

# **Derby Public Schools**

## **2016-2017**



**DERBY PANTHERS**

*Tracking Success... Nothing Less*

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## **Notice of Nondiscrimination**

An Equal Employment/Educational Opportunity Agency

The Derby Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Derby School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the Assistant Superintendent for Human Resources, at 120 East Washington, Derby, Kansas 67037 or at (316) 788-8415. This district official has been designated by the Derby School District to coordinate the district's efforts to comply with the regulations implementing these laws.

## **Welcome**

Welcome to Derby Elementary Schools! This handbook is designed to help you become familiar with some of the guidelines and elementary school policies we ask our students to follow for a successful school year. We look forward to providing an excellent education and successful school year.

Cooper Elementary School  
Principal: Elizabeth Garrett  
4625 Juniper  
Wichita, Kansas 67216  
(316) 554-0934, Fax (316) 524-9407

Derby Hills Elementary School  
Principal: James Moffett  
2230 Woodlawn  
Derby, Kansas 67037  
(316) 788-8540, Fax (316) 788-8536

El Paso Elementary School  
Principal: Carla Schartz  
900 E. Crestway  
Derby, Kansas 67037  
(316) 788- 8545, Fax (316) 788-8495

Oaklawn Elementary School  
Principal: Jarrod Craig  
5000 S. Clifton  
Wichita, Kansas 67216  
(316) 554-0704, Fax (316) 524-9411

Park Hill Elementary School  
Principal: Sandy Rusher  
1500 E. Woodbrook  
Derby, Kansas 67037  
(316) 788-8095, Fax (316) 788-8098

Pleasantview Elementary School  
Principal: Yvonne Rothe  
1101 N. Georgie  
Derby, Kansas 67037  
(316) 788-8555, Fax (316) 788-8496

Swaney Elementary School  
Principal: Kurt Geilenfeldt  
501 English  
Derby, Kansas 67037  
(316) 788-8560, Fax (316) 788-8494

Tanglewood Elementary School  
Principal: Shannon Demel  
830 Ridgecrest  
Derby, Kansas 67037  
(316) 788-8565, Fax (316) 788-8493

Wineteer Elementary School  
Principal: Melissa Young  
8801 E. Ent  
Wichita, Kansas 67210  
(316) 684-9373, Fax (316) 687-2418

### District Home Page

Derby School District encourages communication. Our web site has a variety of information on it and is updated frequently. The district home page may be accessed through [www.derbyschools.com](http://www.derbyschools.com). To access each school's webpage, go to Derby Public Schools' webpage and click on the gray link at the top that says "Schools". Slide down to "Elementary Webpages" and choose your child's school.

### Other Contacts

Administrative Center	(316) 788-8400
Derby Recreation Center (DRC)	(316) 788-3781
Educational Support Center	(316) 788-8460
Transportation	(316) 788-8450

Latchkey

Pleasantview (316) 788-8532

Swaney (316) 788-8064

Derby High School

(316) 788-8500

Derby Middle School

(316) 788-8580

Derby North Middle School

(316) 788-8408

## **Absence**

A student's absence from school must be reported by a telephone call to the office or by a note from the parent or guardian within 48 hours of the absence.

### Attendance Law and School Procedures

Any student under 18 years of age is required by law to attend school, and if such a child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) days in one school year, such child is "truant" as specified in Kansas School Compulsory Attendance Law KSA 72-1113. As a school procedure a doctor's note may be required to excuse absences.

### Excused or Unexcused Absences (Cf. IHEA, JDD) (See JBE)

The principal or his/her designee will determine whether a student's absence is excused or unexcused. The school's daily attendance report will indicate those absences that are unexcused. Student absences will be excused for the following reasons:

1. Personal illness/injury
2. Personal and family matters
3. Military families will be given special consideration if needed and approved in advance.

Parents will be held responsible for contacting the school by phone call or personal visit on the day of the absence. Any absence will be regarded as unexcused if the school (attendance office) is not notified by phone call within 48 hours from the date of absence. An attempt will be made to notify parents who have failed to call the school on the day of the absence.

Attendance	
Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive unexcused absences	After three consecutive unexcused absences a report will be made to SRS.
5 unexcused absences in a semester	A report will be sent to SRS
7 unexcused absences	A report will be sent to SRS
10 excused or unexcused	A doctor's note may be required or verification by school nurse may be required to excuse further absences.

For students that arrive 1 hour late to school or leave 1 hour early, this will be considered a ½ day absence.

Students are expected to be at school on time. Chronic tardy cases will be handled on an individual basis.

### **Activities**

There are many activities offered at the elementary level. All students are encouraged and invited to take part in extracurricular activities.

### **Animals at School**

The purpose of these guidelines is to ensure a safe environment for students and staff when animals are present in the classroom or on school property.

No animals of any kind may be brought to school without the expressed consent of the classroom teacher and building principal.

The following animals have been identified by the Kansas Department of Health as inappropriate pets to be brought from home for school visits: reptiles, amphibians, poultry (baby chicks and ducks) and birds in the parrot family. These animals may be used as classroom/school pets for DISPLAY ONLY. Students shall not handle these animals. No wild animals are acceptable for school visits. An exception is a licensed professional wildlife handler who presents animals in enclosed cages and does not allow contact between students and the animals.

Animals brought to school must be clean and healthy. Dogs, cats and ferrets must have a documented and current rabies vaccination. The animal should be free of fleas, ticks, mites and skin lesions. These animals must have collars and leashes. Birds will not be allowed to fly free. All animal visits should be for a short period of time.

