

ROSE HILL USD #394

NOTICE OF NONDISCRIMINATION

The Rose Hill Public schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, 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, the Age Discrimination Act may contact Kevin Collier, Intermediate School Principal, 104 N. Rose Hill Road, Rose Hill, KS 67133, 316-776-3330. or Julie McPherron, the school district's ADA and Section 504 coordinator, 104 N. Rose Hill Road, Rose Hill, KS 67133, 316-776-3300.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational 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 that are kept and maintained by Unified School District No. 394. 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 for your review within 45 days of the day the district receives your 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:
 - o We have your prior written consent for disclosure;
 - o The information is considered "directory information" and you have not objected to the release of such information; or
 - o Disclosure without your prior consent is permitted by law.*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 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 in order to fulfill his or her professional responsibility or duties.*The district will disclose a student's educational records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. 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.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education, if you believe Unified School District No. 394 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 394 policies for complying with FERPA. A copy may be obtained from: Rose Hill Schools USD 394, 104 N. Rose Hill Road, Rose Hill, Kansas 67133.

Directory Information

For purposes of FERPA, Unified School District No. 394 has designated certain information in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy 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 teams, 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 the 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 Unified School District No. 394 at 104 N. Rose Hill Road, Rose Hill, Kansas 67133-9785 within 5 days of student's first day of attendance. If a refusal is not filed, Unified School District No. 394 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.

Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing; Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Handbook Policy

These policies have been approved by USD 394 school board as a working document of Rose Hill Intermediate School. Changes throughout the year in policies may be necessary due to action taken by the school board and/or the Kansas legislature.

Parents – Go over Handbook with your child. Please tear out first two pages of Handbook and sign and return Parent Form below.

-----Cut and Return-----

PARENT RETURN FORM * PARENT RETURN FORM**

STUDENT NAME _____ HOMEROOM TEACHER _____

I have read and discussed the parent/student handbook with my child. I understand that any questions I have should be addressed to Rose Hill Intermediate School Administrators. I understand that the rules and procedures in this handbook are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

(Parent Signature)

(Date)

ROSE HILL INTERMEDIATE SCHOOL

STUDENT HANDBOOK

Kevin Collier, Principal

kcollier@usd394.com

Central Office Administration

Randall Chickadonz

Superintendent

Julie McPherron

Asst. Superintendent

Board of Education

Pat Beran

Jon Newman

Tim Hottovy

Alyson Taylor-Smith

Jennifer Jackson

Kylene Roberts

Heath Beery

104 North Rose Hill Road
Rose Hill, Kansas 67133

Telephone: (316) 776-3330

Fax: (316) 776-3335

“The Rose Hill Intermediate School community will provide students the opportunity to learn and develop the academic, emotional, and physical skills to become successful citizens”.

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Rose Hill Intermediate School Staff

3rd Grade

Samantha Cheek scheck@usd394.com
Audra Coleman acoleman@usd394.com
Kristi Pugh kpugh@usd394.com
Sexton tsexton@usd394.com

4th Grade

Emily Bastian ebastian@usd394.com
Eric Frager efrager@usd394.com
Kathryn Renfro krenfro@usd394.com Tasha
Tammie Classen tclassen@usd394.com
Stephanie Woodrome swoodrome@usd394.com

5th Grade

Stephanie Hartwig shartwig@usd394.com
Tonja McCulloch tmcculloch@usd394.com
Krista DeBuhr kdebuhr@usd394.com
Cherith Mock cmock@usd394.com
Laura McNaul lmcnaul@usd394.com
Jessica Wason jwason@usd394.com

Specials **

Amber Marshall Library
Michelle Sutton Art
Scott Carr PE
Don Funke PE
Robert Roach Music
Lindsay Ashurst Music
Josh Turner Band
Nate Hills Band
Courtney Brewer Computer Lab

Support Staff **

| | | | |
|-----------------|--------------------|--------------------|--------------------|
| Lindsay George | Nurse | Adie Fischer | At-Risk Reading |
| Hannah Price | Psychologist | Julie Simpson | Title 1 Reading |
| Lavonda Eichman | ELL | Jennifer Vaughn | Speech / Language |
| Carmen Geeting | Sp. Ed. (Resource) | Stephanie Gonzales | Sp. Ed. (Resource) |
| Sara Srock | Sp. Ed. (Resource) | Jerica Bollig | Sp. Ed. (Resource) |
| Lindsay George | Nurse | Michelle Neal | Social Worker |
| Pam Page | Secretary | Rosemary Klish | Counselor |
| Cheryl Henry | Secretary | Courtney Edge | SEL Coordinator |

** You can E-mail specials teachers and support staff is first initial, last name, @usd394.com

WHY DO WE ISSUE EACH STUDENT AN AGENDA?

Your school agenda has been designed to help you manage your time so that you can take an active part in controlling your academic achievement. Rose Hill Intermediate School requires each student to use his/her agenda throughout the year, so if you lose your agenda, you will be expected to buy a new one.

Your agenda will be used to record assignments and to relay messages from school to home. It also includes our student handbook. The policies that are listed in this handbook are designed to serve as a guide and may not be all-inclusive. Likewise, they are subject to revision at any time the administration deems necessary. We will make every effort to ensure that students and parents are notified of any changes. Any rule which when broken violates laws must be reported to the proper authorities.

GENERAL INFORMATION

REGULAR SCHOOL DAY HOURS

Regular school day hours on Monday, Tuesday, Thursday and Friday are 8:10 a.m. to 3:25 p.m.; Wednesday hours are 9:25 a.m. to 3:25 p.m. During the school year, teachers will be supervising students in the Gymnasium starting at 7:45 a.m. or 9:00 a.m. on Wednesdays. Students arriving before school starts need to report directly to the Gym. Students are not to arrive at school before 7:45 a.m. with the exception of Wednesday, when they are not to arrive at school before 9:00 a.m. Prior to these times, students are not supervised. When students are dismissed at 3:25 p.m., they should leave the school grounds immediately. If a student is asked to stay after school, his/her parents will be notified.

