolled at Atchison Academy will be eligible for transportation.
- Any student enrolled in a nonpublic school that would be eligible for transportation if he/she attended a USD 409 school. Such student may be picked up at and returned to designated points on the regular route established for public school students providing space availability. Such students will be discharged and picked up for the return trip at a comparable point.
- Separate bus routes shall be maintained for elementary students (PreK-5) and secondary students.
- Although identified by intersections for convenience, the majority of school bus stops are located in the middle of the block.
- Students and employees are subject to videotaping of activities on board all school vehicles.

Apple Bus Company will provide bus transportation for district students. Questions regarding transportation services (routes/stops) should be directed to the Transportation Manager at 913.367.6382 during business hours. Questions regarding bus discipline should be directed to your child's principal. After business hours, please contact your child's school or the Board of Education Office for assistance.

Atchison Public Schools, USD 409 has designated bus stops for our regular route bus riders. For a list of the designated pick up and drop off points, contact the Transportation Manager at 913.367.6382 or your child's school.

Bus Safety Regulations

Riding the bus is a privilege. Safety is a major priority for Atchison Public Schools. We continually stress the importance of students being safe riders. The bus ride is an extension of the school day and students are under the supervision of school and bus personnel. For this purpose, video cameras are placed on buses to monitor driver safety standards and student behavior.

Students are expected to:

- be on time.
- follow the same rules and regulations practiced in the classroom.
- follow the driver and bus monitor's instructions.
- limit conversations with the driver while the bus is moving.
- use partner voice when talking.
- use appropriate language, writings, or gestures at all times.

- keep all body parts inside the bus at all times.
- refrain from throwing objects in, out or at bus.
- refrain from eating or drinking on the bus.
- board and depart the bus appropriately following the directions of the driver.
- report any damage to the bus to the driver.
- avoid inappropriate physical contact with other students while on the bus.
- bring only items that are necessary and appropriate for school.
- to remain seated at all times unless boarding or departing the bus.
- cross the road 10 feet in front of the bus after receiving permission from the driver.

Bus Conduct Reports

Inappropriate student conduct on busses or at bus stops may result in log entries in Power School with disciplinary actions taken by building principals.

Transportation to School-Sponsored Activities

Any student riding a school bus or other district vehicle for school-sponsored activities will follow all rules designated by bus drivers and building/district policies. With prior written request and approval from the administrator, coach, or sponsor a student may be transported to and/or from an activity by his/her parent or guardian.

Surveillance Cameras

Board Policy JGGA

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles, buses used for student transport, and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a location until the digital storage mechanism or tapes on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Suspension Law of Kansas

Board Policy JDD

Article 89. SUSPENSION AND EXPULSION OF PUPILS

72-8901. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
2. conduct which substantially disrupts, impedes or interferes with the operation of any public school;
3. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
4. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
5. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

6. 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 any public school or substantial and material impingement upon or invasion of the rights of others.

Suspension Procedures

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- Conduct which substantially disrupts, impedes or interferes with the operation of the school.
- Conduct which endangers the safety of others at school, on school property, or at a school supervised activity.
- Conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
- Conduct which would constitute the commission of a felony by an adult under state law.
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school supervised activity.
- Disobedience of an order of a teacher, 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 the school.
- 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 substantial and material impingement upon or invasion of the rights of others.
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Technology/Network Acceptable Use Policy

See Appendix for full policy.

Tobacco Use

Board Policy JCDA

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. This includes electronic devices that emit nicotine vapor.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Board Policy GAOC

The use of tobacco products in any form is prohibited in all K-12 school buildings, grounds and vehicles, owned, leased or rented by the district. This includes electronic devices that emit nicotine vapor.

Visitors to School

We encourage our parents and patrons to visit our schools. To ensure the safety and security of our students and staff, all visitors are required to enter the buildings through the front main entrances as all other doors/entrances are secured. Upon arriving to the school, please activate the entry system located on the wall and speak into the intercom. The office will buzz you in and you can proceed to the office to sign in. Visitors must sign in at the office before proceeding to contact any person in the building or on the campus. We also require that each visitor wear a visitor's badge while on the school campus. Students are not allowed to bring visitors to school without prior permission of the principal.

Weapons Policy

Board Policy JCDBB

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

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapons Violations

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (*see JDC*).

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary of Kansas Department for Children and Families or the Secretary of Kansas Department of Corrections, as appropriate.

APPENDIX

Technology/Network Acceptable Use Policy

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

Responsible Citizenship

Being a digital citizen at Atchison Public Schools, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online.
- Protect yourself. I will not publish my personal details, contact details or a schedule of my activities.
- Respect others. I will not use technologies to bully or tease other people.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. I will request to use the software and media that others produce.

Managing Your Digital Footprint

The following guidelines/requirements apply to students while on school property, while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district. Students in possession of electronic or digital devices shall observe district and building policies. Parents and students should consult their school handbook for further details.

Some examples of appropriate use include but are not limited to the following:

Personal Safety

Do not send any messages that include personal information such as: home address, personal phone numbers and/or last name for yourself or any other person.

Password Protection

School passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should immediately notify a teacher or administrator who in turn will notify the district's Technology Department. As passwords are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Atchison Public Schools has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the school network, e-mail accounts, hardware, and Internet access, including transmitted and received information. All information files are the property of Atchison Public Schools and no user shall have any expectation of privacy regarding such files, accounts, or devices.

Online Etiquette

Follow the guidelines of accepted behaviors within the school handbook. Whether at home or in school, use appropriate language and graphics. Sexting, swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access or devices to make distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, nationality, religion or sexual orientation. Inappropriate content will be deleted.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook.

Proxies and Hotspots

The use of anonymous proxies or other methods to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos and videos of self, other students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Camera and Video Use

Unapproved camera and video use is a violation of this agreement. Students are not to take pictures or videos of staff or students without permission. Any student use of cameras in Atchison Public Schools should be part of a class or club activity.

Violating Copyrights

Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school's technology, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

Classroom Expectations

Failure to follow teacher direction in regards to the use of the devices/tools/websites during class is a violation of this agreement.