

Newton Public Schools USD 373 Elementary Parent Handbook

2011-2012

(rev. 10-20-11)



"The mission of the Newton School Community is to prepare our students to be capable, contributing participants in a changing world."

We believe that:

- The educational needs of each student must be met.
- The needs of students drive decision making.
- Education is an active partnership involving students, families, schools, and community.
- Motivation, opportunity, and effort are critical to success.
- High expectations foster quality performance.
- The right to education conveys both privilege and responsibility.

Newton USD 373 does not discriminate on the basis of race, color, national origin, sex, handicap/disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, 308 E 1st Newton KS 67114-3846, 316-284-6200.



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- A. Discipline Plan (pages 11 - 14)
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- D. Racial Harassment Policy (pages 17 - 18)
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Accidents and Health Insurance

- Parents will be notified as appropriate when students are involved in accidents occurring on school property. In general, we recommend that students are to be taken to their physician for treatment by the parent or other designated persons.
- The school district does not purchase accident insurance to cover injuries incurred by students at school.
- We encourage all families to have accident coverage on their students prior to participation in any school-sponsored activity.
- Health insurance is available to qualified families through Healthwave, a state insurance program. Information may be attained in the office.

Asbestos

It is our intent to not only comply with, but exceed federal, state, and local regulations concerning asbestos. We plan on taking whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Attendance

- Regular attendance at school is important for a student's success. Students are expected to be at school every day and report to class on time.
- Children should arrive at school no earlier than **ten minutes** before starting time. Supervision is not provided for students prior to this time.
- Students should not play on school grounds before or after school. Latchkey services are available at most schools for students who must arrive early or stay late. Latchkey information may be attained in the office.
- Parents of students who walk to school should plan the safest route to school and review safety rules regularly. Parents delivering or picking up students should have their child exit the vehicle in such a way that the student will not cross traffic.
- Students must always use the crosswalk and obey the crossing guard.
- All absences must be called into the school office by 9:00 a.m. If in the event you do not call, a school representative will call and check the reason for the absence.
- If your student will be leaving school early, please call the office or send a note to the teacher. Parents are to report to the office when picking students up for appointments during school hours. Please notify the office if someone else will be picking up your student.
- When a student is not in attendance in school, it is understood that classroom instruction will continue and work will be expected to be made up by the student missing the instruction. This applies to all excused absences, including Weekday Bible School.
- Reasonable time to make-up work will be allowed by instructors, and each case will be treated individually. It is the responsibility of the student to inquire about assignments missed and make arrangements for missed work to be made up.
- Truancy Policy – (JBE): The building principal or designee shall report students who are unexcused from school to the appropriate authority. **Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.** School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. Prior to reporting to S.R.S. a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.
- Involvement of Law Enforcement: Law enforcement officers may return truant students to the school where the student is enrolled, to the student's parent or guardian or to another location designated by the board to address truancy issues.
- Reporting to Parents: If a truant student is returned to school by a law enforcement official, the principal shall notify the parent or guardian. (Approved: August 19, 2002 / Revised: May 19, 2003)



Bicycles

- Bicycles may be ridden to school and parked and locked in racks.
- Improper use of one's bicycle may mean that the student will be asked to leave his bike at home.
- Students are to walk bicycles while on school property.
- Students are encouraged to wear helmets and follow bicycle safety rules.

Bullying Policy (JDDC, Approved 9-08)

- The board of education prohibits bullying and cyber-bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.
- 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.

Crisis Information

- Crisis information will be relayed through the automated parent notification system (see Emergency Information section below) or at the district website, www.newton.k12.ks.us

Discipline Plan

- The Newton Public Schools USD 373 has adopted a comprehensive discipline plan. The plan is divided into three (3) areas; elementary, middle school and high school. The elementary plan can be found in **Appendix A** of this handbook.

District Website

- The school district's website is www.newton.12.ks.us. Parents can access the website to find pertinent information and ask questions about their school and the school district as well as the district calendar.

Dress Code

Students are expected to dress appropriately for school every day. No inappropriate or suggestive clothing may be worn. Appearance distracting to the learning environment is unacceptable.

Drug-Free Policy

- See **Appendix B** of the handbook.

Electronic Devices

- Electronic devices such as cell phones, CD players, MP3 players, games, etc. may be used with supervision or after the school day has ended. These items should remain in lockers or backpacks during the day. If used inappropriately, these items may be confiscated and future privileges denied. Interruptions of class caused by cell phones will be considered inappropriate behavior.

