

**U.S.D. #271  
Stockton Grade School  
& Junior High**

**Parent-Student  
Handbook  
2025-2026**



**Communication-Integrity-Quality Education**

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Stockton, Kansas 67669  
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## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>Mission and Vision Statement.....</b>  | <b>4</b>  |
| <b>Notice of Nondiscrimination.....</b>   | <b>4</b>  |
| <b>Board of Education Members &amp; Superintendent of Schools/Transportation.....</b> | <b>5</b>  |
| <b>Student Council.....</b>   | <b>5</b>  |
| <b>Employee Roster.....</b>   | <b>6</b>  |
| <b>Important Phone Numbers.....</b>   | <b>8</b>  |
| <b>Enrollment/Withdrawal from School.....</b>   | <b>9</b>  |
| Admission Requirements.....   | 9         |
| Address/Phone Number Changes.....   | 9         |
| Assignment to School/Classes.....   | 9         |
| Directory Information.....  | 9         |
| Pictures.....   | 10        |
| Records.....  | 10        |
| Schedules.....  | 10        |
| Transferring Credit.....  | 11        |
| Withdrawal from School.....   | 11        |
| <b>Academics.....</b>   | <b>11</b> |
| Academic Dishonesty.....  | 11        |
| Awards and Honors.....  | 11        |
| Elective Classes.....   | 11        |
| Grades 6-8 - Classroom Grading Scale.....   | 12        |
| Junior High Honor Roll.....   | 12        |
| Grades K-5 - Grading-Standards Based.....   | 12        |
| Homework.....   | 13        |
| Human Growth and Development.....   | 13        |
| Kindergarten Soft Start.....  | 13        |
| Make Up Work.....   | 13        |
| Physical Education.....   | 14        |
| Promotion and Retention.....  | 14        |
| Report Cards/Progress Reports.....  | 14        |
| Parent Teacher Conferences.....   | 14        |
| Special Programs - NCKSEC.....  | 15        |
| Testing Programs.....   | 15        |
| Therapy Dog.....  | 15        |
| <b>Attendance.....</b>  | <b>16</b> |
| Absences.....   | 16        |
| Attendance/Tuancy.....  | 16        |
| Compulsory Attendance.....  | 17        |
| Sign In/Sign Out.....   | 17        |
| Tardies.....  | 17        |



|  |               |
|--|---------------|
| <b>Student Conduct/Expectations.....</b>                             | <b>18</b>     |
| Behavior/Conduct.....  | 18            |
| Tiger Touchstones.....   | 18            |
| The Mandt System.....  | 18            |
| Drugs, Tobacco, & Alcohol.....                                       | 19            |
| District Policies.....   | 20            |
| Sexual Harassment JGEC.....  | 20            |
| Weapons.....   | 20            |
| Vandalism.....   | 21            |
| <br><b>Discipline Measures.....</b>                                  | <br><b>21</b> |
| Detention.....   | 21            |
| Lunch Detention.....   | 22            |
| Suspension/Expulsion JDD.....  | 22            |
| Searches of Students.....  | 22            |
| Dress Code.....  | 22            |
| Discipline and Behavior Chart.....                                   | 24            |
| <br><b>Activities.....</b>   | <br><b>25</b> |
| Assemblies and Pep Rallies.....                                      | 25            |
| Athletics/Activities.....  | 25            |
| Transportation.....  | 25            |
| Field Trips.....   | 25            |
| Fundraising.....   | 25            |
| Parties/Social Events.....   | 25            |
| <br><b>Health and Safety.....</b>                                    | <br><b>26</b> |
| Accidents, Reporting of.....   | 26            |
| Communicable Diseases.....   | 26            |
| Drills.....  | 26            |
| First Aid.....   | 26            |
| Fever.....   | 26            |
| Head Lice.....   | 27            |
| Health Assessments.....  | 27            |
| Immunizations.....   | 27            |
| Medications.....   | 27            |
| USD 271 Bus Riders Contract.....                                     | 27            |
| Safety.....  | 28            |
| Screenings - Vision, Hearing, and Dental.....                        | 28            |
| Water Bottles.....   | 28            |
| Weather Emergencies.....   | 29            |
| <br><b>General Information.....</b>                                  | <br><b>29</b> |
| Calendar.....  | 29            |
| Cell Phones and Other Electronic Devices Grades K-8/ Yondr Bags..... | 29            |
| Distribution of Materials.....                                       | 30            |
| Orientation.....   | 30            |
| Personal Property.....   | 30            |