ATTENDANCE

Regular attendance is necessary to maximize the educational success of every student. We believe the major responsibility for regular school attendance belongs to the parent and student. **IT WILL BE THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL OFFICE WHEN THE STUDENT WILL NOT BE IN ATTENDANCE.** Parents are requested to notify the school office between the hours of 7:30 a.m. and 9:00 a.m. of the day the student is absent or tardy. A recorder is available anytime to leave messages as well (776-3330). If the school has not been contacted, the SchoolMessenger automated notification system will telephone the parents. This system will notify the parents of the student's absence and will request that the parents call the school office to confirm the absence. **Absences not reported within 48 hours will be counted as unexcused.**

1. **Tardy:** If a student arrives within the first hour of the school day he/she will be counted tardy. Excessive tardies will result in a referral.

2. **One-half Day Absence:** If a student arrives after the first hour or leaves before the last hour of the school day he/she will be counted 1/2 day absent.

3. **One-Day Absence:** If a student does not come to school at all or arrives after 1:30 p.m., he/she will be counted one (1) day absent.

4. **Excused Absence:**

An excused absence may include:

**Personal illness and professional appointments.

** Serious illness or death of a family member.

** Obligatory religious observances.

**Participation in a district-approved or school sponsored activity.

**Other excuses as approved by building administration.

A note from a physician may be required to verify excessive absences. Students who have excessive unexcused absences are considered truant. According to Kansas Law 721113C, excessive absence is defined as three consecutive unexcused absences, five unexcused absences a semester, or seven unexcused absences in a year, and must be reported to the district attorney or the Department of Children and Families (DCF)

5. **Make up Work:** When a student is absent, and you would like to pick up make up work, please call the office by 11:00 a.m. The teacher will send make up work to the office when requested. Make up work needs to be picked up by 3:30 p.m. Students will have the number of days that they were absent plus one day to make up schoolwork. Cases of chronic illness will be given special consideration. Homebound

instruction may be in order in some cases. If parents have questions concerning this issue, please contact the school office.

6. **Dismissal of Students:** If your child needs to leave the building for an appointment or other valid reason, we ask that you send a note with the student. The student will remain in the classroom until the teacher is notified by the office to release the student. The **parent**, or authorized person, must report to the office and obtain a release pass. Upon his/her return to school, the student must pick up an admit slip from the office to give the teacher when returning to the classroom. **Students will not be dismissed from school to wait unsupervised at the curb for any reason. Students will not be dismissed from school to leave alone for any reason.** These guidelines are for the safety of our children.

TRANSPORTATION

Students will come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

BUS SAFETY RULES

1. The driver and/or sidewalk monitors are in full charge of students when they are riding, loading or unloading the bus. Students must follow the driver and/or sidewalk monitors directions promptly.
2. No running on sidewalk or Loading and Unloading areas.
3. Students must remain seated and the students back must be against the seat at all times. **Sitting sideways is not permitted.** Students will also stay out of the driver's seat and shall not tamper with equipment.
4. Rough conduct or fighting will not be permitted. Students will be permitted to talk quietly with seatmates while on the bus. **Profanity is absolutely prohibited.**
5. **No food or drink is allowed on the bus or in the loading area.** It is encouraged and permitted for students to bring a bottle of water on hot days. No flavored water or flavor additives are permitted.
6. **The use or possession of any tobacco, alcohol, and illegal drugs is prohibited.**
7. Students will not open the bus windows without permission of the driver and shall close them when exiting.
8. Students will not throw any objects or extend any portion of their bodies through the bus windows.
9. Vandalism of any kind will not be tolerated and will result in the suspension of all USD 394 bus riding privileges (including Activity/Field Trips). Student's parents will be billed for the cost of repairs.
10. The drivers require **Silence at all Railroad Tracks.** It is vital for the safe crossing of the bus.
11. No animals, firearms, knives, weapons or glass containers of any kind are allowed. Nothing can be brought on the bus that cannot be placed on the students lap. **Seating assignments are at the Transportation Departments discretion.**
12. Any student wishing to ride a **different** bus must have a note signed by their parent and principal. Only then may they ride the bus if a seat is available, parents need to call to see if a seat is available.
13. All aisles, doors, and emergency exits shall remain unobstructed at all times. Any object that will take up an additional seat is not allowed and parents are required to provide alternate transportation for those items (i.e. large musical instruments, golf bags/clubs, and large school projects).
14. Students must wait at their bus stop at the scheduled time. **The bus driver will not wait on you, be on time.**
15. Students must remain at least **10 feet** away from the roadway while waiting for the bus.
16. **The use of cell phones, laptops, and gaming devices for any purpose is prohibited while riding in the school bus.**
17. The School Bus is an extension of the school buildings, therefore once a student is on the bus, they may not exit the bus other than their normal drop off without written or verbal consent of parent/guardian. You may call your child's building or the Transportation office to get the message to the bus driver. Please do not call your child's cell phone, since that would put them in violation of Rule #16.

SCHOOL BUS DISCIPLINE PROCEDURES

The following discipline procedures will be used on all Rose Hill school buses and in the loading areas. If a student breaks one or more of the bus rules the bus driver or sidewalk monitor will give a verbal warning. If an additional offense occurs, a "Bus Discipline Notice" will be given to the student to take home. **A parent must sign the notice before the student may ride again.** When a third offense occurs the student will be suspended from riding for one to three days. A fourth offense will result in suspension of bus privileges for five days and the Transportation Director may request a conference with the parents, principal, student, and driver before permitting the student to ride again. Additional offenses may result in suspension of bus privileges for an indefinite period of time, including the remainder of the semester or the remainder of the school year.