Due to the variety of student and adult experience with and reactions to animals, animals on leashes will not be allowed on school grounds at arrival, dismissal, recess, or whenever students are outside. Working dogs giving assistance to those with handicapping conditions are an exception to this rule. Animal control will be called when an animal is at large on the school grounds.

### **Bullying Prevention**

The Derby School District prohibits acts of bullying and we invite you to join with us in developing a theme of caring and respect throughout our entire school community. Bullying is intentional, harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student

with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying differs from conflict. We strongly believe that schools can be a safe and nurturing environment for all. One of our goals is to replace negative behaviors with skills that involve treating others kindly. To facilitate this effort, the district has adopted a bullying prevention program which is a district-wide approach against bullying and is in place at all schools. This approach will be most effective when the parents, administration, students, and the staff all have a shared belief that caring and respect is of great value in our schools.

Section 1. K.S.A. 2007 Supp. 72-8256

(1) "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student's or staff member's property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) cyberbullying, or

(C) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (E) of K.S.A. 72-8205, and amendments thereto.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(A) The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.

(B) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. Such plan shall include provisions for the training and education for staff members and students.

(C) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (E) of K.S.A. 72-8205, and amendments thereto.

## **Bus Schedules and Regulations**

Busses are scheduled to arrive and leave at various times. If students or parents have any questions regarding specific pick-up times and places, they should contact the transportation division of the Derby schools, at 788-8450.

Students will ride the bus unless dismissed by parental permission in writing or by telephone. Students will be sent home on the bus unless parents make other arrangements in the office. Students will be assigned bus routes at the beginning of the year and be given a copy of bus regulations. Students are expected to conduct themselves in a manner that permits and promotes safe transportation. Regulations must be obeyed while riding the school bus. Violation of any of the regulations will be regarded as willful disobedience and a student's transportation privileges may be withdrawn at the discretion of the transportation department and/or school administration. Reports of unacceptable behavior may result in parental contact and/or parent/school district conference. School bus discipline referrals will be dealt with as follows:



1. conference with student;
2. suspended from riding the bus one week;
3. suspended from riding the bus for the semester.

## **Classroom Disruptions**

If you are coming to pick up your child at the end of the day, please do not wait in the halls outside your child's classroom. This is a disruption to classes in session and it causes unnecessary hallway congestion. Please know you are always welcome in your school and in your child's classroom. We just ask at the end of the day, our halls are cleared for an orderly and safe dismissal.

## **Computer Use**

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students, and support the administrative efforts of Derby Public Schools. Following is a list of unacceptable actions including but not limited to:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.

4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing, or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS.
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe, or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Accessing the Internet without teacher consent. (Not applicable for DHS.)
13. Forging email messages.
14. Posting anonymous messages/materials.
15. Harassing, insulting, threatening, invading the privacy of others, or using inappropriate language in any form of electronic communication or data.
16. Student printing without teacher's permission.
17. Circumventing any network security system, such as, but not limited to GPOs, internet filtering or configuration.
18. Disrupting the network or a computer system.
19. Damaging, modifying, altering, destroying, or removing licensing labels from computer equipment.
20. Any act of vandalism to computer equipment.
21. Requesting, transmitting, or possessing obscene or threatening material.

Kansas State Statutes 21-3755:

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

The district has the right to restrict or terminate network access at any time for any reason. Derby Public Schools further has the right to monitor

network activity in any form that it sees fit to maintain the integrity of the computer network.

### Privacy Rights

Users should have no expectation of privacy in regards to email or data files. The Director of Technology or designee has access to and may monitor them at any time for security reasons. The district retains the right to duplicate any information created on the computer system.

### Compliance with Copy Laws

The district will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on district computers shall be purchased by the district, properly licensed, and installed by computer services department designated personnel. The legal or insurance protection of the district will not be extended to employees who violate copyright laws.

Further, transmission of any material over the internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to: copyrighted material; inflammatory material.

Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of Internet access,
- Revocation of Internet access,
- Suspension of network privileges,
- Revocation of network privileges,
- Suspension of computer access,
- Revocation of computer access,
- School suspension,
- School expulsion, and/or legal action and prosecution.

### **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. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

## **Custodial and Noncustodial Parents**

If a student's noncustodial parent (a parent with whom the child does not live with, but who maintains parental rights) would like to receive copies of the school or class newsletters, progress reports, or other important papers concerning their child, please give the office a self addressed and stamped envelope. If you have an e-mail address newsletters can be sent to you electronically. Copies will be mailed to the non-custodial parent during the year.

Custodial parents should be advised in the absence of a court order severing or limiting the parental rights, non-custodial parents would be afforded all rights entitled to custodial parents. Parents (custodial and noncustodial) who believe issues may arise during the year are asked to contact the principal so the school may be fully aware of the situation and respond to any specific requests.

## **Deliveries at School**

Our school follows the district policy regarding deliveries to the school. The policy states that schools will not accept or allow deliveries of flowers, balloons, or other gifts to students. The internal distribution of items by students or faculty groups must be approved in advance by the building principal. The commercial delivery of food to any school student will not be allowed.

## **Discipline Policy Statement (Derby Public Schools District-wide)**

The Derby Public Schools district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so learning and teaching opportunities are maximized through well defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and be ready to accept the negative consequences of their actions if they violate these rules or policies. Adults, both at school and at home, should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and to listen attentively to students before administering disciplinary measures.

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities.

## **Possession, Smoking and Other Use of Tobacco**

At no time are students permitted to possess or use tobacco products on Derby Public School property. Students participating in school sponsored activities,

regardless of the location, are prohibited from the possession or use of tobacco products. The use of tobacco products on all Derby Public School premises is prohibited.

