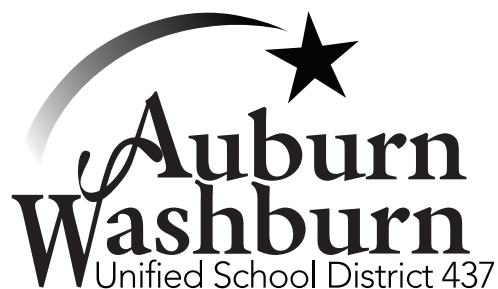




Elementary Handbook

2010-2011





The Mission of the Auburn-Washburn School District is to deliver an exemplary, world-class education for all students, instilling in them the knowledge, skills, and character required to be responsible and productive citizens.

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VISION STATEMENT

The Auburn-Washburn School District will provide all children a safe, enjoyable, and challenging school environment where they have the opportunity to achieve their maximum individual education potential. All students will receive a balanced education where traditional scholastics are taught, creativity and innovation are cultivated, and life skills are learned; preparing them to assume roles as responsible citizens in a global community.

USD 437 CORE VALUES

We believe learning is a lifelong process. The following values will help realize our Vision:

We believe in the value and uniqueness of each STUDENT.

* Each Student –

--has different needs

--should have the opportunity and be encouraged to reach his/her potential

--is entitled to a safe and secure school environment

We believe that EXCELLENCE in education is a multifaceted process.

* Excellence –

--requires the commitment and judicious stewardship of community resources

--prepares students to become productive members of a global society; to live and work in a complex, ever changing world

--should be grounded in fundamental skills

--is a dynamic process in order to meet changing needs

--requires rigorous assessment and feedback to both students and faculty

--requires focus on the future

--depends upon effectively managed financial and physical resources

--academic excellence and good citizenship should be recognized and rewarded

We believe that RESPECT and RESPONSIBILITY are essential components of an excellent education.

* Students, parents, faculty and staff all deserve to be treated with dignity and respect

* Communication enhances trust and cooperation

* Each student is responsible for his/her own actions

* Responsibility for public education rests jointly with students, parents, teachers and community

ELEMENTARY SCHOOLS

Auburn Elementary (AE)
810 N Commercial • Auburn, KS 66402
785/339-4400 • Fax: 339-4425
www.auburnelementary.net
Mark Koepsel, Principal
koepsmar@usd437.net

Farley Elementary (FE)
6701 SW 33rd Street • Topeka, KS 66614
785/408-8300 • Fax 408-8325
www.farleyelementary.net
Marcy Cassidy, Principal
cassimar@usd437.net

Indian Hills Elementary (IH)
7445 SW 29th Street • Topeka, KS 66614
785/339-4500 • Fax: 339-4525
www.indianhillselementary.net
George Huckabee, Principal
huckageo@usd437.net

Jay Shideler Elementary (JS)
4948 SW Wanamaker • Topeka, KS 66610
785/339-4600 • Fax: 339-4625
www.jayshideler.net
Jeff Freeman, Principal
freemjef@usd437.net

Pauline Central Primary (PC)
6625 SW Westview • Topeka, KS 66619
785/339-4700 • Fax: 339-4725
www.paulinecentral.net
Alan Hageman, Principal
hagemala@usd437.net

Pauline South Intermediate (PS)
7035 SW Morrill Road • Wakarusa, KS 66546
785/339-4750 • Fax: 339-4775
www.paulinesouth.net
Chris Holman, Principal
holmachr@usd437.net

Wanamaker Elementary (WE)
6630 SW 10th Street • Topeka, KS 66615
785/339-4800 • Fax: 339-4825
www.wanamakerelementary.net
Marc Sonderegger, Principal
sondemar@usd437.net

DISTRICT ADMINISTRATION

Auburn-Washburn USD 437
Shuler Education Center
5928 SW 53rd Street • Topeka, KS 66610
(785) 339-4000 • Fax: 339-4025 • www.usd437.net

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Keith Love, Treasurer
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SCHOOL SCHEDULE & CALENDAR

August 16	First day of school
September 6	No school (Labor Day)
September 1	Early Release
September 22	Early Release
October 13	Early Release
October 15	No school (Staff day)
October 28-29	No school (Grades K-8**)
November 3	Early Release
November 18	Early Release
November 24-26	No school (Thanksgiving Break)
December 1	Early Release
Dec. 20-Jan. 3	No school (Winter Break, Staff Day)
January 12	Early Release
January 14	No school (Staff Day)
January 17	No school (Martin Luther King Day)
February 2	Early Release
February 17-18	No school (Grades K-8*)
February 21	No school (Staff day)
February 23	Early Release
March 11	No school (Staff Day)
March 16	Early Release
March 21-25	No school (Staff Day, Spring Break)
April 22	No school (Staff Day)
April 6	Early Release
April 27	Early Release
May 18	Early Release
May 26	Last day of school

School Hours • 8:45 - 3:45

(Pauline South • 8:50 - 3:50)

On Early Release days students will be released 45 minutes earlier than usual and bus drop-off will be moved up 45 minutes as well.