BICYCLES, SCOOTERS, AND SKATEBOARDS

No bicycles, scooters, or skateboards are to be ridden on the school grounds at any time. The same traffic laws as those for automobiles regulate bicycle riders. All bicycles should be parked in the bicycle racks. Scooters and skateboards are not allowed at school. All bicycles should be walked to and from the street. Cross the street only at intersections and walk your bike across the street with the crossing guard. Students not observing rules pertaining to bicycles, scooters, or skateboards will be required to leave them at home. Rose Hill Intermediate School is not responsible for damage or theft that occurs while bicycles are parked in the racks. Students are encouraged to lock their bicycles in the rack.

RAILROAD TRACKS AND CROSSING

Students are to be especially careful near railroad tracks and crossings, as they are potentially dangerous locations. **At no time are students to play near these locations.** Walking along the railroad tracks is not allowed. Since these tracks are private property, walking along them is considered to be trespassing and violators are subject to prosecution.

ROSE HILL SCHOOL LUNCH PROGRAM

Rose Hill Schools participate in the National School Nutrition Program. We encourage all students to eat breakfast & lunch. Breakfast and lunch are served in all school cafeterias. Our goal is to provide the students with nutritious meals. Call Jeanne Munsell 776-3370 or cell 347-3318 with questions.

All students will be assigned an account number. Students must use their lunch card (K-8) or their lunch ID number (9-12) to purchase all foods & beverages in the cafeteria. Receipts will be issued for cash received in the line. Each time the student purchases lunch, milk or extras the cost is deducted from the account balance. Payment should be sent in an envelope with the following information: the students name, grade & teacher. District policy requires driver license numbers on all checks. Payments are collected in the classrooms each morning in K-8. Checks may be given to the cashier at lunch. Payments received during lunch will be credited the following day. Payments may also be made on the Rose Hill Web Site by going to the School Store.

Power Lunch - You may check your student's lunch account balance at any time by logging into PowerSchool and clicking on the green dollar sign icon to the far right of the screen. K-8^a Grade students will have cards kept in the cafeteria. 9^b-12^a Grade students will be issued a Lunch ID number. Students will enter their ID number & the cashier will charge the meals to the students account. Student photos will appear on the screen to insure the student is using the correct account ID number.

STUDENTS SHOULD NOT SHARE THEIR LUNCH ID NUMBER WITH OTHER STUDENTS or Siblings. STUDENTS ARE ALLOWED 1 BREAKFAST & 1 LUNCH PER DAY ON their lunch ACCOUNT. Students are not allowed to buy additional meals due to HHFKA regulations.

Menus & meal prices are posted on the Rose Hill School Web Site. Parents may bring lunch to their student. The lunch must be brought to the office and the student will be called to the office. Bringing lunch to students other than your own child is **NOT** allowed. Federal Regulations prohibit private business (local restaurants) from selling or delivering food or drinks on school property during the school day.

Allergies-Disabilities: Please contact the food service director for an allergy/disability form. 776-3370

Unpaid Meal Charge Policy adopted by the Rose Hill Board of Education 3/13/2017

The Rose Hill School district wants children to be nourished and prepared to learn. However, the district must also be financially responsible to the patrons. Federal policy guidance memo SP-46-2016 requires the district to inform families of the delinquent and bad debt policies for unpaid meal charges. Rose Hill Schools will implement the following charge policy beginning July 1, 2017: Students who do not have money in their lunch accounts will be allowed to charge \$10 for meals before their account is closed. Principals will be notified when the student reaches the charge limit and may contact the family to evaluate if there are other challenges facing the family. Alternate meals will not be served. Automatic low balance alerts will be sent on Monday when the student account has a + \$3 balance. Delinquent reminders will be sent Monday, Wednesday and Friday automatically when the student's account is negative. Lunch accounts should be in a positive balance on the last day of school. Collections for delinquent debt will begin immediately. Payment plans for delinquent debt will be set up through the food service department. **Students who continue eating meals after they reach the -\$10.00 limit must bring money to cover the meal each day.** Bad debt, not recovered by the end of the fiscal year, may be sent to an outside agency for collection.

Free/Reduced Meals: Application for free/reduced meals should be completed each year before the first day of school. Applications are available after July 1st at Central Office & school offices. Applications may be turned in at school offices or Central Office. Students who qualify for free/reduced meals must use their lunch cards to receive the free/reduced price for breakfast & lunch. A La Carte purchases & extra milk ARE NOT free or discounted and the full price will be charged to the students account. Parents will be responsible to pay these additional charges. Additional entrees are available at the Middle School & High School.

Meal Account Refunds: Students who leave the district or graduate and have money in their lunch accounts, should apply for a meal refund. Refunds up to \$10.00 may be obtained in the food service office in each school. Refunds over \$10.00 may be obtained by completing a refund form in the school office. Refund checks will be mailed within 4 weeks of completing the form.

This institution is an equal opportunity provider.

LUNCH ROOM RULES

1. Follow the directions of supervisor.
2. Speak softly.
3. Keep hands, feet and objects to yourself in the lunchroom
4. Be excused before leaving the table.
5. Eat food; Do not throw, mix, trade, or share food.
6. Walk at all times.

PLAYGROUND RULES

1. Students will not play roughly on the playground (no chase games, tag, or tackle football, no fighting, play fighting, or wrestling).
2. Students will follow the teachers' instructions.
3. Students will stay on the playground, unless they have permission to go somewhere else.
4. Students are to stop what they are doing when the bell rings or the whistle is blown at the end of recess and line up quickly.
5. Students will leave rocks, sticks and other dangerous objects alone.
6. Students will take turns on equipment (count to 25 on swings).
7. Students cannot have food on the playground.