Emergency (Crisis) Information

- **You must provide your school with emergency phone numbers in the event your student becomes ill or is injured at school and requires your presence.**
- USD 373 uses an automated parent notification system (**AlertNow**) to send out a message to notify parents of important events such as school delays or cancellations due to weather, power outages, or other reasons. The system also keeps parents informed during emergency situations such as a school lock-down or student relocation. In the event of a school closing or emergency,

parents will receive phone and/or e-mail messages, according to the emergency contact information provided on the student enrollment form. Parents are strongly encouraged to make sure their emergency contact information is kept up-to-date. **Phone number and e-mail address changes should be reported to the school secretary.**

Enrollment Regulations

State law requires that every student who enrolls in school for the first time must provide proof of identity within 30 days after enrollment.

- Kindergarten enrollees or first graders who have not attended kindergarten, must provide one of the following:
- A certified copy of the birth certificate or birth registration card (hospital certificate will not be accepted.)
- A certified copy of a court order placing the student in custody of the secretary of social and rehabilitation services.
- Students in grades 1 through 4 who are enrolling for the first time may use a certified transcript or approved student record from the school previously attended. If you have a problem obtaining the proper identification, parents should contact the school principal.
- According to State statutes: **Students must be five (5) on or before August 31 to attend kindergarten.**

Family Education Rights and Privacy Act (FERPA)

The educational records of your child are covered under law. As a parent you have rights regarding these records. On November 19, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law, the parents and students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children.

1. Types of Educational Records Maintained: The types of educational records regularly maintained and directly related to each student include the following:
 - a. medical and health information;
 - b. date of school entry;
 - c. school grades and credits;
 - d. transcripts from previous schools attended;
 - e. school-wide test results.
2. Parent or Eligible Student Access to Records: You are entitled to have access to the educational records for your inspection and review.
3. Access to Records: The following persons, organizations, agencies or institutions who have a legitimate interest may have access to the educational records of each student:
4. Access/Purpose
 - a. School Staff/Educational, social, personal development
 - b. Other Schools/Student seeks or intends to enroll
 - c. Authorized representatives/Fulfillment of legal requirements of Federal and State Agencies
 - d. Institutions or agencies/In connection with financial aid for student
 - e. State and local officials/Information required to be reported by state statute
 - f. Accrediting organizations/Accreditation
 - g. Parents of a dependent student/Parent information
 - h. Courts/To comply with the law

Before any educational records will be released to anyone other than those parties specified above, written consent to said release must be provided.

Student records from the Harvey County Special Education Cooperative are kept five years past the anticipated graduation date. Written notices are sent to the last known address and posted public notices state that records will be destroyed within 30 days.

5. Right to a Hearing: You are entitled to a hearing to challenge the content of your student's educational records. The records may be challenged on the following grounds:
 - a. in violation of the privacy or other rights of students; and/or
 - b. contains inappropriate data

6. Responsibility of Maintenance: The Principal of each attendance center is responsible for the maintenance of all the above listed types of records.
7. Right to Copy: Parent(s) and eligible students may have copy/copies of the desired record at a cost charge to the parent(s) or eligible students.*
8. Directory Information: The following information is defined as Directory Information -- name, address, telephone listing, parent, guardian and classroom. If you believe that any or all of the above directory information should not be released without your prior consent, Please Respond Within Ten Days to the Principal.
9. Court Order for Educational Records: Upon receipt of a subpoena or judicial order requiring educational records, you will be notified of such order.
10. Record of Requests for Access: Except for school staff members, the principal will maintain a record of those persons, agencies, or organizations who have had access to the records.

***ELIGIBLE STUDENT MEANS A STUDENT WHO HAS ATTAINED EIGHTEEN YEARS OF AGE, OR IS ATTENDING AN INSTITUTION OF POST-SECONDARY EDUCATION. THE PARENT OR GUARDIAN MUST NOTIFY THE SCHOOL OF ANY CHANGE IN THE STUDENT'S DEPENDENCY.**

Fees

Payment for all textbook fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 is contracted with CCM Enterprises of Wichita, KS, to handle collections on unpaid accounts. Unpaid fees may include balances owed for school meals, textbook fees and materials, pay-for-participation fees, lost or damaged books, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents contacted by CCM Enterprises regarding past due accounts should correspond with CCM Enterprises at 316-612-9140 to resolve account balances. For general information and/or questions regarding the collection of past due accounts, contact Kim Fiessinger at 316-284-6217.