Violation of the above provision will result in an automatic three day in-school suspension with notification to parents for the first offense. The second offense shall result in a five day out-of-school suspension. The third violation will result in a ten day out-of-school suspension during which time an expulsion hearing will be held.

Smoking or tobacco use by anyone is not permitted at anytime inside Derby Public School buildings nor is it permitted on outside premises.

### **Racial Harassment or Intimidation**

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive.)

Those violations listed below are no tolerance minimums; the principal or designee shall have the discretionary authority to add corrective learning components and/or additional penalties should this be considered appropriate.

1) First offense. The pupil will participate in corrective learning components aimed at eliminating the offending behavior. These components may consist of learning units such as written/oral reports; participation in a structured class and/or guidance activity; and/or participation in a community-based program, approved by the principal or designee aimed at correcting the offending behavior. In addition, the principal or designee may require an in or out of school suspension and a parent conference prior to the re-admittance of a minor pupil.

2) Second offense. An out of school suspension, with a possible expulsion hearing, and corrective learning components as determined by the principal or designee.

3) Third offense. An out of school suspension pending an expulsion hearing.

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy KN that provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial 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.

### **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 that 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. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. 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.

### **Sexual Harassment**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy.

If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definitions - Sexual harassment shall include, but not be limited to: sexually oriented communication, including sexually oriented verbal “kidding” or

- a. harassment or abuse,
- b. subtle pressures or requests for sexual activity,
- c. creating a hostile school environment, including the use of innuendoes or overt or implied threats,
- d. unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body,
- e. requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades status in any activity; or
- f. sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual 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 improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure. (Policy subject to change based upon change in district policy.)

### **Drugs/Alcohol**

Drugs, or simulations of drugs, or drug paraphernalia, or alcohol products are prohibited on school property. Anyone under the influence of either of these is also prohibited from being in the school or on the premises at any time. The violation of the above regulations will result in disciplinary action by school authorities. There will be an automatic three to ten day out-of-school suspension with a possible expulsion hearing on the first offense. The second offense will result in a ten day out-of-school suspension with an expulsion hearing. Local law enforcement authorities will be called to investigate any situation when deemed necessary by the administration.

### **Suspension and Expulsion**

#### **SUSPENSION AND EXPULSION**

Kansas Law 72-8901 states that 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 pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct;
- B. Conduct which substantially disrupts, impedes or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event.

The following violations may result in a short-term suspension, a long-term suspension, expulsion, or other disciplinary measures:

1. Vandalism and destruction of property.
2. Possession or use of tobacco products.
3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
5. Fighting.
6. Leaving school at lunch or at any time without permission.
7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
8. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
9. Inappropriate use of fire alarms.
10. Possession or use of matches or lighters.
11. Setting or attempting to set any fires.
12. Use of inappropriate language or inappropriate language directed toward any staff member.
13. Committing an act that is dangerous or potentially dangerous to students or staff members.
14. Stealing or possession of stolen items.
15. Repeated violations of school policies.
16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school-sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.

17. The use of a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terroristic threats.
21. Participation in any student strike, walkout, and/or student demonstration.
22. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
23. Inciting racial issues and/or gang rivalry through signs, language, or dress.

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed. See "Make Up Work."

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis.

Students who are suspended or expelled cannot be on school property or at school activities. During the time of suspension or expulsion, violation of this policy will be considered criminal trespassing and will be handled by the Police Department.

### **Vandalism and Destruction of School Property**

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The

justifiable value of school property lost, damaged or destroyed by a student will be charged.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction or theft of school property:

1. Restitution for damaged property: When a student is suspended for a violation of this policy, as a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/legal guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

### **Weapons Policy**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on the 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 destructive device means:

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

## **Other Types of Weapons**

Any other article that could be considered a weapon, which does not specifically meet the definition under federal statute, may also result in expulsion for up to 186 days.

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). Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student: It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

## **Dress Code**

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing. The universal dress code for school days and activities at Derby Public Schools is noted below. Students who are in violation of the dress code will receive consequences ranging from being asked to change or alter their clothing up to suspension. Students whose clothing violates the district racial harassment and intimidation policy will receive three days out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.

If a child's appearance hinders the learning atmosphere of the classroom the parents will be called. The following list may not be all-inclusive. When you are in doubt about an item of clothing, call the office.

1. Clothing/logos that encourage the use of violence, drugs, alcohol, tobacco, profanity, derogatory statements and racial or sexist slurs are considered unacceptable on clothing items including backpacks.
2. Clothing promoting any type of gang affiliation, short shorts, tops that show the stomach area, mesh shirts, tank tops that have less than one

- inch shoulder straps will not be permitted.
3. Sagging pants, pants that are too long, drag the floor and hinder safety will not be permitted.
  4. Boys or girls will not wear hats, bandanas or scarves of any kind.  
\* The ONLY exceptions will be made on-sponsored spirit days or at administrative discretion.
  5. Wheeled footwear (including hee-lies, wheelies, etc.) is not allowed.

Coats, hats, gloves and backpacks should be identified with student names.

### **e-Funds (Online payments)**

e-Funds is the Derby Public Schools online system for collecting student fees (including lunch). The system is currently available to all district families. e-Funds allows you to pay from your checking account or credit card. Online payments made after 7:00 a.m. will be applied to accounts the next business day, except for bank holidays. Find more information by going to <http://www.derbyschools.com>.