|   |           |
|---|-----------|
| Reporting Student or Parent Concerns..... | 30        |
| Staff-Student Relations.....              | 30        |
| Student Council.....                      | 30        |
| Telephone Calls.....                      | 31        |
| Visitors.....                             | 31        |
| Visitor Badges.....                       | 31        |
| <b>School Property.....</b>               | <b>31</b> |
| Appropriate Use of Property.....          | 31        |
| Computer/Email/Internet Use.....          | 32        |
| Lockers.....                              | 33        |
| <b>Student Services.....</b>              | <b>34</b> |
| School Services Coordinator.....          | 34        |
| Food Service.....                         | 34        |
| Library.....                              | 35        |
| Title I.....                              | 35        |
| <b>Other.....</b>                         | <b>36</b> |
| Birthday Treats.....                      | 36        |
| Dances.....                               | 36        |
| Parents to be Out of Town.....            | 36        |
| Classroom Parent Volunteers.....          | 36        |
| Kansas School Safety Hotline.....         | 37        |
| Show and Tell.....                        | 37        |
| Recess.....                               | 37        |
| Tiger PRIDE Partners.....                 | 38        |
| Children’s Internet Protection Act.....   | 38        |
| USD 271 Bullying Plan.....                | 39        |
| Emergency Safety Interventions.....       | 41        |
| FERPA.....                                | 41        |
| Special Education Child Find.....         | 42        |

## Appendices

|   |
|---|
| Matrix for Handling Concerns and Issues                       |
| Student Supply List   |
| Accident Report Form  |
| Medication Guidelines   |
| Authorization for Medication/Procedures - Physician Signature |
| Guidelines for Over the Counter Medication                    |
| USD 271 Bus Riders Contract                                   |
| USD 271 Student Acceptable Use Policy (Technology)            |
| Student Device Agreement                                      |
| USD 271 Academic Integrity & Artificial Intelligence Use      |
| Enrollment Permission Page                                    |



This handbook is designed to assist with communicating to students and parents important issues, whether a law, regulation, or board policy requires them. These procedures and rules are to serve as guidelines for parents and students to follow. The principal has the final decision on implementing these guidelines.

## **Mission Statement**

Our district's mission statement is to dedicate all its resources to provide a positive educational environment that encourages the achievement of every student's fullest potential.

## **Vision Statement**

We Are TIGER Ready!

Touchstones Innovative Grit Empowered Relationships

## **Stockton USD 271 Notice of Nondiscrimination**

The Stockton School District, USD 271 does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies including requests for accommodations or access to a District facility to participate in a program, activity, or service:

Dr. Angela McCollum, Superintendent

201 N. Cypress

Stockton, KS, 67669-1639

(785) 425-6367

(785) 425-6923 (Fax)

amccollum@usd271.com (Email)

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.



## **Board of Education Members**

Mr. Michael Carpenter  
Mrs. Jessie Maddy

Mr. Spencer Hilbrink  
Mr. Andy Muir  
Mr. Chad Sterling

Mr. BJ Hoeting  
Dr. Ginger Riffel

## **Superintendent**

Dr. Angela McCollum

## **Principal**

Mrs. Stacey Green

## **Student Council**

Harper Lowry, Corbyn Glendening, Henry Berkley, Remy Muir,  
Tessa Looks, Omree Dibble, Adison Dix, Evelynnn Hilbrink, and Bryah Stithem