* Please refer to individual school schedules for Parent/Teacher Conference times.

ATTENDANCE POLICY

Good attendance is a primary part of a good education. It establishes the habits and attitudes that will play a very important part in a student's future. There are two items on a student's transcript that are considered very important: GRADES and ATTENDANCE.

A. All students are required by law to have regular attendance from age 7 - 18. (Kansas Statute allows exceptions for ages 17, 18)

B. Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three consecutive days of five or more days in any semester, such child is truant. A child is inexcusably absent from school if he is absent therefrom all or a significant part of the day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. KSA 72-1113

A significant part of the school day shall be defined as "fifty percent or more of attendance by the student in his/her daily classes taught." The building principal shall report any student's noncompliance with the Kansas Compulsory School Attendance Law as follows: Children who are seven or more years of age but less than thirteen years of age shall be reported to the Secretary of Social and Rehabilitation Services. Those who are thirteen or more years of age but less than sixteen years of age shall be reported to the County or District Attorney.

C. In determining a student's compliance with the compulsory school attendance law, Unified School District 437 will accept the following as valid excuses for absences:

1. Illness
2. Appointment for medical treatment
3. A family crisis
4. Extended absences of a student when expressly requested by the parent or guardian and prior arrangements have been made in preparation for the absences as defined in student handbooks.
5. Approved school activities
6. Obligatory religious observances

D. Teachers and principals will keep accurate records of attendance and tardiness. A uniform procedure will be used in the elementary and secondary schools for handling excessive absenteeism and tardiness. The Board of Education will receive an annual report on the district absences and truancy rates.

E. The schools reserve the right to request written notes from the attending physician when absences are interfering with the student's education.

The most important part of our attendance procedure is that the PARENTS MUST CALL THE SCHOOL WITHIN ONE HOUR AFTER SCHOOL BEGINS WHENEVER THEIR STUDENT CANNOT ATTEND. If no call is received, the absence will be considered unexcused. NOTES ARE NOT ACCEPTABLE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.

ARRIVAL & DISMISSAL AT SCHOOL

Pupils should not arrive on the school grounds prior to ten minutes before the first class and should be off the school grounds ten minutes after the last class, unless otherwise detained by a teacher or principal. Each site will establish bus/automobile arrival and dismissal procedures to insure safety

TARDINESS TO SCHOOL

All students who are tardy to school must report to school office prior to being admitted into the classroom. Teachers who receive students who are tardy should make every effort to determine the reason for the tardiness. Parents are asked to cooperate in notifying the school when a child is going to be tardy.

HEALTH

Please do not send your child to school if he/she has been vomiting, had diarrhea or has had a fever of 100.4 or above within the last 24 hours. Your child must be symptom free without the aide of medication, which includes fever-reducing medication for 24 hours before returning to school. If a child comes to school, he/she will be expected to participate in all areas, including recess and Physical Education, exceptions require a written request from the parent/guardian that is supported by a Medical Doctor or Doctor of Osteopathy. The request must include the activities and the dates the student cannot participate.

As indicated in KSA 65-122 it is the duty of the parent, guardian, school principal, or other individual in charge of the public school to exclude there from any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease as outlined in the Kansas Classroom Handbook of Communicable Disease. (available online at <http://www.kdhe.state.ks.us>)

MEDICATIONS

All medication will be stored in the health room. Medication will be administered by the health personnel or designee.

Prescription and nonprescription medication must be in the original container and must be accompanied by written permission from the parent/guardian and a Medical Doctor, Doctor of Osteopathy or dentist for each individual medication, and must be taken to the Health Room without delay for safekeeping. (Prescription label will be considered physician permission). It shall remain the responsibility of the student to report to the Health Room when dosage is due. Herbal remedies and vitamins will be considered as nonprescription medication and will be subject to the same prescription requirements. When student medication is kept at school, it is the responsibility of the parent to know when the medication is to be refilled.

LEAVING SCHOOL

Students must report to the office before leaving school during school time. Children will not be allowed to leave school with anyone except legal guardians or parent(s), unless authorized by direct contact with the principal.

ILLNESS OR ACCIDENTS AT SCHOOL

The school will take whatever appropriate emergency steps are necessary for any student involved in a life-threatening situation. This may include calling 911 and/or transporting the student to the nearest hospital or emergency facility. The school nurse will be notified, and reasonable attempts will be made concurrently to notify parent(s) or legal guardian. At least one employee will stay with the student until the emergency situation is resolved or the student is released to the parents, the emergency contact person, or another responsible person. Any costs occurring as a result of care shall be borne by the parents or persons for whom the care is administered.