LEAVE IT AT HOME

Students should not bring toys or personal playthings to school unless requested by a teacher. Electronic devices, real or toy guns, knives or other dangerous things are specifically forbidden. The school is not responsible if personal items that are lost or broken. Cell phones are not to be seen or heard. Students should keep them in backpacks. They must be turned off during the school day. Heelies are forbidden at school unless the wheels are popped out or can fold up in the heel of the shoe.

CONCERNS OR COMPLAINTS

We encourage parents to contact us if there is ever a concern. We would like to ask that you follow the proper "chain of command" in dealing with a concern. Many times a problem is due to a lack of communication, which can be handled at the lowest level of the chain of command. The chain of command for concerns and complaints is as follows:

1. Contact the school employee you have the concern with (teacher, school bus driver, playground supervisor, etc.).
2. Contact the school employee's supervisor (principal, department director, etc.).
3. Contact the superintendent of schools.
4. Contact the board of education.

TELEPHONE CALLS AND MESSAGES

The office telephone is a business phone and should be used for that purpose. Students will be permitted to use the phone **ONLY IN CASE OF EMERGENCY** or when directed by school officials. Students will not be called out of their classrooms except in an emergency. All arrangements concerning after school activities (non-school) should be done by the student before coming to school. If a student needs to receive a message, the office will notify the student by giving his/her teacher the message. Since our office personnel are extremely busy, we ask parents to keep messages to a bare minimum.

FEES

USD 394 uses CCM Efund to collect all non-sufficient fund checks. All checks are collectable electronically without further notice and are subject to all state allowed fees and taxes.

CHANGE OF ADDRESS

Students and parents are requested to inform the office of any change of address or telephone number. This will help us to keep our mailing list and emergency cards up to date. **THIS IS EXTREMELY IMPORTANT!**

LOST AND FOUND ARTICLES

Each student should assume the responsibility of taking care of his/her own possessions to help prevent losses and to aid in the recovery of lost items. A student should place his/her name in all books, wearing apparel, etc. so that such articles may be identified and returned when found. If a student loses something, he/she should check with the office and ask all of his/her teachers. If a student finds an item, he/she is to bring it to the office.

STUDENT INSURANCE

The school district does not provide any injury, accident, or health insurance for students. Students that participate in the many activities offered by the school will be covered by the Kansas State High School Activities Association catastrophic policy. This covers only serious major injuries.

Most families have their own family health insurance coverage; however, should a family wish to protect their children more there is a special student insurance. Parents may elect to sign up for this insurance and there is a premium that must be paid. This student insurance applies only to school and does not cover activities or athletic injuries.

PARENT TEACHER CLUB

The Rose Hill Parent/Teacher Club exists to promote the welfare of children and youth. They sponsor many educational opportunities for your youngsters, family activities and gifts to our school through fund raising and social activities including the carnival and skate nights. Parents are encouraged to join and participate in the activities of the Rose Hill Parent/Teacher Club.

STUDENT SERVICES

School Nurse (776-3385)

The school nurse is here every day that school is in session. The nurse welcomes students' questions and requests for answers to health concerns but cannot diagnose conditions. If a student becomes ill or is injured at school the nurse will notify the parents. Please update work phone numbers and provide cell phone numbers if available. Students cannot be sent home without parental or guardian permission and must check out through the nurse's office.

Students who are ill should never be sent to school. Students with temperatures at or above 100 degrees will be sent home. They must be fever free for 24 hours without the use of fever reducing medication before returning to class. The school health rooms are set up to give first aid to the sick and injured, do screenings, give necessary medications and care for students with chronic health problems. Ill students need to be picked up quickly in order to prevent the spread of disease to others. If the parent/guardian is unavailable, the emergency contact will be notified.

A contagious disease may require a physician's order for your student to return to school.

1. The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Students will be excluded immediately until health department disease investigators provide additional directions regarding exclusions, readmission, contact exposure, and preventative measures: chicken pox, hepatitis A, tuberculosis, measles, mumps, rubella, meningitis, shigella, salmonella, pertussis (whooping cough), and Shigatoxin producing E. coli.
2. The following diseases and environmental concerns are not reportable to the health department. Contact the nurse in your building to find out if an order is needed for your student to return to school.
 - Influenza: Requires a 5-day isolation period. Day 1 is the first day with fever or influenza symptoms. May attend school on Day 6 as long as symptom and fever free for 24 hrs without fever reducing medication.
 - Impetigo: May attend school once prescribed therapy is started.
 - Pinkeye (bacterial conjunctivitis): May attend school 24 hours following initiation of antibiotic therapy.
 - Ringworm of the skin and scalp: May attend school if receiving treatment. Needs to be covered.
 - Staphylococcus aureus (MRSA): Unless directed by physician, should not be excluded. Wound should be covered.
 - Streptococcal disease, including strep throat: May attend school 24 hours following initiation of antibiotic therapy. Infected person shall remain in isolation for 10 days if untreated.
 - Scabies: May attend school once prescribed therapy is started.
 - Bed Bugs: Will be addressed by school. Administration as needed.* The principal of the school where these environmental concerns exist may discretely and appropriately communicate with the families of those students who may be affected.
 - Pediculosis (head lice): May attend school. Treatment with an insecticidal drug needs to be administered at home. Nits may persist after treatment, but successful treatment should kill crawling lice. Parents will be notified if their student is found to have head lice while at school.

Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. The Centers for Disease Control and Prevention (CDC) advocate that children should not be excluded for lice or nits. Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard. CDC states that the burden of unnecessary absenteeism to the students, families and communities far outweighs the perceived risks associated with head lice.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for re-admittance. In the event of an outbreak of any of these or other communicable diseases, the health officer may issue restrictive requirements as needed.

Medication

The school nurse will have certain over the counter medication available for students while at school. These medications can only be given with prior authorization from parents and only according to package directions based on age or weight. A list of medications that can be administered by the school nurse are on the back of the annual medical update form and once authorized, may be administered unless specifically revoked. Please update the annual medical form annually. If your student will need to have frequent doses of any medication, this will need to be provided to the school. All medication will need to be sent in the original container. Prescription medication will need to have a completed medication form with the doctor's signature and dosing instructions listed. The first dose of any medication needs to be given at home. The medication form that is needed for any medication to be administered at school can be found on the district website under health services, medication tab. Please do not ever send medication to school in a baggie or unlabeled container. Contact the school nurse at 776-3385 for any questions.

Health Assessments and Physicals

As required by Kansas State Law every pupil up to the age of nine who has not previously enrolled in any school in Kansas, or prior to entering kindergarten, shall present to the board of education the results of a health assessment within 90 days of the first day of attendance. This assessment must have been conducted within the last 12 months by a nurse who has completed the department of health and environment training and certification or by a physician or a person acting under the direction of a physician. In the event a student has not had a physical assessment as required by law, a written statement must be signed by one parent or guardian that such assessment will be scheduled and completed within 90 days of the first day of attendance.

Immunization Policy

Kansas Law requires students to be compliant with immunization requirements and to provide that information to the student's attendance center. Our district policy requires this documentation to be on file in the nurse's office prior to the first day of attendance in any school year. Check with your student's doctor prior to the upcoming school year to verify compliance with immunizations. Students will need to receive immunizations prior to entering Kindergarten that include their 5th DTAP, 4th IPV (polio), 2nd MMR, 2nd Varicella and 2nd Hep A. If there are any noncompliance issues the school nurse will contact you. If your child is unable to receive any immunizations for medical reasons you must have your doctor sign the back of the KCI for legal exemption for medical reasons. To exempt your child for personal or religious reasons the parent must sign and complete the back of the KCI, or provide a written letter stating this. The Superintendent of schools can exclude any student failing to provide required immunization documentation to the school.

SOCIAL WORKER

The school social worker is a full time employee of Rose Hill USD #394 and is not associated with the Department of Children and Families (DCF). The Social Worker is responsible for working with students in much the same way as our counselors except with more freedom to work at home with parents, community involvement, and with smaller groups of students with very specific needs

ENGLISH TO SPEAKERS OF OTHER LANGUAGES

The Rose Hill district is pleased to offer an ESOL/Bilingual program for students that require assistance with the English Language. The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed on the form, the student is assessed for English Language Proficiency using the KELPA-P (Kansas English Language Proficiency Assessment-Placement) assessment. If the student scores less than fluent on any of the domains of reading, writing, listening, or speaking, s/he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL). Parents will be notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, and the method of instruction that will be used in ESOL. Parent permission is required for participation in the ESOL program. Each ELL has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the English Language Proficiency Assessment (ELPA21), and what will be worked on throughout the year. Students must score a “Fluent” on all four domains (listening, speaking, reading, and writing) and the composite on the ELPA21 for two consecutive years before being allowed to exit the program. After the student scores proficient, the ELLs are monitored for two additional years

CURRICULUM

STANDARDS

The curriculum at Rose Hill Intermediate School is designed to meet the Kansas College and Career Ready standards as set by the Kansas State Board of education. These standards documents are available for parents. Please ask the Principal if you would like information regarding these standards.

CURRICULUM MAPS

Curriculum maps have been developed for every subject at every grade level. These documents map out exactly what standards, content and activities are covered in each grade. They also map out how these skills and standards are assessed. In this way we can be sure to close instructional gaps and not repeat the same activities year after year. If you would like to see any curriculum maps, please see your classroom teacher.

GRADING SYSTEM

At Rose Hill Intermediate School, the goal of grading is to provide clear communication to students and parents as to the student’s level of proficiency in relation to the Kansas College and Career Standards. In order to do this, progress toward these standards will be reported each quarter in the form a standards-based report card. Please contact your child’s teacher if you have questions as to their progress.

POWERSCHOOL

PowerSchool is an online informational system that parents can access on the internet. Parents can check attendance, grades, and the school bulletin. Teachers will update grades on a weekly basis and post those grades on the web. Parents then can access their student’s information using a password that can be obtained at the school office.

PROGRESS REPORTS

Progress reports will be sent home with the students following the end of each nine-week period. A student’s performance will be reported on each standard. Progress reports will be discussed at our parent-

teacher conferences, which are held following the first and third nine weeks. Mid-terms will be sent home in the middle of each grading period for all students. Feel free to contact your child's teacher with any questions you might have concerning your child.

KANSAS MTSS (Multi-Tier System of Supports)

Rose Hill Intermediate School implements Kansas MTSS for Reading and Math. The Kansas Department of Education defines MTSS as a

“ . . . coherent continuum of evidence based, system-wide practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each Kansas student to achieve high standards.”

In implementing this system, we screen all students to identify the level of Reading and Math support each student needs in addition to Core Instruction. During daily 30 minute ***Rocket Reading and Rocket Math Time***, ALL students get the Reading and Math support they need. Some students will need additional Reading intervention beyond Rocket Reading to improve their reading skills. For those few students, parents will be notified as to how and when these services will be provided. More information on Kansas MTSS can be found at www.kansasmtnss.org.

SPECIALS CLASSES

In addition to the core subjects, The Intermediate School provides Specials classes in P.E., Art, Music, Library, and Computer Lab Band is available for Fifth Grade.