EMPLOYEE ROSTER  
2025-2026

| <u>NAME</u>        | <u>POSITION</u>  | <u>EMAIL ADDRESS</u>  |
|--------------------|--|-----------------------|
| Green, Stacey      | Principal  | sgreen@usd271.com     |
| McCollum, Angela   | Superintendent   | amccollum@usd271.com  |
| Ard, Melissa       | Teacher Apprentice   | mard@usd271.com       |
| Austin, Shane      | 8th Grade Agriculture Exploration  | saustin@usd271.com    |
| Basart, Justin     | JH Wrestling Coach, 8th Grade Industrial Technology, Maintenance             | jbasart@usd271.com    |
| Becker, Kari       | 1st Grade Teacher  | kbecker@usd271.com    |
| Bedore, Clint      | JH Wrestling Coach   | cbedore@usd271.com    |
| Bennett, Scott     | 2nd Grade Teacher  | sbennett@usd271.com   |
| Bennett, Terri     | PK-12 Librarian  | tbennett@usd271.com   |
| Billinger, Jessica | Student Council Sponsor, JH Track Coach, NCKSEC Positive Behavior Consultant | jbillinger@ncksec.com |
| Brown, Lindsey     | Teacher Apprentice   | lbrown@usd271.com     |
| Calleros, Eddy     | Physical Education, Health, JH Assistant Basketball Coach                    | ecallaros@usd271.com  |
| Carpenter, Jordan  | Paraprofessional   | jcarpenter@usd271.com |
| Dibble, Erin       | Preschool Teacher Apprentice   | edibble@usd271.com    |
| Dix, Andrea        | 6-8th Grade Math Teacher, 7th Science, PDC Co-Chair                          | adix@usd271.com       |
| Dix, Kathy         | Paraprofessional   | kathydix@usd271.com   |
| Dryden, Erica      | 5th Grade Teacher, 6th English Language Arts                                 | edryden@usd271.com    |
| Dunlap, Crystal    | 8th English Language Arts  | cdunlap@usd271.com    |
| Ford, Tracie       | Interrelated Teacher, Gifted Facilitator                                     | tford@usd271.com      |
| Foss, Laura        | 4th Grade Teacher  | lfoss@usd271.com      |
| Foerster, Chelsey  | Paraprofessional   | cforester@usd271.com  |



|                  |   |                        |
|------------------|---|------------------------|
| Garcia, Donna    | Paraprofessional                                    | dgarcia@usd271.com     |
| Gasper, Megan    | Speech Language Pathologist                         | mgasper@usd271.com     |
| Ghummm, David    | JH Assistant Football Coach                         | dghumm@usd271.com      |
| Green, Aftan     | Paraprofessional                                    | agreen@usd271.com      |
| Green, Vicki     | Library Aide  | vgreen@usd271.com      |
| Hamel, Christina | Interrelated Teacher-Preschool                      | chamel@usd271.com      |
| Harris, Brooke   | Art Teacher   | bharris@usd271.com     |
| Hazen, Beth      | Preschool Teacher                                   | bhazen@usd271.com      |
| Higdon, Misty    | Speech Language Paraprofessional                    | mhigdon@usd271.com     |
| Hulse, Denise    | Paraprofessional                                    | dhulse@usd271.com      |
| Kesler, Jennifer | 2nd Grade Teacher, PDC Co-Chair, Title I            | jkesler@usd271.com     |
| Kreider, Amanda  | 3rd Grade Teacher, 7th English Language Arts        | akreider@usd271.com    |
| Kuhlmann, Janet  | JH Cross Country Coach, Athletic Director           | jkuhlmann@usd271.com   |
| McNatt, Kenneth  | 6th-8th Social Studies, 6th Science                 | kmcnatt@usd271.com     |
| Mosiman, Gidget  | Student Support Services                            | gmosiman@usd271.com    |
| Muir, Danielle   | JH Head Volleyball Coach                            | dmuir@ml-cct.com       |
| Muir, Krista     | Athletic Director, School Nurse                     | krista.muir@usd271.com |
| Muir, Tialisa    | Custodian   | tmuir@usd271.com       |
| Niblock, Ray     | JH Boys Football Coach,<br>JH Boys Basketball Coach | rniblock@usd271.com    |
| Pulec, Kim       | Interrelated Teacher                                | kpulec@usd271.com      |
| Reed, Karen      | Secretary for School Psychologist                   | kreed@usd271.com       |
| Riener, Megan    | Vocal Music, Band Instructor                        | mriener@usd271.com     |
| Reichard, Angela | 1st Grade Teacher                                   | areichard@usd271.com   |
| Rogers, Rhonda   | Office Manager                                      | rrogers@usd271.com     |
| Rogers, Troy     | Teacher Apprentice, JH Track Coach                  | trogers@usd271.com     |
| Rowland, Julie   | School Psychologist                                 | jrowland@ncksec.net    |



|                    |  |                      |
|--------------------|--|----------------------|
| Struckhoff, Ashley | Food Service                                   |                      |
| Strutt, Diana      | Head Cook                                      | dstrutt@usd271.com   |
| Widener, Clydene   | Food Service                                   |                      |
| Williams, Anne     | Kindergarten, Title I, Student Council Sponsor | awilliams@usd271.com |