### **Emergency Drills**

Tornado, earthquake, fire, lockdown, and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district's crisis plan for these drills. In the event of an actual emergency, parents or guardians may pick up their students at the school or the designated evacuation site outlined in your school's information packet. We will not release students to other adults or by phone calls from parents or guardians. Students will only be released to those identified as emergency contacts. During a "shelter in place" emergency, students will not be released in keeping with district policy.

### **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. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies when possible. For our full policy, please check the Special Services section of the district website.

### **Family Access**

Families are able to see family information, emergency contacts, health

information, fees paid at school, food service account and check attendance. This can be accessed by going to [www.derbyschools.com](http://www.derbyschools.com) then go to the Parent & Students pull down menu and select the Family Access (Student records). In order to use Family Access, parents will need to obtain usernames and passwords, please see the office staff of your child's school.

### **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 which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- 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:
  - We have your prior written consent for disclosure, the information is considered directory information and you have not objected to the release of such information, and disclosure without consent is permitted by law.
- The right to request your educational records are amended if you believe the records is 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.
- The rights to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe Derby Public Schools have failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

### **Fundraising**

All fund raising projects must be in compliance with Board of Education policies. The school will not support door-to-door sales by students.



### **Google Apps for Education**

Derby Public Schools encourages communication and collaboration between

students and teachers by providing access to Google Apps for Education (GAE). You can learn more about Google Apps for education by visiting <https://www.google.com/edu/trust/>

Your student is provided an account housed on Google's servers that will provide access to collaborative tools some of which are:

1. Google Contacts
2. Google Mail
3. Google Calendar
4. Google Docs
5. Google Talk

This will allow students and teachers to share information housed in these areas. These services are then coordinated and managed by district technology personnel. Each student will have an email address ending with @usd260.com and will be noted as being a student account on every email they send. A two layer spam and security protocol is followed to limit exposure to objectionable material.

1. Official Email Address: All students in grades K-12 will be provided a Google Apps account which will provide them with an official district email address. This account will be considered the student's official Derby Public Schools email address until such time as the student is no longer enrolled in the district.
2. Prohibited Conduct: Student access to Google Apps is a privilege and may not be used in the following ways:
  - Unlawful activities
  - Commercial purposes
  - Personal financial gain
  - False identity in email communications
  - Misrepresentation of the school district
  - Interference with Derby Public Schools technology operations
3. Access Restriction: Access to and use of a student Google Apps account is considered a privilege accorded at the discretion of Derby Public Schools. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and disciplinary action.
4. Security: Derby Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps for Education system. Although the district utilizes Google's two layer security and content filtering, Derby Public Schools cannot assure that users will not be exposed to unsolicited information.
5. Privacy: The general right of privacy will be extended to the extent

possible in the electronic environment. Derby Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student Google Apps accounts are strictly prohibited from accessing files and information other than their own. The Derby Public Schools reserve the right to access the student email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

#### Benefits:

- Students without personal access to Microsoft Office or other office suites now have an online space to write papers, create slideshow presentations, spreadsheets and forms.
- Students have on-line document storage of created files accessible from any Internet connected device.
- Teachers can review, collaborate and co-edit student documents providing a new level of support and guidance.

#### Requirements to Participate:

- Students will have a personal login through the Derby Public Schools secure and private Google Apps for Education link that will be located on the district's home Web page as well as at each building's Web page.
- Students and parents who do not wish to participate in this program will need to state such in writing to the student's building principal.
- All participating students must abide by the Derby Public Schools Computer Use policy.

### **Health Room Requirements**

General Information: Each school is staffed with a nurse or unlicensed assistive personnel (UAP) who works under the direction of the nurse to provide limited services to students as well as maintain health records. The nurse can provide information as to where parents can obtain health assessments and immunizations.

### **First Aid**

A limited amount of first aid supplies is kept in the health room. The school nurse or UAP will administer to minor injuries.

In the event of a serious accident, parents will be notified immediately. Should

the school be unable to locate the parent, an attempt will be made to locate the person listed as the emergency contact person. If this person cannot be located, school personnel will exercise their best judgment in contacting the doctor or hospital listed on the enrollment card. Local emergency telephone numbers should be given for all students. If your home or business telephone numbers should change during the year, keep the school office informed. Please notify us of serious medical problems that may develop during the school year.

### **Illness**

It is the responsibility of the parent/guardian to make arrangements for an ill or injured student to be picked up at school, either by themselves or a person designated by them. Students being dismissed for illness or injury may not walk home or ride a bike home. Students may not remain in the health room for indefinite periods of time. Please keep your child at home when he/she exhibits any of the following symptoms:

1. severe coughing or sore throat,
2. a temperature above 100 degrees (temperature taken before medication given), a child needs to be fever free 24 hours before returning to school,
3. vomiting or diarrhea,
4. unidentified rashes, earaches, eyes that are red, matted or have a discharge.

### **Communicable Disease**

Students with communicable diseases will be excluded from school according to state health department regulations. Parents should contact the school nurse immediately when a child has been diagnosed with any of the following diseases. The following are some of the communicable diseases for which a student will be excluded from school:

1. Chickenpox/Shingles: excluded until six (6) days after the first crop of eruptions or when all blisters have formed scabs. Scabs are not infectious.
2. Hepatitis A: excluded until seven (7) days after onset of jaundice.
3. Impetigo: exclude under medical treatment by a physician.
4. Measles: excluded until four (4) days after rash appears.
5. Mumps: excluded for ten (10) days from onset of illness.
6. Pinkeye: (bacterial conjunctivitis) excluded until 24 hours after starting antibiotic treatment.
7. Rubella: (German Measles) excluded for seven (7) days after onset of rash.
8. Salmonella: (Salmonellosis) excluded until diarrhea has stopped.