STUDENT ACCIDENT INSURANCE

If a student is injured during the school day or while participating in a school activity, the District has student accident insurance to cover some expenses. The coverage is supplemental to any insurance parents may have on the student and pays only after the student's personal insurance coverage has responded. The District insurance has certain limits and pays the "usual and customary" charges, so it may not pay 100% of the bills. In the event a student does not have any insurance coverage, parents will need to provide a signed letter stating such when the claim is submitted.

The Business Office only sends out insurance claim forms upon request from the parents of the student, not for every student accident report. Please be aware that all claims must be reported by parents to the insurance company within 90 days of the accident.

If you have questions about the insurance coverage or the procedures for filing claims, please call the Business Office at 339-4000.

PARENT/SCHOOL COMMUNICATION

It is essential that parents call the school office if there is a change of address or phone number, or a change of the designated person to be called in case of emergency.

Parents need to keep the school informed of special occasions, concerns, or problems that may arise within the home or at school. Since the teacher is the one who spends the most time with the students, it is best to contact the teacher before calling the principal.

If the matter is not resolved according to the parent's satisfaction,

the principal should be contacted. Should there still be a concern, the Superintendent or the Superintendent's designee should be contacted at the Administrative Office.

USE OF TELEPHONE

Students are discouraged from using the telephone unless it is absolutely necessary. Students must have permission from a staff member prior to using the phone. Students will not be called from class to the telephone except in case of an emergency.

VISITORS

Parents are welcome to visit their child's classroom. The school recommends that arrangements are made in advance with the teacher, and that visits not exceed one hour.

All visitors should enter the building through the main entrance and report to the school office upon arrival at the school. The main entrance may be locked and visitors will need to contact the office via communication device located near door. The door can be opened remotely from school office.

Parents are asked to notify the school if children are approached by strangers during the school day or while going to and from school.

REPORTING OF GRADES

Report cards will be sent home with students at the end of each nine (9) week session, except after the first nine (9) weeks when they are given at conferences.

Parents may contact the teacher if any questions arise concerning the report. Much is to be gained by checking directly with the teacher if a problem exists.

PHILOSOPHY OF REPORTING TO PARENTS

Since home and school share responsibility for the education of children, accurate information must be communicated between teachers and parents. The formal communication systems used in the elementary schools are the report card and conferences. These forms of sharing information about a student's progress are designed to assist in developing a positive relationship between the parents and the teacher so all can work together to enhance every child's education.

STUDENT PROGRESS INFORMATION ONLINE

Infinite Campus is a tool that gives parents of students online access to student schedules, grades, assignments, attendance, and more. Visit www.usd437.net for complete information.

ELEMENTARY GRADING SCALES

100% = A+	80-83 = B-	64-66 = D
94-99 = A	77-79 = C+	60-63 = D-
90-93 = A-	74-76 = C	0-59 = F
87-89 = B+	70-73 = C-	
84-86 = B	67-69 = D+	

S = Satisfactory
U = Unsatisfactory
I = Improvement Needed
95-100 = S+ 60-69 = I
80-94 = S 0-59 = U
70-79 = S-

PARTIES AND BIRTHDAYS

1. We ask that no birthday invitations be brought to school and passed out unless every student in the class receives one.
2. The treating of students by other students for birthdays or other special occasions should be arranged with the classroom teacher.
3. Room parties may be held upon three (3) occasions during the year: Halloween, Winter Break, Valentine's Day.

PERSONAL TOYS, PLAY EQUIPMENT, AND PETS

Children are not allowed to bring their own equipment to school. All equipment to be used will be furnished by the school, except ball gloves. Other exceptions may be made by the individual schools. Students who bring personal articles to school DO SO AT THEIR OWN RISK. The school will not assume responsibility for the repair or replacement of personal items.

The use of student owned toys, games, phones, or other electronic devices are not permitted during the school day unless previous arrangements have been made with the principal. Any such items brought to school without permission will be confiscated and may be picked up at the school office by the child's parent.

For the safety of the children and the animals, students are not to bring pets to school. If such a request is made, the teacher will get in touch with the parent(s) by written communication or by a phone call. Prior to bringing your pet to school, please read the state regulations. Information on what pets can or cannot be brought on school grounds and into the school, and how the pets are to be brought to school can be found at: http://www.kdheks.gov/epi/human_animal_health.htm. Please contact your child's teacher to inquire if pets are allowed in their classroom. If pets are allowed, your child's classroom teacher will provide a time that is best for you to bring your pet to school.

RECESS & PHYSICAL EDUCATION

All students are expected to participate in recess and P.E. If the temperature (or wind chill factor) is 20 degrees or higher and the weather is not inclement, students will ordinarily go outside for recess. The office

will determine indoor/outdoor recess. Generally, if a child is able to attend school, he or she able to participate. Please send a doctor's statement (to classroom teacher) should your child need to stay in from recess and/or is not able participate in P.E. for two or more consecutive days.