### **Important Phone Numbers**

|                                 |                |
|---------------------------------|----------------|
| Stockton Grade School & JH:     | (785)-425-6120 |
| Stockton Grade School & JH Fax: | (785)-425-7407 |
| Stockton High School:           | (785)-425-6784 |
| Stockton High School Fax:       | (785)-425-6200 |
| Superintendent's Office:        | (785)-425-6367 |
| Cafeteria:                      | (785)-425-7409 |
| Kansas School Safety Hotline:   | (877)-626-8203 |



# **Enrollment/Withdrawal from School**

## **Admission Requirements**

All resident students shall be admitted to attend school in the district as long as they are/were “students in good standing” in their prior school. If necessary, the student/guardian will fill out the proper transportation form.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity and up-to-date immunization records. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Division for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory.

For students in grades K-8 there will be a textbook rental of \$40.00 per student and a technology fee of \$40.00. There is an activity fee of \$30.00 per student in grades 6-8. K-5 will have a total enrollment fee of \$80.00 and 6-8 will be \$110.00.

## **Address/Phone Number Change**

Please notify the school office manager within seven days if any of the following change:

- Phone numbers for home or parents’ work
- Mailing or street address
- Emergency contacts

## **Assignment to School/Classes**

Assignment to a particular grade level or particular classes shall be determined by the building principal, based on the educational abilities of the student and other factors. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

## **Directory Information**

For purposes of FERPA, USD 271 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. Directory information categories may include the following: the student’s name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with the



Superintendent's Office, USD 271, 105 N. Cypress, Stockton, KS 67669 on or before September 1 of the current school year. If the refusal is not filed, USD 271 assumes there is no objection to the release of the directory information designated.

## **Pictures**

School pictures are taken in the fall and spring. Information will be sent home prior to the scheduled day for pictures. Pictures are taken of all students each year for record purposes and parents are under no obligation to purchase them.

## **Records**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

The following is the required annual notification to parents and eligible students concerning your rights under FERPA.

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, which include:

- The right to review and inspect all of your educational records, except those, which 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.
  - Disclosure without consent is permitted by law.
- The right to request your educational records be amended, if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if:

- You believe USD 271 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington D.C. 20202.
- The right to obtain a copy of USD 271 policies for complying with FERPA. A copy may be obtained from the building principal at 201 North Cypress, Stockton, KS 67669.

## **Schedules**

- Students should arrive no earlier than 7:40 am to school. Adult supervision begins at 7:40 am.
- Students are allowed to enter the building prior to 7:40 am if they have made prior arrangements with a teacher or they are attending an extracurricular event.
- Breakfast is served from 7:40 am to 8:00 am.
- If severely cold weather occurs, the principal will allow students to wait inside the building.
- The school day starts officially at 8:00 am and ends at 3:30 pm. During the 2025-2026 school year, we will release at 3:00 pm on Wednesdays.
- Morning Preschool class begins at 8:00 am and dismisses at 11:30 am. Afternoon Preschool begins at 12:00 pm and ends at 3:30 pm.



- When picking up students after school, parents are asked to remain outside of the building and meet their student(s) on the sidewalk.

## **Transferring Credit**

### **Transfers from Non-Accredited Schools**

The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents/guardians and school personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

## **Withdrawal from School**

When a parent wishes to withdraw a pupil from school, the parents are to notify the school prior to the move. All of the student's personal belongings and supplies shall be taken with the student. All library books, textbooks, workbooks, etc. that belong to the school shall be returned before the student withdraws. Any and all fees due shall be paid in full before the student withdraws, including any meal program balances. There is a form that is required when withdrawing a student. The office has that on file.

# **Academics**

## **Academic Dishonesty**

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes but is not limited to copying another student's work—such as homework, classwork, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures, which could include suspension or expulsion.

## **Awards and Honors**

A 6-8 grade awards ceremony will take place in May. This will include academic and activity awards.