9. Scabies: excluded until the day after treatment has begun.
10. Shigella: (Shigellosis) excluded until diarrhea has stopped and a negative stool culture is obtained.
11. Streptococcal disease, including strep throat: excluded until 24 hours after appropriate antibiotic therapy has begun or for ten (10) days, if antibiotics are not administered.

Any student who has not provided current documentation of required immunizations will be excluded from school after November 10, 2016 per Kansas law: KSA 725211a.

School immunization requirements for the 2016-2017 school year. K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

### **2016-2017 Kansas Immunization Requirements**

Detailed school immunization requirements by age group are listed [here](#) or can be found at:

[http://www.kdheks.gov/immunize/download/2016-17\\_School\\_Requirement\\_Memo.pdf](http://www.kdheks.gov/immunize/download/2016-17_School_Requirement_Memo.pdf)

For the latest version of Kansas Certificate of Immunizations (KCI):

[http://www.kdheks.gov/immunize/download/KCI\\_Form.pdf](http://www.kdheks.gov/immunize/download/KCI_Form.pdf)

There are only two exceptions permitted by state law:

1. certification from a licensed physician stating the immunizations would be a serious health threat to the student,
2. a written statement signed by the parent/guardian that the child adheres to a religion whose teachings are opposed to immunization.

Students who are exempted from immunizations, or are not up-to-date, may be excluded from school and all extra curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-5209)

### Headlice (Pediculosis)

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Persistent cases will be handled on a case by case basis and those students may be excluded from school.

### Ringworm of skin and scalp (Dermatophytosis)

Students will be excluded until they are under active treatment, but students should not participate in athletic activities involving skin-to-skin contact until lesions are completely healed. Lesions must be covered while at school.

### **Medications**

Students may not keep medication in their possession, unless special arrangements have been made regarding asthma inhalers and epi-pens. (see school nurse) Otherwise, all medications are kept in the health room.

In order to administer "over-the-counter" medications (including, but not limited to:

Tylenol, Ibuprofen, supplements, vitamins, throat lozenges/cough drops) the parents must provide:

1. A written request to the school nurse to give the medication, including the dose and the time it is to be given. Parents need to supply the medication in the original container. See school nurse for special permission form. A written note on any other paper will not be accepted.
2. Medications for the purpose of reducing fever will not be given at school.
3. The school nurse or administrator will have the authority to refuse to give any "over-the-counter" medication if he/she feels it is inappropriate for the child.

Any medication, including antibiotics, which is given three times or less a day, can usually be given at home. The doctor and parents should understand the school staff will only be custodians of the medication, and are not to be held liable for the child appearing at any specific time to take the medication.

It is recommended by the district all-new medications (prescribed or over-the-counter) are administered by the parent at least one hour before attending school so the student may be monitored for potential reactions to the medication.

For the safety of all our students any unused or discontinued medications will be secured in the Health Room until the parent or a designated caregiver picks up the unused portion. Any medication that is left in the Health Room after the last day of the regular school year will be destroyed unless alternate, prior arrangements have been made.

### **Self-Administration of Emergency Medicine**

The self-administration of emergency medicine for the treatment of anaphylactic

reactions or asthma will be allowed. To be eligible the student must meet all requirements of this plan. This includes having the Asthma or Allergic Action Plan signed by physician, parent and student. The plan shall also show the student has been instructed on self-administration of the medication, is authorized to do so in school and is aware any violations of this agreement may result in this privilege being revoked. This plan/form may be obtained from your child's school.

### **Vision and Hearing Screenings**

Each year students in kindergarten, first, third and fifth grades will have vision screening at school. A report is sent home to the parents. The report may recommend the child have an eye examination if the test given at school indicates a deficiency. Students in kindergarten, first, second and fourth grade will have hearing screening. If your child does not pass the test you will be notified and a professional evaluation recommended. If you do not want your child to participate in these screenings, please notify the school nurse.

### **Dental Screenings**

Derby participates in the statewide dental screening as part of compliance with Kansas State Statute 72-5201. Local dental hygienists provide the free screening for our students. Parents should contact their school nurse if they do not want their child to participate.

### **Homework**

Homework is an activity that is assigned as necessary for a variety of purposes such as practice, enrichment or remediation. It is expected students will complete homework assignments. Please monitor your child's homework.



### **Insurance**

The school district does not carry health or accident insurance on students.

### **Kansas School Safety Hotline 1-877-626-8203**

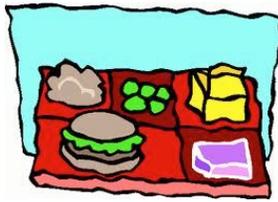
This hotline is a toll free number available 24 hours a day, 365 days a year to give students, parents and community members the opportunity to anonymously report any potential for school violence before it occurs. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending on the severity of the situation. For more information go to [www.ksde.org](http://www.ksde.org), click on "subject" categories and go to the "safety" link.

## **Latchkey**

Enrollment must be completed in the latchkey office. This is separate from online enrollment. The licensed child care program, serving all Derby Public Schools students (K-5) is located at Pleasantview Elementary and Swaney Elementary. Latchkey is open from 6:00 a.m. until the school day begins and from the time school dismisses until 6:00 p.m. A summer program is also available. Fees are reasonable. Please call 788-8532 - Pleasantview or 788-8064 - Swaney for more information. The guidelines and policies in this handbook apply to the Latchkey program.