PHYSICAL EDUCATION

The goal of Intermediate Physical Education is to give students a foundation of knowledge in which to grow as healthy, fit individuals. The activities the students learn and participate in are targeted towards cooperative games and activities that lead to lifetime fitness.

ART

The Intermediate School art program provides students opportunities to complete projects using the principles and elements of design. Each student will be expected to produce at least 4 projects per semester.

MUSIC

The Intermediate Music program provides students with a variety of musical experiences while singing, playing, and listening to numerous styles of music. Listening and performing music exercises and strengthens the brain by simultaneously stimulating the senses, muscles, and intellect. Music fosters creativity, enhances communicative and expressive skills, and promotes group participation and cooperation.

BAND

Students in the fifth grade have the opportunity to begin playing a wind instrument in band class. Band is an elective that meets 4 days a week during school time for 30 minutes. Instruments available to choose from are the flute, clarinet, saxophone, trumpet, trombone, french horn, or baritone. The goal of beginning band is to teach basic music reading, listening skills, individual instrument technique, and music appreciation through the performance of music. If you have questions regarding Band, call 776-3320.

COMPUTER LAB

Students will be scheduled at least one period a week to use the computer lab. During this time, the students will work on keyboarding skills and the use of productivity tools such as word processing and presentation software.

LIBRARY

Hours of Operation:

The Elementary School Library will be open from 7:45 am to 4 pm on scheduled school days. On Wednesday mornings it will be open at 9 am. The library is closed daily from 11:30 am-12pm.

Circulation of Collection:

Students may check out two (2) items at one time. Students are responsible for all library materials checked out in their name. Materials from the library may be checked out for two weeks.

- Students may only check out one William Allen White at a time.
- Students must take and use a "marker" (paint stick) when they are looking for a book.
- Students may check out a Book on Tape and movies only with a parent present. Patrons should read the accompanied book while listening to a Book on Tape.
- Some items have a green sticker by the back book barcode to note that they must have parent permission first. Forms of the parent letter are available at the circulation desk.
- Library materials are bar coded for check out. Damage to the barcode labels on the book will result in a charge to the patron for replacement of the label.

Book Fines:

Students are encouraged to return library materials on time. If items are overdue, library services will be discontinued until items are returned or replaced. Notices for late items are sent home with the student weekly and conferences. Notices are mailed home each semester. When replacement is necessary, the student must pay the actual cost of replacement.

Printing in the Elementary School Library:

Adult patrons are allowed to print up to four (4) pages from encyclopedias, books, or the Internet. Additional printing will result in a charge of ten (10) cents per page.

Internet Access in the Elementary School Library:

The student and his/her parents must sign an Acceptable Use Policy before the students can use the Internet (see page 10 in student agenda). Internet use by the student is for classroom assignments only.

INTERNET GUIDELINES

Internet use is monitored and filtered by Two Trees Technologies. Any inappropriate use of the computer and Internet will result in a loss of privileges or other appropriate punishment.

Acceptable Use Policy for Internet Access

Rose Hill Schools are pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first sign a contract. All users must share the responsibility for seeing that our computer facilities are used in an effective, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these rules.

1. I will use appropriate behavior.
2. I will be courteous to others on the network and on the Internet.
3. I will use the equipment with care.
4. I will use only software that my teacher has assigned to me.
5. I will connect only to sites that have been allowed by the teacher.
6. I understand that the computer systems have been set up for me and may not be changed in any way.
7. I will use only "school-appropriate" language, pictures, and other data on the computers or network.
8. I will follow the copyright laws that protect programs, data, books, and pictures.
9. I will report problems to a teacher.
10. I will leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for the next user.
11. I will remember to keep all food and drinks out of the lab or computer area.
12. I will help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
13. I will have a teacher's permission for using the Internet, computer, or lab.
14. I will have and complete an "Internet Research Form" prior to beginning an online search.

USD #394

DISCIPLINE POLICY

The USD #394 discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our schools. The disciplinary actions in this policy contain a range of severity. The administrator is to determine the action to be taken within the prescribed range. For repeated occurrences, the disciplinary action may not be lessened in severity from the action taken on the first occurrence.

Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas law allows the school district to hold students accountable for their behavior while they are on school district property, at all bus stops, and at all school sponsored activities.

School Safety Hotline

There is a toll free school safety hotline number that may be used anonymously by students or parents. This number may be used if you have information or knowledge that a serious violent act may occur at your school. Law enforcement officials will contact the appropriate school personnel with all relevant information. The school safety hotline number is: 1-877-626-8203

Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

Emergency Safety Interventions

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.

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare profession
 - Any device used by law enforcement officers to carry out law enforcement
 - Seatbelts and other safety equipment used to secure students during transportation

Training

All staff members are trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training is consistent with nationally recognized

training programs on the use of emergency safety interventions. The intensity of the training provided depends upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student are provided more intense training than staff who do not work directly with students in the classroom. District and building administration make the determination of the intensity of training required by each position.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

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

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

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

Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Care of Property

Students should refrain from marring desk, tables, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property and labor costs.

Student Responsibilities and Expectations

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior. These are only guidelines and are not meant to be all-inclusive.

*Students are expected to follow the directions from adults in an appropriate manner.

*Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.

*Students are expected to come prepared to class each day.

*Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred.

*Students are expected to be considerate of others.

*Students are expected to help create a safe environment in the school. Violation of the following will

result in disciplinary action.

The following items are the definitions of problem areas as established by the district Discipline Committee:

Assault - Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack

Bullying - The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. 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.