## **Elective Classes**

Band (5th-8th) is an elective class. Depending on scheduling there may be other elective courses offered. Students will make their selection through pre-enrollment in the spring. Changes may be made at enrollment **or during the first three days of school each semester**. A transfer note signed by all parties (two affected teachers, student, parent, and principal) will be needed to transfer to another class during this time period.

## **Grades 6-8 - Classroom Grading Scale**



Junior High teachers will use the following grading scale in their classrooms:

|    |        |
|----|--------|
| A+ | 100%   |
| A  | 95-99% |
| A- | 90-94% |
| B+ | 87-89% |
| B  | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C  | 73-76% |
| C- | 70-72% |
| D+ | 67-69% |
| D  | 63-66% |
| D- | 60-62% |
| F  | 59%↓   |

### **Junior High Honor Roll**

To be eligible, the student must be considered a full-time student and have no D's, F's or incomplete for the grading period. Students are recognized for their academic achievement based on the following scale:

A=4.00  
B=3.00  
C=2.00  
D=1.00  
F=0.00

The Stockton Jr/Sr High School has three levels of honor roll.

**Superintendent's Honor Roll:** requires a 4.0 grade average. (95% and above in all classes)

**Principal's Honor Roll:** requires a 4.0 grade average (90% and above in all classes)

**Academic Honor Roll:** requires a grade average between a 3.3 and 3.99

**\*\*Based on semester grading period.\*\***

### **Grades K-5 - Standards Based Grading**

Standards Based Grading measures student proficiency on standard based objectives while helping teachers adjust and focus learning. Standards based grading provides a better insight than the traditional system of grading into a student's strengths and weaknesses allowing for multiple attempts to master standards. Our standards set high expectations for students, staff, and school. We want to clearly communicate your child's progress toward the more rigorous expectations.

By implementing Standards Based Grading, consistent grading practices are established across the grade levels based on achievement of what students should know and are able to do at each grade level.

Standards based grading only focuses on reporting what students have learned and are able to do. In comparison, traditional grading typically averages student work and uses extra factors to determine a final grade. At the elementary and middle school levels, behavior factors (social skills, turning in and completing assignments, and effort) are reported separately on the report card. We maintain that these are important aspects for success in school and life, but should not inflate or deflate a student's academic grade intended to reflect their understanding of what is being taught in class.



## **Homework**

Students are expected to complete homework assignments on time as assigned by their teacher.

## **Human Growth & Development**

The school nurse and/or the physical education teacher will provide annual instruction on human growth and development to students in grades 4, 5, and 6. Parents have the option of having their child opt-out of these instructional units. To receive more specific information regarding the unit content, please contact the office.

## **Make-Up Work**

The student will be responsible for initiating contact with the office and instructor/s regarding the completion of make-up work. For absences, the student is allowed the number of days missed plus one additional day to complete and hand in missed work, unless otherwise agreed upon with the instructor. Under unusual circumstances, the administrator may alter this time if deemed necessary. If the student is gone for more than one day in a row, the days to make up the work begin when the student returns to school. It is recommended for an absence known in advance for the student to get work ahead of time and, if possible, turn it in prior to the absence.

1. Parents are requested to work with and cooperate with the school as to keeping student absenteeism at a minimum.
2. The school encourages parents to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.
3. Students must be in attendance at school for a full day before they will be allowed to practice or participate in any activity. Students with emergency circumstances (funerals, dentist or doctor appointments, family emergency) must receive approval from the building administrator to participate in that event.
4. For days of in-school suspension, work due on the day of an ISS must be completed and turned in at the end of the day.
5. For days of out-of-school suspension, work is due on the next school day after the OSS is complete.

### *Grades PK-5*

For both planned and unplanned absences, the student and caregiver will need to talk with their teachers regarding missed assignments.

### *Grades 6-8*

If you know you are going to be gone, you will need to get assignments from your teachers in advance. For unplanned absences, such as illnesses, please email staff members for your assignments.

## **Physical Education**



A set of gym clothes is requested for grades 6-8 and will be worn for PE. Students will change out of their school clothes into their gym clothes for class. Gym shoes are for gym class only and are required for all grades K-8. (The shoes do not need to be new but should be cleaned thoroughly and kept clean.) The PE teacher will issue locks to grades 6-8. Those students are responsible for keeping their lockers locked. Personal items should be permanently marked. The school is not responsible for personal items being lost, but we will try to help recover lost or stolen items.