## **Lunches**

The school district will provide each student with the opportunity to participate in the school lunch program. Free or reduced lunches are provided for students who are qualified under school district, state and federal guidelines and regulations governing this program. Students are only allowed one free or reduced breakfast and one free or reduced lunch per day.



In the National School Lunch Program, schools must offer five food components (milk, fruits, vegetables, grains, meats/meat alternates). Students are allowed to decline two of the five required food components, but must select at least  $\frac{1}{2}$  cup of either a fruit or vegetable. Students must select the other food components in the quantities planned.

The purpose of allowing students to decline items is to reduce food waste and give students the opportunity to select foods they want to eat. It is important to remember school lunch provides approximately one-third of the student's daily nutrition needs. The fewer menu items selected, the less nutritional benefit students will receive. Therefore, we do not discourage students from taking a whole meal.

The price per meal remains the same whether students select the minimum number of items or the full meal. It is the student's responsibility to notify the servers if they want to decline a food item. Students who want to decline an item must raise their hand before reaching the serving window. When they reach the serving window, they need to tell the server which food they do not want.

- Parents must order a lunch by 8:15 AM if they are planning to eat school lunch with their child.
- Student lunch accounts are expected to maintain a positive account balance. Students will be allowed to charge up to two meals. Students

who have negative account balances above the two meal charge will not be served a regular school lunch and will be provided an alternate lunch as approved by Food Service. Parents are encouraged to sign up for e-mail notifications when lunch balances fall below \$10. To sign up for Skylert messages, sign into Family Access, click Skylert and choose Food Service alerts.

### **Lunch/Food Allergies or Intolerances**

Substitutions may be made on a case-by-case basis only when supported by a completed meal modification form signed by a physician, physician assistant or nurse practitioner. The parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority.

### **Lunches for Students with Disabilities**

Child Nutrition Program regulations require School Food Service Authorities to make substitutions for students with disabilities who are unable to consume specified food items found on the standard school menu. A child with a disability is one who has “a physical or mental impairment that substantially limits one or more major life activities (7CFR Part 15b.3).” A student with a disability shall be provided food substitutions when a dietary accommodation is prescribed by a licensed physician. Parents are encouraged to participate in the planning of prescribed meals for their child. Food Service Providers shall serve special meals at no extra charge (beyond that charged by the district to non-disabled students) to children whose disability restricts their diet.

### **Make-Up Work**

The student will be given two full school days to make up the work for each absence. For example, if a student is gone on Monday, the work will be due Thursday upon arrival. If the child is absent for more than a week, the teacher will make special arrangements to plan manageable make-up assignments.

### **Media Center**

Lost or damaged library materials are the student’s responsibility for replacement. The replacement cost will be the cost to the district to replace the item.

### **Moving**

#### **Out-of-District Policy**

Students who begin the year with resident status and whose parents move out of the district after September 25 may complete the school year if they can make

suitable arrangements with the school administration. Academic performance and behavior of the student will be considered by administration with these requests.

### **In-District Policy**

Students who move out of their current school's attendance area, but do not move out of Derby Public Schools during the school year, may finish the school year at their current school if suitable arrangements can be made regarding transportation.

### **Non-Resident Policy**

See district website.

### **In District Students**

Students who move out of their current school's attendance area, but do not move out of Derby Public Schools during the school year may finish the school year at their current school if suitable arrangements can be made regarding transportation.

### **Packets**

A packet of information is sent home weekly. It will include notes and bulletins from school. It will also contain samples of your child's work. Please review the contents of the packet. Sign and return the packet to school the following day.

### **Parental Rights**

Parental rights concerning access to student records - KAR91-12-44, 45, 56.

1. Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records,
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency,
3. Right to a response to reasonable request for an explanation of any item in the records,
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights,
5. Right to a hearing if the agency refuses to make a requested amendment,
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision,
7. Right to restrict access to their child's records by withholding consent to disclose records,

8. Right to be informed before information in their child's file is to be destroyed,
9. Right to be told to whom information has been disclosed,
10. Student's Rights Policy - The permission or consent required of and the rights accorded to the parents of the students shall be required of the accorded to only the student provided that he/she:
  - a. is married or declared emancipated by the court, or
  - b. has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be conducted on the same dates district wide. Each school will provide a minimum of 14 hours of conference time. Conferences will be held in October and February of each year.



### **Parties**

With teacher approval, parents may send small, inexpensive treats (per JGCA and JGCAR Student Wellness) for a child's birthday. All classroom snacks must be unopened, pre-packaged by the manufacturer. Party supplies such as streamers, banners, balloons, noisemakers, party hats, etc. are not allowed. Please plan for these larger "parties" to be held in the home environment. The treats may be served during the day at the teacher's discretion. Invitations to parties held at home will not be handed out at school. Private parties which include limousine service pickup from school for party goers are not allowed. Please make arrangements for limousine pickup at your home.

### **Personal Property**

Students should not bring personal property items to school unless they have been requested by a teacher and are a useful part of their class work. The school will not be held responsible for lost or stolen property. Examples of such items are electronic devices, skateboards, collectable cards, and toys. During school hours student cell phone use is prohibited. If a student must bring a cell phone it must remain off and in a backpack for the duration of the school day. Failure to follow this policy will result in items being taken from students and kept in the office to be picked up by the parent.

### **Physical Education Participation**

On days your child has PE make sure your child has non-marking gym shoes to

wear. Because of safety concerns, we will not allow students to participate in PE class without proper shoes. We request girls wearing dresses have a pair of shorts or jeans to wear during PE.

### **Policy and Procedure**

If a topic is not specified in this handbook it falls under board policy and if not covered there, then it is the prerogative of the building administrator.