APPROPRIATE DRESS

In selecting appropriate school clothes, students should consider cleanliness, comfort, neatness, and good grooming. Clothing that is too revealing or clothing with designs, pictures, or print which refers to drugs, alcohol, tobacco, sex, vulgarity, or gangs are prohibited. Students are not permitted to wear head coverings (such as hats, scarves, or visors) in the building. Heelys or shoes with wheels are not allowed at school.

Appropriate shorts are walking shorts or tennis shorts. Biking tights and similar tights may be worn in combination with shorts or skirts. "Sagging" of pants, shorts, etc. is not allowed. **Appropriate gym shoes must be worn for P.E.**

Halters, midriiffs, tank tops, and spaghetti straps may be worn only with a t-shirt underneath or over-blouse.

When this policy is violated, students will make arrangements for a change of clothing before they may attend class. The principal (or designee) shall make the final decision on the appropriateness of individual student dress **and appearance. Dress and appearance which is disruptive to the learning environment will not be tolerated.**

FOOD SERVICE

School meal prices are subsidized by the Federal School Lunch Program. Reduced Price and Free Meal applications are available for all children, preschool-grade 12, during enrollment and at each school office.

Lunch is served at each of the Auburn-Washburn Schools. Prices will be available at enrollment.

Breakfast will be available at least 20 minutes before school at all buildings. Prices will be available at enrollment.

SCHOOL CLOSING & EVENT CANCELATION

The decision to close school because of severe weather or other situations is made by the Superintendent. Closings will be announced on television stations WIBW, KSNT, & KTKA, and radio stations WIBW, KMAJ, KDVV, KQTP, KTOP, KANU, KTPK, KLWN, & KLZR. During inclement weather a recorded message containing school closing information can be accessed by calling 339-4000.

It will always be the right and privilege of parents to keep children at home or pick them up from school during severe weather, extreme heat, or any other situation where a pupil's health or safety may be questioned.

In the event of inclement weather or weather watches/warnings the decision may be made to cancel afternoon or evening events scheduled for the elementary schools. This decision will be made at the discretion of the building principal.

DRILLS

FIRE

- A fire drill will be held monthly in each of the buildings. The method of sounding the fire alarm will be determined by the building principal. The principal will establish the procedure for the school.
- When the fire alarm sounds, everyone is to leave the building. This includes visitors, supervisors, clerks, custodians and cooks, etc.

TORNADO

- There will be three (3) tornado drills held per school year.
- Principals will determine the alarm to be used and will be sure students and teachers are familiar with the alarm system used.
- Stations will be assigned by the principal for the protection of the students.
- Students will remain in their assigned stations until an all clear signal has been given by the principal.

LOCK-DOWN

- Schools will practice safety and security procedures. The building principal will determine the schedule and appropriate drill.

USE OF DISTRICT BUILDINGS & FACILITIES

Arrangements for the use of the building and equipment by agencies or groups external to the school will be made through the building principal or district representative as outlined by USD 437 policy. At the time of the application a list of guidelines for use will be given to the outside group. Rental rates as set by the district, will apply. Information and application are available online at www.usd437.net.

NON-RESIDENT POLICY

Board Policy Regarding Attendance of Out-Of District Students:

No one shall be afforded education in the facilities of this district until they are a resident (see Board Policy JBC).

BOOK RENTAL FEES AND REFUND SCHEDULE

A textbook rental fee is due at enrollment. Following is the payment and refund schedule for students who enroll late or withdraw early from the district.

	Enrollment Charges	Refund
1st 9 weeks	100%	75%
2nd 9 weeks	75%	50%
3rd 9 weeks	50%	25%
4th 9 weeks	25% (0% for Preschool & Kdg.)	0%

NOTE:

1. Parents will receive a list of items needed at the time of enrollment from the pupil's teacher.
2. An additional charge may be assessed by the teacher for damage to books due to abuse and neglect.
3. Books lost or destroyed will be paid for by the student.
4. Library materials: When students check out library materials, it is the responsibility of the student to return them in the same condition as they received them. If the materials are damaged or lost, it is the responsibility of the student to pay for the damaged or lost items.

OTHER FEES

Students will be responsible for fees and admission costs associated with some field trips. Students will be notified in advance in these circumstances.

School expenses including meals must be paid in advance and cannot be "charged" for payment at a later time.

INSTRUMENTAL MUSIC FEES

Students enrolled in instrumental music may rent school owned music instruments if available with the permission of the music teacher.

Students may rent school owned music instruments during the school year and summer for a monthly rental fee of:

- **Woodwinds, brass, and strings** **\$10.00 per month**
- **Percussion** **\$ 1.50 per month**

Initial fees for these instruments are due at the beginning of the school year and must be paid before the instrument is issued to the student.

SPECIAL EDUCATION ADVISORY COUNCIL

The Auburn-Washburn Special Education Advisory Council offers information and resources for students with exceptionalities. The council, known as SEAC is comprised of parents, educators and administration working together to build a strong support for students in special education. To learn more about networking with other parents and accessing resources, visit the Special Education link at www.usd437.net.