### **Promotion and Retention**

Students may be promoted when they have demonstrated proficiency in the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

### **Report Cards/Progress Reports**

Reports either written, emailed, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued.

Formal report cards will be mailed to parents or distributed at Parent-Teacher Conferences following the end of each established grading period for grades K-3 and at semester for grades 4-8. Parents are welcome to communicate at any time regarding their child's progress. Parents may receive emails through our student information systems if they select that function which will update them on their child's grades automatically.

### **Parent/Student/Teacher Conferences**

The school district welcomes the opportunity for parents to conference with instructors regarding their child's academic status. District-wide conference dates are scheduled in the fall and spring, as seen on the district-adopted calendar. Other times/dates may be mutually scheduled per the instructor and/or parent's request. If unusual circumstances arise prohibiting a teacher from attending district-scheduled conferences, the teacher will notify their student's parent/s or guardian/s to allow for an alternate time.

### **Special Programs**

#### *Student Improvement Team*

The goal of the Student Improvement Team (SIT) is to expand the use of various resources and expertise in the schools and communities to individually address student needs. Teachers or parents refer students whom they feel need extra assistance to this committee. The committee will evaluate how to best meet the child's needs.

#### *Special Education Services: Interlocal #636 (NCKSEC)*

The Individuals with Disabilities Education Act (IDEA), Public Law 105-17, was reauthorized by Congress and signed into law by President Clinton on June 6, 1997. This



legislation basically amended the 1990 IDEA that was the cornerstone of federally mandated services for disabled students. Special education categorical areas include autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment and blindness, early childhood disabilities and gifted.

The Individuals with Disabilities Education Act provides for a free, appropriate public education for all disabled students. The foundation of IDEA is its requirement that schools develop an Individualized Education Program (IEP) for each disabled student. The IEP requirement combines the evaluation of disabled students with the achievement of specific goals. These goals are set by the student's parents, school administrators, and regular and special education teachers, working together.

The North Central Kansas Special Education Cooperative Interlocal #636 will continue to provide special education programs and services to all exceptional children. The NCKSEC consists of eleven Unified School Districts as follow: #110-Thunder Ridge, #211-Norton, #212-Northern Valley, #237-Smith Center, #269-Palco, #270-Plainville, #271-Stockton, #325-Phillipsburg, #326-Logan, #392-Osborne, and #399-Natoma.

The purpose of the NCKSEC is to identify all students in the eleven participating districts who are eligible for and need special education services. Special programs and services are then provided to assist these students in reaching their potential. All these services must meet the requirements and specifications stated in federal and state statutes and further clarified in the Kansas Special Education Process Handbook. Additionally, the NCKSEC must make assurances in the provision of these services. These assurances include confidentiality of students' records, provision of students' and parents' due process rights, nondiscriminatory and multidisciplinary evaluations, and provision of services in the least restrictive environment or most normal setting to the maximum extent appropriate.

If anyone believes that child may qualify for and need any of these services, please contact any building administrator in any of the districts or Cher Grieving, Director for the North Central Kansas Special Education Cooperative Interlocal #636, P.O. Box 369 Phillipsburg, KS 67661.

### **Testing Program**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

### **Therapy Dog**

In the preschool classroom, a professional therapy dog may be present. If your child has dog allergies, please notify the office and indicate this on the enrollment information provided to you. A Professional Therapy Dog means a dog, which is selected, trained and tested to provide specific physical or therapeutic functions, under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings, or when providing services to specific persons who have disabilities.

"Professional Therapy Dog" does not include dogs, certified or not, which are used by volunteers for pet visitation therapy.

Key Features of using a therapy dog in an education program are 1. It is designed to promote improvement in human physical, social, emotional, and/or thinking and intellectual skills. 2.



The process is documented and evaluated. 3. It is goal-directed; there is a specific end in mind, such as improvement in verbal skills, attention span, etc.