### **Promotion and Retention Policy**

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

### **Safety Committee**

As we follow the district's Strategic Plan, every school has implemented their own Safety Committee. This committee will meet to address all safety concerns shared by parents, students or staff. If you have a safety concern you would like to share with the Safety Committee, please call the school office. Safety is a top priority for all Derby schools.

### **School Notification System**

The primary phone number and e-mail for each student/family will receive notification of district and building information through the school notification system. Some examples of school notifications may include school closings, early dismissals and event reminders.

### **School Security**

To provide a secure building environment, outside doors to the building will be locked during the school day. Exit is possible through all doors, but entrance is restricted to the front doors.

### **Student Transfer Requests**

#### **Non-Resident Students**

Derby Public Schools accepts online applications for Non-Resident enrollment based on BOE Policy JBC: Enrollment.

## **In-District Students**

Parents, guardians or adult students may submit an online application starting April 1 for the following school year. These applications are accepted until September 1 on a time-stamped, first come first served basis, and must be submitted and approved annually to continue enrollment at a requested building.

An annual transfer meeting is held in July to determine placement based on outlined priorities. Please refer to the district website for the annual transfer meeting date.

Students attend the school designated as the attendance center for their residential area unless directed to enroll in another school by the Superintendent, transfer is allowed in accordance with the following guidelines, or exemptions are granted for medical reasons.

Parents may wish to request a transfer for their elementary student(s) in order to attend a school other than the one assigned as their neighborhood attendance center. Application forms for transfer are available online on the Derby Public Schools webpage at [www.derbyschools.com](http://www.derbyschools.com).

As a school district it is our intent to equalize pupil/staff ratios, while trying to meet parental requests for transfer. We strongly believe in the concept of neighborhood schools and, as such, it is our intent to give first priority to those students living in their assigned attendance area and then followed by those requesting transfers. Prior to granting transfer requests, priority will be given to students living in their designated attendance area and who attended there the previous year followed by students living in their designated attendance area who were district directed to attend another attendance center in the prior school year.

Next, priority will be given to students who move into their home attendance area after the last day of school or lived in the attendance center in the prior school year, but did not attend Derby Public Schools. With this being said the priority for attendance at any building will be as follows:

### **Local:**

- Students attending their assigned neighborhood attendance area.
- Employees who have children that request to attend at the same building the employee is assigned to work.

### **Priority 1:**

- School Choice: Designated Title I Schools.

**Priority 2:**

1. Employees' students who live outside the attendance area, if the employee is not assigned to the requested building.
2. In-District students who live outside the attendance area, who have completed five consecutive years in the requested building.
3. In-District students who live outside the attendance area who have completed four consecutive years in the requested building.
4. In-District students who live outside the attendance area, who have completed three consecutive years in the requested building.
5. In-District students who live outside the attendance area, who have completed two consecutive years in the requested building.
6. In-District students who live outside the attendance area, who have completed one consecutive year in the requested building.

**Priority 3:**

- All new In-District transfer requests, not falling under priorities 1-2.

**Priority 4:**

1. Out-of-District students who have completed five consecutive years in the requested building.
2. Out-of-District students who have completed four consecutive years in the requested building.
3. Out-of-District students who have completed three consecutive years in the requested building.
4. Out-of-District students who have completed two consecutive years in the requested building.
5. Out-of-District students who have completed one consecutive year in the requested building.

**Priority 5:**

- All new Out-of-District (non-employees) Waiver transfer requests.

Note: If more than one item is listed under a priority above, the first item has greatest priority, the second item listed next, and so on.

All transfer approvals must be completed by September 1.

If there are more requests than openings and the above criteria does not distinguish placement, a time-stamped selection process will be utilized on a first come first served basis. A forced transfer could occur at any priority level. A forced transfer is a district directed transfer to another attendance center based on class size, or at the direction of the Assistant Superintendent of Human Resources. If a forced transfer occurs the district will provide transportation. For all other approved transfers, the parent/guardian is responsible for transportation.

It is also important to note that each student will be considered on an individual basis, not a family basis.

Four (4) spaces per classroom for kindergarten will be held open at buildings with two or less sections. Three (3) spaces per classroom for kindergarten will be held open at buildings with three or more sections. Schools will not accept transfers if their student number is 20 or higher for the affected class for kindergarten, where 4 spaces are held open or 21 or higher for the affected class for kindergarten where 3 spaces are held open.

In grades 1-5, three (3) spaces per classroom will be held open at buildings with two or less sections. Two (2) spaces per classroom will be held open at buildings with three or more sections. Schools will not accept transfers if their student number is 21 or higher for the affected class in grades 1-3, where 3 spaces are held open, or 22 or higher for the affected class in grades 1-3, where 2 spaces are held open. Schools will not accept transfers if their student number is 25 or higher for the affected class in grades 4-5, where 3 spaces are held open, or 26 or higher for the affected class in grades 4-5, where 2 spaces are held open. These spaces will help accommodate students who move into the attendance area after the start of school.

Attendance priority for students in special education or ESL classes must remain with the district to best serve the needs of these students. The building principal, based on prior enrollment patterns, may deny a transfer request if they feel additional students will be enrolling in their building. The Superintendent or designee must approve any exceptions to this policy.