DIRECTORY INFORMATION DESIGNATED

The USD 437 Board of Education and administration have determined that the following data will be designated directory information:

1. Student's name, address, telephone number, date of birth, and parent's name.
2. Student's participation in officially recognized school activities and sports.
3. The weight, height and grade of members of athletic teams.
4. The dates of attendance.
5. Scholarships and awards received.
6. The most recent previous school district attended by the student.
7. Photograph, audio, video, or film recording of student at school or school sponsored activity.

This information is considered public information which may be released by the school district without parent's prior consent.

Patrons have until September 1st of each year, to inform the school district that directory information about their student should not be released without parent's prior consent.

FAMILY RIGHTS AND PRIVACY ACT

The Auburn-Washburn schools consider all pupils' records, except directory information, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern access to pupil records and the release of pupil records and information to persons, agencies and organizations within and outside the school system. Such procedures and safeguards shall be consistent with and pursuant to Section 438, Public Law 93-480 as amended. **Complete information on the release of student information is available in the Back to School Calendar mailed to each household and online at www.usd437.net.**

STATEMENT OF NONDISCRIMINATION

The Auburn-Washburn School District, USD #437, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability.

PARENTS VOLUNTEERING ON FIELD TRIPS

Parents are encouraged to volunteer for their child's class field trips. Due to liability concerns, we ask that parents not to bring siblings on the trip. Please visit with your child's classroom teacher regarding the opportunity to volunteer on a field trip.

TRANSPORTATION

Parents are encouraged to read and discuss with their children the rules for riding the school bus. The help of parents in promoting obedience to school bus rules and supporting adherence to these rules greatly assists the drivers in maintaining proper discipline.

Please reinforce with your children the importance of being seated promptly on the bus, staying seated while the bus is moving, and conducting themselves in such a manner that the bus driver can devote his/her time to the task of driving a bus.

The Auburn-Washburn drivers have ongoing safety training and work continuously to maintain proper student discipline on the bus. The district has a good safety record, and with the pupils' cooperation and your support, we believe the district can maintain a safe and efficient transportation program.

All students, including kindergartners, must have a designated pickup location and a designated drop-off location. The pickup and drop-off locations may be different, but each must remain constant. **These locations are part of the transportation plan established at enrollment which must be followed unless the school receives written notice from the parent or guardian.**

BUS SAFETY RULES

1. **Prior to loading:**
 - a. Students must be on time! To insure a timely bus route, we request students be at their bus stop FIVE (5) minutes prior to their scheduled pickup time. The bus cannot wait beyond its regular schedule for those who are tardy.
 - b. Bus riders should conduct themselves in a safe manner while waiting for the bus.
 - c. Wait for the bus to come to a complete stop before attempting to enter the school bus.
 - d. Written authorization signed by a school official is necessary for students to ride to or from school with another student. Students are not permitted to ride a bus other than their regular bus without permission **from a parent or guardian.**
2. **While on the bus:**
 - a. The driver is in charge of the students. Students must obey the driver promptly.
 - b. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
 - c. The driver may assign a specific seat to a student whenever necessary.
 - d. Keep arms and head inside the bus at all times.

- e. Assist to keep the bus clean and free from trash.
- f. Any vandalism to the bus will be paid by the offender.
- g. Students should never tamper with the controls of the equipment on the bus.
- h. Do not throw anything inside the bus or out of the bus windows.
- i. Keep books, packages, coats, feet and all other objects out of the aisle.
Balloons, large stuffed animals, skate boards, and large objects made in wood or metal shop will not be allowed on the bus.
- j. Students are to remain seated while the bus is in motion.
- k. Absolute quiet is necessary when approaching a railroad crossing.
- l. No glass containers, animals, firearms, explosives or other dangerous objects are permitted on the bus.
- m. Smoking and possession of liquor or illegal drugs are prohibited.
- n. Students are not permitted to eat or drink on the bus.
- o. Musical instruments may be transported on route buses if space is available. Small instruments may be held on the student's lap. Large musical instruments must be placed beside the student either on the floor or on the seat but not directly in front of the student. The bus driver will determine space availability.

3. After leaving the bus:

- a. Cross the road at least ten feet in front of the bus. Observe directions of the driver, then look to be sure no traffic is approaching from either direction.
- b. The driver will not discharge students at places other than the regular bus stop unless authorized by proper school officials.

4. Extracurricular trips:

- a. The above rules apply to any trip under school sponsorship.
- b. Students shall follow the directions of the teacher or sponsor appointed by the school.

If a student's conduct endangers the safety of others or violates specific rules of bus safety, that student will be subject to the Auburn-Washburn Transportation Assertive Discipline Plan.

Assertive Discipline Plan

RULES

All students are to comply with the following rules when riding the bus:

- 1. Students shall follow the directions of the driver the first time they are given.