Field Trips

In connection with our educational program, your written consent to take your student on trips during the school year is required. (See signature line on enrollment form). This authorization will eliminate the need for special permission before each excursion.

Parents will be informed of each trip. If you do not wish your student to participate, you as a parent must send written notification to the teacher before the trip.

We are also asking for your written consent to allow video tape taken on the district's school buses and at other locations that may include your student to be viewed by other students, parents and appropriate officials as deemed necessary in the administration of the school system and its disciplinary procedures. (See signature line on enrollment form). You may view any tapes kept by the district containing your child upon written request to the transportation department.

Health Issues

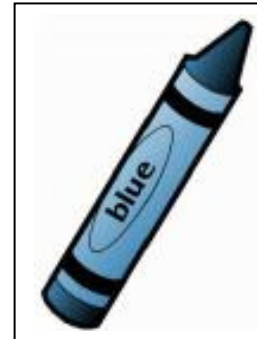
- Students exhibiting symptoms of contagious disease or illness will not be allowed in school.
- Students must be fever free for 24 hours before returning to school.
- The school must have up-to-date medical information regarding chronic health problems.
- If your student has asthma, food allergies, diabetes, seizure disorder or is taking medication regularly, please notify the school nurse.
- In some cases, a release of information that allows the nurse to communicate with the student's doctor in the event of an emergency or to provide feedback about a medication's effectiveness may be requested.
- All medications, including inhalers, must be left with the school nurse and in their original containers. Prescription medications must have signed permission slip by the prescribing physician. Over-the-counter medications may be given with signed permission from parents. (Forms available in school office.)
- Medications are dispensed and documented by trained professionals.

- Hearing, vision, speech and language screenings are done regularly at selected grades. If screening results indicate a concern or problem, parents will be notified.

Instructional Materials

Enrollment and Instructional Materials Fee Schedule

Week	K (Grade Level)	1-4
1-9	\$40.00	\$60.00 (100%)
10-18	\$32.00	\$48.00 (80%)
19-27	\$24.00	\$36.00 (60%)
28-36	\$16.00	\$24.00 (40%)



Textbook Rental Fee REFUND Schedule

Week	K (Grade Level)	1-4
1-9	\$32.00	\$48.00 (80%)
10-18	\$24.00	\$36.00 (60%)
19-27	\$16.00	\$24.00 (40%)
28-36	\$ 0.00	\$ 0.00 (0%)

- Students who lose or damage library books or instructional materials will be charged a fine and/or replacement fee.

Meal Program

Breakfast and lunch will be offered at each school starting the first day. If you have a child with a special diet problem, please contact the school as special diets are prepared for students in these cases. A doctor's note will be required.

Breakfast Prices:	Full Price	Reduced Price
Per Day	\$ 1.20	\$.30
Lunch Prices:	Full Price	Reduced Price
Per Day	\$ 2.20	\$.40

Checks should be made payable to USD #373.

- Money or checks should be sent to the school in an envelope marked with your child's name and classroom teacher's name printed on the front.
- Charged meals cannot exceed \$10.00 per family account.
- An application can be obtained from the building secretary in order to apply for free or reduced meals at any time during the year.

Parents may check lunch balances by logging in to the Infinite Campus Parent Portal through the district website at www.newton.k12.ks.us (See Parent Portal on page 8 for instructions)

Newton USD 373 Acceptable Use Policy for Network Access & Internet Safety - SY 2011-12

Use of computer network services is an important skill for today's technologically literate students. Newton wants to open this important avenue of research to our students while ensuring their safety. Please review these policies with your son/daughter with particular attention to #14. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same safety reasons.

- All use of Network & Internet services or electronic devices must be in support of education and research, being consistent with the purposes of the Newton Public Schools, USD 373.
- Any use of the network or electronic devices to facilitate illegal activity is prohibited.
- Any use of the network or electronic devices for commercial or for profit purposes is prohibited unless approved by supervisor.
- Use of the network, workstation or other electronic device for non-school related communications shall not conflict/interfere with school obligations.
- Any use of the network or any electronic device for non-school related product advertisement is prohibited.
- Network accounts are to be used only by those authorized to use that account.