Following are the transfer procedures:

1. Transfer requests may be generated online on April 1 or after.

2. If a student is to be denied a transfer request based on behavior or attendance for the following year the parent must be informed no later than June 1.
3. All transfer requests will be sent to the home school prior to the transfer meeting.
4. A transfer meeting will be held following enrollment. This is where all transfers will be approved.
5. The school where their child will attend will notify parents.
6. Requests for transfers after the initial transfer meeting will involve the two schools and the Superintendent or designee.
7. Transfer requests will cease by September 1.
8. Students must remain at the assigned attendance center for the entire current school year, once a transfer has been approved and student has attended the requested school.

### **Student Wellness**

Derby Public Schools is committed to providing a school environment that enhances learning and development of life-long wellness. In order to create such an environment, the district will:

1. Work towards offering only nutritious foods in fundraising activities, classroom food rewards, parties, and celebrations.
2. Work towards reducing non-nutritious food rewards for student success and achievements.
3. Adhere to policy outlined in the Wellness Policy Impact Tool.

### **Monitoring Requirements**

Building principals have the responsibility of ensuring building compliance with student wellness policies and guidelines. To ensure compliance, principals shall review policies and guidelines with staff. Throughout the year, principals shall routinely monitor for compliance, providing assistance to staff members as needed. The Food Service Supervisor shall be responsible for monitoring nutrition guidelines for Food Service.

### **Nutrition Guidelines**

Derby Public Schools is committed to providing a school environment that enhances learning and development of lifelong wellness. In order to create such an environment, the district will:

1. Work towards offering only nutritious foods in fundraising activities, classroom food rewards, parties, and celebrations.
2. Work towards reducing non-nutritious food rewards for student success and achievements.
3. Adhere to policy outlined in the Wellness Policy Impact Tool.

School lunch, school breakfast, a la carte, vending machines, school stores and food sold in areas accessible to students shall comply with all State regulations during the school day.

- Students are encouraged to start each day with a healthful breakfast and to choose nutritious foods throughout the day.
- In order to increase food safety and decrease the risk to students with food allergies, classroom “treats” brought to school must be prepackaged by a manufacturer.
- Foods and beverages for classroom rewards, parties and celebrations must be healthy snacks such as a fruit cup, veggie tray, trail mix, granola bars, graham crackers, pretzels, popcorn, string cheese, pudding cups, peanut butter with apples and etc.
- No more than 50% of fund raising activities will involve the sale of food and/or beverages.
- Refreshments provided for students participating in school events will be nutritious foods.
- Students are allowed to have to have individual water bottles in the classroom
- Parents, teachers and organizations are informed about the guidelines and are required to follow them.

During the school day

- Students are encouraged to start each day with a healthful breakfast and to choose nutritious foods throughout the day.
- In order to increase food safety and decrease the risk to students with food allergies, classroom “treats” brought to school must be pre-packaged by a manufacturer.
- Foods and beverages for classroom rewards, parties and celebrations will be healthy snacks.
- At least 50% of fund raising activities will not involve the sale of food and/or beverages.
- Refreshments provided for students participating in school events will be nutritious foods.
- Students are allowed to have to have individual water bottles in the classroom.
- Parents, teachers and organizations are informed about the guidelines and are required to follow them.

### **Physical Activity Used as Punishment**

Physical activity is not to be used (e.g. running laps, sit-ups, etc.) or withheld as punishment. This guideline does not apply to extracurricular sports teams.

### **Physical Activity at Recess**

Every student should have the ability to participate in recess to the fullest extent possible. However, when other means of discipline fail, students may be given an “alternative assignment”, preferably outdoors and active such as walking around the play ground.

### **Physical Education Classes**

In classes where appropriate, teachers should strive to maximize time spent in moderate to vigorous physical activity with a goal of being physically active at least 80% of the allotted class time.

A student should not be withheld from physical education classes due to discipline problems in other areas of the school. Physical education is a BOE approved curriculum area and should not be targeted or labeled as optional at the elementary level when it comes to incomplete assignments, make-up work, or “pull out” for help in other areas of a child’s education.

### **Physical Activity Outside of School**

Information is provided to help families incorporate physical activity into the lives of all household members.

### **Wellness Policy Promotion**

Work toward building opportunities for in-service for faculty and staff regarding district policies and general information on health and wellness.

Inform the community, through various media, of district policies and general information on health and wellness.

### **Technology**

It is my responsibility to:

1. Use the equipment with care,
2. Have teacher permission for my time at the computer,
3. Use only school-appropriate language, pictures and data,
4. I will not use a computer to harm other people or their work,
5. I will use the equipment with care at all times,

6. I will use resources such as disks and paper wisely,
7. I will only use materials assigned by my teacher,
8. I will have a teacher's permission for using the computer, lab, or Internet,
9. I will use only "school appropriate" language, pictures, and data on the computers and network,
10. I will only connect to sites approved by my teacher,
11. I will notify a teacher or other adult right away if I come across inappropriate language, pictures or other data,
12. I will not trespass in other's folders, work or files,
13. I will follow copyright laws,
14. I will be prepared to be held accountable for my actions and for the loss of privileges if these rules are not followed.

## **Title I**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Derby Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Kansas qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school that your child attends.

## **Visitors**

Visitors are always welcome in our elementary schools. Visitors to our schools must sign in the office and obtain a visitor badge before going to classroom areas.

## **Weather Guidelines**

Students will not be expected to go outside for recess when:

1. there is rain, sleet, or snow falling,

2. the temperature or wind-chill index falls below 15 degrees, or above 100 degrees,
3. the principal determines the students should remain indoors (i.e. high winds, lightning, extreme heat, etc.).

It is expected a child will remain indoors during recess when:

1. honoring a written doctor's note
2. the school is responding to a child's medical need, or
3. the school (teacher or principal) determines the child is inadequately clothed.
4. At building principals' discretion