- 2. Students shall be courteous and respectful of other persons and property.
- 3. Students shall use appropriate language and tone when speaking.
- 4. Eating, drinking, tobacco products and possession of dangerous objects will not be allowed on any bus.
- 5. Students shall remain seated at all times and keep body parts and belongings inside the bus and out of the aisle.
- 6. Students shall be on time when meeting the bus either at the bus stop or at their school.

CONSEQUENCES

1ST WARNING - The driver verbally warns the student.

2ND WARNING - The student is given an assigned seat and the driver confers with him/her after other students exit the bus.

1ST NOTICE - A conduct notice is given to the student by the driver and a copy is given to the school administrator. The notice must be signed by the parent and returned to the driver by the student the next time he/she boards the bus.

2ND NOTICE - A conduct notice is given to the student by the driver and a copy is given to the school administrator. The notice must be signed by the parent and returned to the driver by the student the next time he / she boards the bus. Following the issuance of a 2nd notice, a letter will be sent to the parent(s) from the Transportation Supervisor informing them that another notice may warrant suspension from the bus by the school administrator.

3RD NOTICE - A conduct notice is given to the student by the driver and a copy is given to the school administrator. The Transportation Department will confirm with the school administrator that the student has received his/her 3rd notice. The school administrator may suspend the student's bus riding privileges with the length of suspension to be determined by the offense. Parents and the Transportation Department will be notified by the school administrator of the dates of the suspension.

SEVERE CLAUSE - This warrants the same procedure as a 3rd Notice.

Transportation Phone 339-4050

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Every student who attends a school in the Auburn-Washburn School District is expected to use technology to conduct research, complete curricular objectives, and communicate with others in the educational world. Electronic information use and research skills are fundamental to preparation of citizens and future employees during this age of information.

Access to technology resources enables students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Auburn-Washburn School District believes that the benefits to students from the access of electronic information resources and opportunities for collaboration are mandatory in the 21st century.

Access to district technology services include but are not limited to:

1. Internet access
2. Wireless and wired computer access
3. Interactive Distance Learning opportunities
4. E-mail
5. WIKIs and Blogs
6. Electronic blackboards
7. Required local and State testing
8. Computer based instructional programs and curriculum

As a technology user in the Auburn-Washburn School District you should be aware:

1. The District wide-area network is used by staff and student to communicate with others in a manner that is consistent in an educational environment. Student communications using networked resources will be considered publications and be governed by Board of Education policy regarding student publications.
2. Communication using district technology resources should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Students are responsible for good behavior when using district technology resources, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Board of Education policy that dictates general school rules for behavior and communications applies when using district technology resources.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
4. Unsupervised student use of any faculty computer in the classroom is prohibited. No user may disclose, use, or disseminate unauthorized personal identification information regarding minors.
5. Use of district technology resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system.

6. Only software (computer programs) legally licensed and owned by the Auburn-Washburn School District may be installed on computers in the school district. This includes lab computers, faculty computers, and office computers. The district technology department will provide a list of educational programs approved for use on all district computers.
7. As mandated by the federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers, the Children's Internet Protection Act (CIPA) was passed. All Internet access provided by the Auburn-Washburn School District is filtered to protect the students and staff in the district from viewing objectionable materials easily. However, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Inappropriate materials could be encountered during students' research required to achieve valid instructional objectives. Families should be aware that some material accessible over the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services over the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. If such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation of information and resources as part of their ongoing education for life in modern society.
8. Students in the Auburn-Washburn School District may bring wireless devices to school for educational use only. Students using their personal computer on the district wireless network will not have access to any district technology resources such as printers and personal files. Internet access will be available for educational use, but filtered at its most restrictive level.
9. The Auburn-Washburn School District makes no warranties of any kind, neither expressed nor implied, for the technology resources it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District storage devices, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
10. This policy and all its provisions are subordinate to Board of Education policy, local, state, and federal statutes.

All district technology users are responsible for maintaining an environment that is free of malicious, inappropriate or illegal acts, and is conducive to learning. Use of Auburn-Washburn School District technology resources implies the user inherently agrees to abide by this policy. Failing to abide by this policy may result in removal of privileges to access all technology resources, as well as other disciplinary or legal action.

Access to district technology resources may be revoked for abusive or inappropriate conduct. Such conduct would include, but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- The placing of unlawful information on or through the computer system
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Unauthorized installation of software
- Using another's password
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Trespassing in another's folder, work or files
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Attempt to alter or disrupt the district's technology services from a remote location.
- Downloading music, videos, and other copyrighted material for personal use
- Using school networks to enter billable areas or purchase or attempt to purchase products/services
- Share confidential information on students or employees

Be advised that loss of computer network privileges may make it very difficult or impossible to satisfy the educational program requirements of some classes. Some examples are:

- Business or Technology classes
- Computer Programming classes
- Classes requiring use of district or Internet databases for research
- Classes requiring district software to create papers, brochures, etc
- Computer based instructional programs
- Required local and state testing

Student Opt-Out Policy

Parents or guardians may obtain a form to request to opt a student out from using technology resources while at school. The form may be obtained from any school office. After meeting with the principal to review

aspects of the child's educational program that will be affected as a result of the child not having access to instructional and assessment technology, the parent may sign the form and return it to the school office. The signed form will be kept on file in the school office.