Bus Conduct - Violation of bus safety laws or regulation

Cheating - To violate rules dishonestly or attempt to deceive

Destruction of Property/Vandalism - Destroying or mutilating objects or materials belonging to the school, school personnel, students, or other persons

Misdemeanor - under \$500

Felony - over \$500

Disrespect - Inappropriate or argumentative remarks or actions, being rude or uncooperative toward others

Disruptive Behavior - Any behavior that deprives the instructor of the right to teach, deprives other students of the right to learn, or any behavior that adversely affects the learning environment of the classroom or school.

Dress Code - Inappropriate dress, violation of school dress code

Extortion - The acquisition of money, property, school work, or services of any type by threats or force

Failure to Comply - Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitutes, lunchroom paraprofessionals, bus drivers etc.) or behavior that challenges their authority

Fighting - Purpose of inflicting physical harm on another person

Flagrant/Intentional Lying or Omission - Giving false information to any school personnel

Forgery - Writing and using the signature or initials of another person, or misrepresenting your identity in any fashion

Gum/Candy/Food/Drinks - Consumption of gum, candy, food or drinks except as designated by teachers for special occasions. These treats shall be consumed only in the class that they are given.

Harassment - Incident of verbal teasing, ridiculing, and/or badgering of other students, including unwanted sexual attention and racial slurs

Horseplay - Inappropriate physical actions with no intent to cause injur

Precipitating a Fight - Statements or actions that encourage others to fight

Profanity - Cursing, swearing, vulgarity, failure to use appropriate language, or the use of physical gestures that are disrespectful in nature, or the possession of inappropriate material

Public Display of Affection - Inappropriate expressions of affection in a school setting.

Scuffle - Engaging in physical contact in anger.

Snowballs - Making or throwing snowballs are not permitted at school because of the danger of personal injury. Students caught snowballing will be subject to disciplinary action.

Sign In/Out - Not reporting to the office and signing in or out as required by building attendance policy

Theft - Taking or concealing property that belongs to others

Misdemeanor - under \$500

Felony - over \$500

Threat - Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle.

Unnecessary Items - The possession of item(s) which could be used to cause a disturbance and is (are) unnecessary for school activities (cellular phone, beeper, iPods, laser lights, electronic toys, etc.)

Administrative Disciplinary Step Plan

This step plan will be used by the administration for all students who are referred to the office. Although disciplinary action is outlined in the steps below, the discipline taken may not necessarily follow in chronological order as listed. The action will be determined by the seriousness of the infraction.

Step 1 Informal Talk

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an

agreement regarding how the student should behave. Parents may be notified if necessary.

Step 2 Conference and/or Behavior Clinic

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. This action will be recorded in the Student File. Behavior clinic is a counseling session for the students provided by the school counselor. It will occur during the school day. Parents will be contacted.

Parents maybe notified by telephone, e-mail, personal contact, or letter (referral). A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. This action will be recorded in the Student File. The counselor may conduct a follow-up visit with the student if deemed necessary.

Step 3 Detention and /or Extended School Day (ESD)

Detention/ESD

A student stays after school for the assigned time, in the detention/ESD room. Parents will be contacted.

Step 4 In-School Suspension (ISS) and/or Saturday School (SS)

As an alternative to short term out of school suspension, a student may be assigned ISS or SS. An administrator will assign students to ISS or SS when he/she has violated school regulations or has been involved in a major discipline infraction. Students will report to a designated area for ISS or SS for an assigned time. This action will be recorded and the parents notified.

Step 5 Short-Term Suspension

According to Kansas Law 72-8902: A suspension may be for a short term not exceeding ten school days. During an out-of-school suspension students are not allowed on school property. Students will be allowed to make up work from a suspension for credit but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.

Step 6 Long-Term Suspension/Expulsion

According to Kansas Law 72-8901: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, 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.

Long term Suspension may be for a term of 11-90 days.

Expulsion may be for a term of 91-186 days.

An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

Disciplinary Action for Missing Detention

| | |
|-------------|------------------------|
| 1st offense | Detention time doubled |
| 2nd offense | ESD - 1 day |
| 3rd offense | Suspension - 1 day |

Disciplinary Action for Missing Extended School Day (ESD)

1st offense ESD doubled
2nd offense Suspension - 1 day

Disciplinary Action for Missing Saturday School (SS)

Failure to attend Saturday School will result in Out of School Suspension

Discipline Guidelines

Students will move progressively from one type of discipline to another in the discipline policy. The following guideline will be used:

High School

Detention – no more than 3 times or 5 days total per semester
ESD – no more than 3 times or 7 days total per semester.

K-8

Detention – no more than 5 times or 8 days total per semester
ESD – no more than 5 times or 11 days total per semester.

DRUGS, ALCOHOL, TOBACCO, and WEAPONS

Drugs and Alcohol

1. A student who is guilty of possessing, offering, selling, buying, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately.
 2. The administration will contact the proper law enforcement officials and the student's parents.
 3. An immediate short-term suspension of 10 school days may be imposed.
 4. A formal hearing may be held. Disciplinary action will be administered as per B.O.E. Drug Free School Policy.
 5. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Rose Hill Intermediate School or an alternative school as per Board of Education policy.
- 1st Offense for Alcohol: Suspension from all student activities for a period not less than a month, and punishment up to and including short-term suspension
2nd Offense for Alcohol / First Offense for Drugs: Suspension from all student activities for a period of not less than one semester of four months, and punishment up to and including long-term suspension.
3rd Offense for Alcohol / Second Offense for Drugs: Suspension from participation and attendance at all school activities for the year, and punishment up to and including expulsion from school for the remainder of the school year.⁶

Tobacco

The use or possession of any tobacco product by students at school or at a school-sponsored activity is prohibited. Students who use or possess tobacco products at school or a school-sponsored activity will be subject to the disciplinary action. Law enforcement will be contacted.