7. Any and all use of the network, district owned computers, phone or other electronic device is not private and may be accessed by appropriate personnel at any time.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, profanity, flaming, spamming, and other antisocial behaviors are prohibited.
11. Abiding by state and national copyright policies, all information, programs, videos, music, and graphics accessible through the Internet will be assumed to be private property unless otherwise stated. All copyright issues regarding software, information and attributions of authorship will be respected. The illegal installation of copyrighted software for use on district computers is prohibited. Plagiarism in any form is prohibited.
12. Use of the network to access obscene, objectionable, or pornographic materials is prohibited.
13. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Students & staff shall be careful when using their full names, or give out their home phone number, home address, or school name. (We also recommend that you not give your social security number, bank account numbers or credit card numbers.)

Newton Public Schools USD 373:

- reserves the right to log and view Internet use and to monitor file server space utilization by users.
- reserves the right to remove a user from the network to prevent further unauthorized activity.
- provides Internet filtering.
- does not allow unauthorized disclosure, use, and dissemination of personal information regarding minors.

Parent Portal Access

Infinite Campus is the student information system used by Newton USD 373 schools. One of the features of Infinite Campus is the parent portal. Using a school-issued activation code, legal parents/guardians can access student attendance, fees, meal account status, and school information on a daily basis via the internet. One portal may be shared by authorized family members, or separate portal accounts may be created upon request. The Infinite Campus Parent Portal is accessed through the Newton USD 373 website, www.newton.k12.ks.us > Infinite Campus > Infinite Campus Portal Link. A tutorial is available at the Infinite Campus Portal Link for instructions on how to use the portal. For information on how to obtain a portal activation code, or if you have an existing parent portal account and need assistance, please contact your child's school office.

Physical Education Shoes

- The physical education department recommends any soft-soled shoe that fits snugly around the foot be worn for physical education.
- Shoes that are not acceptable for PE include cowboy boots, hiking boots, snow boots, sandals, jellies, flip flops, dress shoes with hard slick soles, etc.
- Students without appropriate shoes **will not be allowed to participate in activities** that may be a safety hazard without appropriate shoes.

Pets

- Students are requested not to bring pets to school unless previous arrangements have been made with the teacher.

Racial Harassment Policy

- See **Appendix D** of the handbook.

Safe School Hotline

- Safe School Hotline is a tool that provides students, parents and educators a confidential means of reporting unsafe conditions that may imperil students and staffs in a totally anonymous, non-threatening way. It can give school officials the information they need to enhance safety and improve the quality of education. Students or parents with something important to report can call the Safe School Hotline 24 hours a day with complete assurance of confidentiality. The Safe School Hotline Number is: **877-626-8203**. (Your Name is Never Asked)

Severe Weather

- The following procedures are planned if bad weather conditions require us to dismiss early, to delay the starting time, or to close all or part of the schools for the day. Every attempt will be made to announce the decision by 7:00 a.m. if school is not held, or if the starting time is delayed. Using our automated notification system, parents will receive phone and/or e-mail messages according to the emergency contact information provided on the student enrollment form. Phone number and e-mail address changes should be reported to the school secretary promptly. Area radio and TV stations will be notified as well as posting on the district website at: www.newton.k12.ks.us
- Schools will **not** generally be dismissed because of storms arising during the school day, as long as students and teachers can remain at school in safety. The primary reason for this is to avoid the dangers of sending students home when the parent is absent. If a school is dismissed prior to the regular dismissal time, every possible attempt will be made to notify the parents or guardians to be aware that the students are coming home. During threatening weather parents should take care to supply to the school an alternate name or destination to be used in case the parent cannot be reached.
- If a tornado warning occurs during the hours that your student is in school, he/she will remain at school until the all-clear signal has been announced by radio or TV. Regular tornado drills are scheduled and students are instructed by their teachers as to the safest location in school.

Sexual Harassment Policy

- See **Appendix E** of the handbook.

Site Councils

- All district schools have site councils made up of school personnel, parents, and community members.
- Site councils are responsible for providing advice and counsel regarding school improvement activities.
- Contact your school if you are interested in joining your school's site council.