The building principal shall receive a copy of the signed form so the named student shall be excluded from all access to computer technology. All appropriate staff shall be notified and alternate instructional methods will be implemented where possible.

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

BEHAVIOR/DISCIPLINE POLICY

All students are expected to conduct themselves according to high personal standards of courtesy, decency, morality, honesty, and wholesome relationships with others.

The following behaviors will not be tolerated:

1. Defacing or marring property
2. Disrespect, disobedience and defiance to school personnel
3. Fighting, slugging, slapping or biting of one student by another
4. Foul language, either written or verbal
5. Use of tobacco, narcotics, drugs or alcoholic beverages
6. Throwing of rocks or other hard objects
7. Possession of knives, weapons, dangerous materials or any facsimile
8. Other inappropriate behaviors which may be disruptive or interrupt the learning process
9. Violating the Student Technology Acceptable Use Policy
10. Inappropriate touching or displays of affection
11. Use or possession of electronic devices including "cell" phones, pagers, and laser devices
12. Any harassment

If student's behavior requires discipline, it will be handled by one of the following methods:

- Teacher or Principal/student conference
- Parent conference
- Shortening of recess
- Loss of privileges
- Detention or inschool suspension
- Suspension (see next section)
- Expulsion (see next section)

SUSPENSION AND EXPULSION

Students who are suspended or expelled under the terms of Board of Education Policy JDD shall be afforded the due process rights contained

in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents.

SUSPENSION AND EXPULSION PROCEDURES

Short-term Suspension (BOE Policy JDD)

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

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

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

Long-Term Suspension or Expulsion (BOE Policy JDD)

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The Superintendent shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.

- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the Superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

PARTICIPATION IN SPECIAL ACTIVITIES

Students who have missing assignments or students who have violated the behavior policy may be excluded from special activities, including but not limited to field trips, programs, and other school events.

INTERROGATION AND THE SEARCH OF STUDENTS AND PROPERTY

- A. Building administrators, and others designated by the Superintendent, and/or principal may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.
1. Law enforcement officers may be allowed to conduct investigations and/or question a student(s) during school hours when cause is demonstrated.
 2. The principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. If parents, guardian or representative of the student(s) is not present during questioning of a student, the principal shall be present.
- B. Principals are authorized to search students and property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

PUPIL GRIEVANCE

Each pupil in his/her own behalf or through his/her parent(s) or legal guardian has the right to grieve over alleged violations or rights. It is assumed that an effective, prompt grievance procedure will provide not only a legitimate alternative to disruptive or illegal behavior, but will also provide for a constructive review of academic concerns.

Further, it will provide a method whereby an alleged act(s) of discrimination due to a student's sex or race may be reviewed. No pupil shall be subject to reprisal or discrimination by reason of his/her participation in a grievance procedure. (Any action taken under the authority of the "Suspension and Expulsion of Pupils Act" KSA 72-8901, et seq. shall not be subject to the grievance procedure established in this policy; as implemented in the policy entitled, "Suspension and/or Expulsion of Students.")

DRUG FREE SCHOOLS

Controlled Substances Policy (Drugs) (BOE Policy JDDA)

The Auburn-Washburn School District is committed to the education of every student in drug/abuse awareness and zero substance abuse. The Auburn-Washburn School District will enforce the following policy.

1. The possession, use, consumption, distribution or sale of drugs, or intent to distribute or sell drugs, (controlled substances as defined by the Uniform Controlled Substances Act, KSA 65-4101 et seq.) on public school property or at public school activities is strictly prohibited.
2. In the event any student violates the controlled substances section of this regulation, such student will be suspended from school immediately for a short term and will be:
 - a. recommended for an extended term suspension from school and all related school activities for possession, use or consumption of drugs, or
 - b. recommended for expulsion from school and all related school activities for distribution and/or sale of drugs, or intent to distribute or sell drugs.
3. Any student who comes onto school property or attends public school activities, having used or consumed substances as defined in paragraph 1 above, will be suspended from school immediately for a short term and will be recommended for an extended term suspension from school and all related school activities.
4. Any punishment, suspension, or expulsion may be deferred by the appropriate Administrative Hearing Officer or Board of Education or their Designee. The student involved, after the appropriate hearings, as set forth by Kansas Statutes and found to be placed either on suspension or expulsion may at the option of the appropriate Administrative Hearing Officer or Board of Education be offered an opportunity for probation for a set period of time. The balance of the punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation agreement. If a student agrees to a probationary period a written agreement shall be signed by the student and the student's parents or guardians outlining the appropriate conditions of said probation and the duration thereof. Any probationary student accused of being in violation of the conditions of probation shall be afforded a limited hearing to the appropriate Administrative Hearing Officer or the Board of Education who agreed to the probationary conditions. Conditions of probation may

include, but not limited to, drug counseling, of student's choice, expenses to be borne by the student; random drug testing, expenses to be borne by the student; restriction from school activities and any other conditions that the appropriate Hearing Agency or Board of Education agree would aid and assist the student and continue to provide a drug free school environment.