- 1st Offense: Three days ESD, and parent notification in writing.
- 2nd Offense: Three days Out of School Suspension and conference with parents.
- 3rd Offense: Five days Out of School Suspension and conference with parents.
- 4th Offense: Five days Out of School Suspension and a hearing for extended term suspension.

Weapons

Students shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon or simulation thereof:

1. On the school grounds during, before, or after school hours.
2. On school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function or event.

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are

firearms, air gun, BB gun, slingshot (or any other instruments capable of accelerating a projectile), knuckles, knives of any kind, chains, clubs, stars, or any other weapon identified by K.S.A. 72-89a01.

- b. Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc.

A student acting in an aggressive or belligerent manner with any article as described in Section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using or in possession of a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement agencies, or other appropriate action.

Sexual Harassment

Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment. The following actions can be considered sexual harassment:

Having sexual comments, jokes, gestures or looks made about one; 2) being touched, grabbed, or pinched in a sexual way; 3) being flashed or mooned; 4) having sexual rumors spread about one; 5) having clothes pulled in a sexual way; 6) being shown, given, or left sexual pictures, photographs, illustrations, messages, or notes; 7) having way blocked or being cornered in a sexual way; 8) being told one was gay or lesbian; 9) having one's clothing pulled off or down; 10) being forced to do something sexual including kissing; and 11) being spied on during dressing or showering at school.

Racism

Remarks, writings, or signs which are derogatory toward any ethnic group will not be tolerated. Any student who believes he or she has been subjected to harassment, sexual harassment or racial harassment, should discuss the problem with his/her principal, or another certified staff member. Complaints regarding all forms of harassment shall be investigated under district policy, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

Gang Activity

Gang activity which threatens the safety or well being of persons or property on school grounds, or at school activities, or which disrupts the school environment is prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

1. Lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff, and/or other employees;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

Student Dress Code

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing.

General guidelines include:

1. Shoes must be worn.
2. Apparel which is excessively short or excessively tight may not be worn.
3. Apparel which is excessively large or excessively long (example: pants should not touch the ground) may not be worn.

4. No “bagging” or “sagging”.
 5. Clothing designed for maximum exposure to the sun (tank tops [Grades 6-12], mesh shirts, spaghetti straps, midriff, etc.) may not be worn.
 6. Clothing having vulgar or obscene language or gestures, inappropriate double meanings, symbols of violence or endorsements of alcohol, drug, weapons or tobacco products is unacceptable.
 7. Head apparel such as hats, bandanas, and sunglasses are not to be worn in the school building.
 8. Chains such as pant chains are not to be worn on school property.
- Common sense and good judgement are to prevail in all modes of dress. This list is not intended to be all-inclusive. Students will be given the option of changing or going home, with an unexcused absence. Any student involved in a co-curricular or extra-curricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and subject to the approval of the building principal.

EMERGENCY DRILLS

State guidelines require that we run 2 tornado, 4 fire and 3 crisis drills every year. These are serious drills and students should follow directions and conduct themselves accordingly.

FIRE

The alert signal for fire, or fire drill, is a continuous sounding of the fire alarm. All personnel and students will participate in all fire drills. Students are to cooperate completely during these drills.

1. All personnel and students will participate in all fire drills.
2. Drills will be held at regular intervals during the school year.
3. Fire drills will not be announced in advance after the first drill.
4. If a stairway or door is blocked, use the alternate route.
5. At the sound of the fire bell, students will leave all work immediately. All books and notebooks will be left on desks.
6. When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least fifty (50) feet away from the building.
7. The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his/her exit.
8. A bell will ring followed by a verbal all clear announcement to signal the all clear and ok to return to class. Do not enter the building until the “all clear” bell is sounded.

TORNADO

The alert signal for tornado, is an intermittent intercom tone. All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in class (such as in the hall or going to the media center) shall proceed to any designated area.

Under no condition shall students run, but shall walk rapidly. Remain calm, alert, and quiet so those announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the “all clear” is given. All teachers should take their grade books and follow their group.

CRISIS PLAN

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster, to bomb threats and intruders in the building. Per state guidelines, we practice responses to this crisis plan 9 times during the school year so students and staff are prepared in the event of a crisis. If a true crisis occurs, and students have to be evacuated from their school, please contact central office for details of where you may pick up your child (776-3300).

SCHOOL CLOSING

If for any reason school should be closed, please listen to these radio and television stations. Please do not call the teachers or principals at their homes.

Radio

Television

KKRD-107 FM

KAKE, Channel 10

KFDI -1070 AM
or 101.3 FM

KSNW, Channel 3

KSZN-102.1 FM

KWCH, Channel 12

The superintendent will make the final determination on any school closing.

VISITORS TO SCHOOL

Persons requesting to relay messages to students, teachers, or other employees must stop in the office to make the proper arrangements. Parents are welcome to visit classes. Visitors to the classroom should be pre-arranged with classroom teacher. All visitors are to follow school rules. Visitors may not bring other children into the classrooms when visiting.

GENERAL GUIDELINES FOR ANIMALS THAT ARE PERMITTED TO VISIT SCHOOLS

It is important that animals that are brought onto school campuses be clean and healthy so that the risk of transmitting diseases is minimal. Children tend to be more susceptible to zoonotic diseases and parasitic infections than adults. Therefore, animals which are brought to school should be clean and free of disease and external parasites such as fleas, ticks and mites and up to date on vaccinations. All requests for animals to visit classrooms must first be cleared through the classroom teacher and then the office. Animal specific guidelines and health certificate requirements are available in the school office. Visiting animals should be restricted to an area designated by the principal or administrator. Kittens and puppies are appropriate only for short classroom visits.