Special Education Referral

- All elementary schools in Newton USD 373 have access to the services of the Harvey County Special Education Cooperative. Assistance in meeting the educational and developmental needs of all students is available upon request. Requests for assistance may be initiated by school personnel, parents, or guardians, or any community agency. Further information may be obtained from any of the school offices. Students who are identified as exceptional shall have equal access to nonacademic and extra curricular activities.
- For Hearing/Speech Disabled TDD Users, dial the Kansas Relay Center toll free number 1-800-766-3777. Calls handled by the Relay Center are strictly confidential. The Relay operator will voice to the hearing person the TDD User's message, then types back to the TDD user the hearing person's words.
- A copy of Procedural Safeguards and Parent's Rights in Special Education is available through the building principal or the Harvey County Special Education Cooperative. The Harvey County

Special Education Cooperative provides services to children with disabilities ages birth through 21. For more information call (316) 284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records on request, to a school in which a student seeks or intends to enroll.

Telephone (also see *Electronic Devices*)

- Parents may call the school concerning any matter dealing with their students.
- Teachers and students should not be asked to come to the telephone during class.
- Students' after-school arrangements should be made prior to the school day.

Visiting the School

- Parents and community members are encouraged to visit our school. Please arrange your visit by calling the office or your student's teacher and checking into the office when you come. To make the most of your visit, plan for a day in which you can make arrangements for someone else to care for any young children. When you visit, please remember that teachers will be involved in teaching and supervising children. They will probably not be able to visit with you at this time, but they may put you to work! We value an extra pair of hands.
- Parents wanting to eat lunch with their student need to notify the office before 9:00 a.m. to insure enough lunches have been ordered.

Weapons

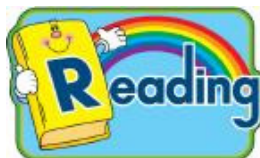
- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. Specific guidelines for the district policy can be found in the **Appendix F** of this handbook.

Withdrawals and Transfers

- When a student is moving, parents are to contact the school office in advance for proper withdrawal procedure. If the student transfers within the district, the student's records will be transferred from his/her present school to the receiving school. Any student leaving the district prior to the beginning of the last nine weeks of the school year is entitled to a pro-rated refund of any paid rental fee.

Appendix

- A. Discipline Plan
- B. Drug-Free Letter and Policies
- C. Parent/Student Rights In Identification, Evaluation and Placement
- D. Racial Harassment Policy
- E. Sexual Harassment Policy
- F. Weapons Policy



Appendix A

DISCIPLINE

Philosophy – *We Believe...*

- That it is the school's responsibility to provide a positive climate for learning.
- That the schools should emphasize positive incentives and recognition which promote self-discipline.
- That discipline is an essential part of education.
- That students have rights and responsibilities.
- That school rules should be established and understood by parents, teachers and students.
- That parents should be deeply involved in the discipline of their children.
- That parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.
- That disciplinary action should be in accordance with the policy of the Newton Board of Education and as stated in the State of Kansas laws.

POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS:

Students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include:

- Conference with the principal or teacher
- Conference with principal, teacher, student, and parent
- Written notification to parent
- Referral to counselor/social worker and/or building team
- Peer group mediation
- After-school detention
- In-school suspension
- Alternative Educational Placement
- Out-of-school suspension
- Possible police involvement if deemed appropriate for any offense
- Specific consequences agreed upon by principal, parent, and teacher
- Long-term suspension or expulsion from district schools
- Long-term suspension or expulsion is possible for extreme or multiple behaviors regardless of the guidelines in the discipline plan

NEWTON USD 373 DISCIPLINE PLAN ELEMENTARY SCHOOL 2011-2012

Alcohol (sale or distribution)

Any Offense - The principal, parent, and police will meet to discuss the incident. Consequences will be decided by the principal following consultation with the parents and teacher. Suspension should be considered as part of the punishment. The student should be referred to the counselor and an age appropriate referral for chemical dependency assessment should be strongly considered. A possible recommendation for long-term suspension or expulsion.

Alcohol (use or possession)

Any Offense- The principal, parent, and police will meet to discuss the incident. Consequences will be decided by the principal following consultation with the parents and teacher. Suspension should be considered as part of the punishment. The students should be referred to the counselor and an age appropriate referral for chemical dependency assessment should be strongly considered. A possible recommendation for long-term suspension or expulsion.

Behavior: Disruptive

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Behavior: Inappropriate (Includes, but not limited to: inappropriate use of electronic communication devices such as pagers, cellular phones, etc.)