Alcohol/Cereal Malt Beverages Policy (BOE Policy JDDA)

The Auburn-Washburn School District is committed to the education of every student in alcohol abuse awareness. The Auburn-Washburn School District will enforce the following policy:

1. The possession, use, consumption or sale of alcoholic liquor (as defined by KSA. 41-102) or cereal malt beverages (as defined by KSA. 41-2701) on public school property or at public school activities is strictly prohibited and any such possession, use consumption, or sale shall result in immediate suspension from school according to 1a and 1b below. Any student who comes onto public school property or attends public school activities, having used alcoholic liquor or cereal malt beverages as defined herein, shall be suspended from school immediately according to 1a and 1b listed below.
 - a. 1st violation - 5 day suspension from school and all school related activities.
 - b. 2nd violation - 5 day suspension from school and all school related activities and will be recommended for extended term suspension or expulsion.
2. Any student in violation of the alcohol/cereal malt beverage policy shall be suspended from all student extra-curricular performances, competitions or social functions for 30 school days on the 1st violation of said policy.
3. If a student is long term suspended for violation of this regulation, said student shall have the opportunity, of the Hearing Examiner's and/or Board of Education's discretion, to attend a counseling session with a qualified professional counselor, skilled in substance abuse counseling and comply with said counselor's recommendations, thereby being allowed an opportunity for a probationary period for the balance of said suspension. A student may use a counselor of their choice or may use the service provided free from a local Human Service Agency designated by the School District and said expense and costs are to be borne by the parents and/or guardians of the student. Subsequent violation of the agreed probationary period will result in the balance of the suspension being enforced.

WEAPONS OR DANGEROUS MATERIALS

The Auburn-Washburn School district will not tolerate any possession or use of any weapon, facsimile of a weapon and/or dangerous materials on school property at any time or at school activities. This policy is in effect 24 hours a day, 365 days a year, regardless of whether or not school or classes are in session. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

1. Definition of weapons and/or destructive devices means:
 - a) any item being used as a weapon or destructive device; b) any facsimile of a weapon; c) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; d) the frame or receiver of any weapon described in the preceding example; e) any firearm muffler or firearm silencer ; d) any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1 / 4 ounce, mine or similar device ; f) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples , and from which a destructive device may be readily assembled ; g) any bludgeon, sand club, metal knuckles or throwing star; h) 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; i) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
2. A facsimile weapon includes, but is not limited to pellet guns, including air soft pellet guns, regardless of how the pellet or projectile is expelled, starter pistols, air rifles and pistols and any other object which is designed to replicate any weapon or firearm, regardless of the presence of any color coding which may be placed on the replica by the manufacturer or another to indicate the weapon is a facsimile.
3. Penalties for 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. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

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

SEXUAL HARASSMENT POLICY

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

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity;

repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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

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

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

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

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of

retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

RACIAL HARASSMENT POLICY

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

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

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

purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

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

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

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

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

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

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

accused.

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

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

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

BULLYING PLAN

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Each elementary school will develop and implement a plan to address bullying that includes student training, supplemental staff training, and parent awareness information.

STATEMENT OF NON-DISCRIMINATION

The Auburn-Washburn School District, USD 437, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability. The Associate Superintendent, 5928 SW 53rd, Topeka, KS (1-785-339-4000) has been designated to coordinate compliance with nondiscrimination requirements.

Auburn-Washburn
Schools Online
www.usd437.net

School Safety Hotline

To report any threat to school safety call:

1-877-626-8203

Toll Free Anonymous



Shuler Education Center
5928 SW 53rd Street • Topeka, KS 66610
(785) 339-4000 • Fax: 339-4025
Transportation 339-4050
www.usd437.net

Auburn Elementary
810 N Commercial • Auburn, KS 66402
785/339-4400 • Fax: 339-4425
www.auburnelementary.net

Farley Elementary
6701 SW 33rd Street • Topeka, KS 66614
785/408-8300 • Fax 408-8325
www.farleyelementary.net

Indian Hills Elementary
7445 SW 29th Street • Topeka, KS 66614
785/339-4500 • Fax: 339-4525
www.indianhillselementary.net

Jay Shideler Elementary
4948 SW Wanamaker • Topeka, KS 66610
785/339-4600 • Fax: 339-4625
www.jayshideler.net

Pauline Central Primary
6625 SW Westview • Topeka, KS 66619
785/339-4700 • Fax: 339-4725
www.paulinecentral.net

Pauline South Intermediate
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