Minimum response - Conference with principal

Maximum response - In-school suspension

Behavior: Possession of Dangerous Devices (Includes, but not limited to: knives with a blade less than 2 ½ inches, explosive devices such as firecrackers, stink bombs, etc.)

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Definition: Weapon means an article that is not per se a dangerous weapon that is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to belts, combs, pencils, files, compasses, chains, and scissors.

Bomb Threat

Any Offense - The principal, parents, and police will meet to discuss the incident. Consequences will be determined by the principal following consultation with the parents and teacher. The student will be referred to the counselor or social worker. A possible recommendation for long-term suspension or expulsion.

Drug/Drug Look-Alike (sale or distribution)

Any Offense - The principal, parent, and police will meet to discuss the incident. Consequences will be decided by the principal following consultation with parents and teacher. Suspension should be considered as part of the punishment. The student should be referred to the counselor and an age appropriate referral for chemical dependency assessment should be strongly considered. A possible recommendation for long-term suspension or expulsion.

Drug/Drug Look-Alike (use or possession)

Any Offense - The principal, parent, and police will meet to discuss the incident. Consequences will be decided by the principal following consultation with the parents and teacher. Suspension should be considered as part of the punishment. The student should be referred to the counselor and an age appropriate referral for chemical dependency assessment should be strongly considered. A possible recommendation for long-term suspension or expulsion.

Endangerment

1st Offense - A student may be given 1 to 3 days out-of-school suspension. If a suspension is used, contact must be made with either law enforcement or other social agencies. The child will also be referred to the school counselor and building team.

Subsequent Offenses - A student may be given up to 5 days out-of-school suspension with a possible recommendation for long-term suspension or expulsion and a police report must be filed.

Extortion

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Fighting

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Fire Alarms / Other emergency alarms

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Forgery

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Gang Indicia

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Harassment (Includes, but not limited to: sexual and racial harassment)

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Insubordination

Minimum response - Conference with principal

Maximum response - Up to one day in-school suspension and notify parent

Language: Inappropriate

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Language: Inappropriate toward staff

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Miscellaneous School Rules

Minimum response - Conference with principal

Maximum response - Specific consequences may be agreed upon by principal, parent, and teacher

Other Behaviors

Minimum response - Conference with principal

Maximum response - Specific consequences may be agreed upon by principal, parent, and teacher

Physical Assault: School Employee

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Physical Assault: Student / Battery

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Possession of Stolen Property

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Possession of Weapons

Any Offense - Up to 186 days out-of-school suspension, notify police or other social agencies if deemed appropriate, and recommendation for long-term suspension or expulsion per board policy.

Definitions: Dangerous weapon means loaded or unloaded firearm, replica firearm, knuckles, butterfly knife, chains, clubs, throwing star, switch-blade knife or other knife with a blade in excess of 2 inches in length or any other article that is commonly used or is designated to inflict bodily harm.

Replica firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm.

Theft

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Tobacco (Use or possession)

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Trespass USD Property

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Unexcused Absence

Any offense - Notify parent and follow state truancy guidelines when appropriate

Vandalism

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Verbal Assault: School Employee

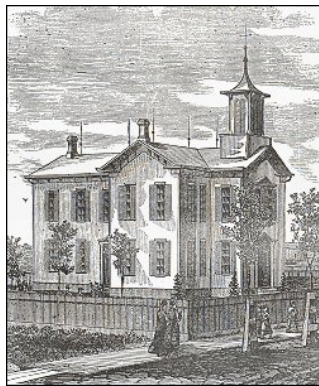
Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Verbal or Written Assault: Student/Threat (includes, but not limited to, intimidation, verbal abuse, written, or other)

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension



Appendix B

Drug-Free Letter and Policies

Dear Student, Parents and Guardians:

The Newton USD 373 Board of Education on August 6, 1990, adopted revised policies concerning drug-free schools. These policies are mandated in order for the district to continue to receive federal funds as provided in the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. Copies of the policies follow this letter.

The board of education and staff members are committed to this concept and have already incorporated drug education units as part of our curriculum. We feel it is important for parents to read and discuss these policies with their children.

The district is also required to provide you with a list of drug and alcohol counseling, treatment and rehabilitation programs. The following list was compiled from information provided by the Kansas State Department of Social and Rehabilitation Services.

Prairie View Mental Health
Substance Abuse Treatment Program
PO Box 467 - Newton KS
(316) 284-6400

Mirror Inc.
PO Box 711 – Newton KS
(316) 283-6743

GAOA Drug Free Workplace

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

IDAB Support Programs

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.
Revised May 19, 2003

JDDA Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L.102-226, 103 St. 1928.
Revised September, 2008

LDD Federal Government-Drug Free Schools

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated as required by law. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB, and JDDA)
Revised September, 2008

Appendix C

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluations or placement of your child;
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL. 94-147);
- Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
- Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluations educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluations educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below.

The person in this district who is responsible for assuring that the district complies with Section 504 is the school district's ADA and Section 504 coordinator, Director of Human Services, 308 E 1st, Newton, KS 67114, 316-284-6205.

504—10, April 1997, June 2006

Appendix D

Racial Harassment 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 or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial 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 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individual 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 violated for any employees 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.

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, 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;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 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 harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial 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 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 (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial 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 motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial 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 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 SRS authorities. (See GAAD).

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 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 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 harassment may result in corrective or disciplinary action against the complainant.

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

Approved: April 5, 1999
Revised: February 3, 2003, May 19, 2003



Appendix E

Sexual Harassment – JGEC

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

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 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 another 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. (See KN).

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 SRS authorities. (See GAAD).

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 individual'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.

Approved: March 2, 1998
Revised: April 5, 1999



Appendix F

Weapons - 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.

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destruction 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 (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than ¼ ounce, (e) mine, or (f) 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 ½ inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sandclub, metal knuckles, or throwing star;
- Any knife 2 inches or longer. 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 Possession

Possession of a firearm or other weapon or facsimile of a weapon 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 a facsimile of a weapon may result in suspension 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 SRS or the Commissioner of Juvenile Justice.

Revised: September 7, 1999, July 12, 2001, May 19, 2003, August 23, 2004

Newton Public Schools USD 373 Schools and Offices

Northridge Elementary School
1900 Windsor Dr Newton KS 67114
Principal: Arthur Whillock

316 284-6540
Toll Free 877-840-4138
Email Address: awhilloc@newton.k12.ks.us

Slate Creek Elementary School
901 E 4th Newton KS 67114
Principal: Kevin Neuenswander

316 284-6550
Toll Free 877-840-4139
Email Address: kneuensw@newton.k12.ks.us

South Breeze Elementary School
1020 Old Main Newton KS 67114
Principal: Jan Plummer

316 284-6560
Toll Free 877-840-4140
Email Address: jplummer@newton.k12.ks.us

Sunset Elementary School
619 Boyd Newton KS 67114
Principal: Janet Weaver

316 284-6570
Toll Free 877-840-4141
Email Address: jweaver@newton.k12.ks.us

Walton Rural Life Center
502 Main PO Box 140 Walton KS 67151
Principal: Natise Vogt

620-837-3161
Toll Free 866-837-3161
Email Address: nvogt@newton.k12.ks.us

Santa Fe 5/6 Center
130 W Broadway Newton KS 67114
Principal: George Leary
Assistant Principal: Brenda Thompson

316 284-6270
Toll Free 877-840-4136
Email Address: gleary@newton.k12.ks.us
Email Address: bthomps@newton.k12.ks.us

Chisholm Middle School
900 E 1st Newton KS 67114
Principal: Victoria Adamé
Assistant Principal: Don Cameron

316 284-6260
Toll Free 877-840-4135
Email Address: vadame@newton.k12.ks.us
Email Address: dcameron@newton.k12.ks.us

Newton High School
900 W 12th Newton KS 67114
Principal: Ken Rickard

316 284-6280
Toll Free 877-840-4137
Email Address: krickard@newton.k12.ks.us

Cooper Early Education Center
816 Oak Newton KS 67114
Assistant Spec Ed Director: Mary Beasley

316 284-6510
Toll Free 866-284-6510
Email Address: mbeasley@newton.k12.ks.us

Eby Learning Center
900 W Broadway Newton KS 67114
Principal: Vicki Rivero

316-283-1950 Ext. 6130
Email Address: vrivero@newton.k12.ks.us

Harvey County Special Education Cooperative
308 E 1st Newton KS 67114
Director: Sherri Buss Rawlins

316 284-6580
Email Address: sbuss@newton.k12.ks.us

District Office
308 E 1st Newton KS 67114
Superintendent: Gary Jantz

316 284-6200
Email Address: gjantz@newton.k12.ks.us