## **Attendance**

### **Absences**

All students are expected to attend school daily. In the event of an absence, parents are asked to call the school on the morning of the day of the absence by 9:00 am. Parents are also encouraged to email the school, [rrogers@usd271.com](mailto:rrogers@usd271.com) (PreK-8) on or before the day of absence. If the parent does not call the school, the office may call the home to check on the absent student. When a call can be completed, a written excuse is not required on the day the student returns to school. For absences that occur within the school day, the student must report to the main office for an excusal slip, upon returning to school.

Students will be permitted to miss five (5) days per semester, with parents' knowledge of absence without having to provide documentation. If a student goes over the five (5) day limit per semester, the student will be counted absent "unexcused" and will not earn credit on assignments or classroom activities for those days of absence, which may lead to truancy filings with the appropriate agency. Validated/ documented absences such as school activities, doctor appointments with documentation, illnesses, funerals with documentation, properly organized college visits, documented family events will not count towards the five (5) day limit.

Students missing more than five (5) days may file a written appeal for an extension of absence. They will then have the opportunity to meet with a committee and review their absences. (Committee: Principal, Superintendent, and one Board Member).

Deliberate or dishonest reporting by student or parent will result in zeroes for the day and making up school time missed after school.

When students are absent for any reason, their work will be made up, incompletes will be issued, and grades not recorded until work and time are made up as allowed.

### **Truancy**

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal shall report students who are inexcusably absent from school to the appropriate authority.

**Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.**

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. Policy JBE



It is the policy of USD #271 that regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled.

### **Compulsory Attendance Requirements**

Kansas law requires students to attend school until the age of 18.

### **Sign In/Sign Out**

If students need to leave during the day they will need to be picked up in the office by a parent or other adult. Please notify the office in advance, when possible. The student will need to be signed out in the office prior to their dismissal by the parent/adult. If a student arrives after school begins they will need to sign in at the office and receive a pass to be admitted to class. A sign-in/out sheet is located in the office for your convenience. Thank you for helping us maintain accurate records and for aiding in the safety and security of our student body.

### **Tardies**

It is the student's responsibility to be on time for all classes. Students in grades 4-8 are tardy if they are not in their first-hour class by 8:00 for purposes of attendance and lunch count. Students that are tardy must check in through the office to receive a pass before entering class. For record-keeping in grades 4-8, a tardy becomes an absence after twenty minutes of the class period has expired. For grades PreK-3, a tardy becomes an absence after 9:00 am, which is based on ½ days. Communication by phone or in person is required for record-keeping purposes by 9:00 am the day of the tardy for the building principal to consider whether it will be excused. Excessive tardies reported to the office by a teacher may result in disciplinary action, which may include Friday night school or Saturday school. Three *morning* tardies will result in a detention served in the classroom supervised by the first-hour teacher.

## **Student Conduct/Expectations**

### **Behavior/Conduct**



## **Tiger Touchstones, Core Principles Which Guide Expectations**

Each student is a unique individual with unique personal, social, and educational needs. As a result, each disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Stockton USD #271 Staff dedicates itself to following a set of core principles, known as Tiger Touchstones, which provide a guide for student and staff expectations. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core principles provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with our Tiger Touchstones. The appropriate procedure for this is through the chain of command.

The Tiger Touchstones were chosen by students, staff, the Board of Education, and USD #271 stakeholders in the spring of 2014 and they are:

- Creativity
- Honesty
- Confidence
- Integrity
- Responsibility
- Respect

We have TIGER Ready Expectations. Our school wide rules are: Be Safe. Be Respectful. Be Responsible. Each learning area, hallways, cafeteria, playground, assembly, restrooms, before school and after school, and main office have specific expectations that are taught and expected.

## **Mandt System**

The administrator, school support service staff member, special education staff, and many general education staff members are trained annually on The Mandt System.

***“The Mandt System®*** is a relationally based program that uses a continuous learning and development approach to prevent, de-escalate, and if necessary, intervene in behavioral interactions that could become aggressive. The context of all behavior is relational. In human service settings, services are provided and received in the context of staff-to-staff relationships. When these relationships are characterized by words such as dignity, respect, trust, fairness, and integrity, the children, adolescents and adults will feel safer and their behavior will in turn reflect that safety. When service recipients can say that “In this place, and with these people, I feel safe™” they will hopefully be able to heal from the traumatic experiences many children and adolescents in service settings have experienced. The staff-to-staff and the staff-to-service-recipient relationships form the basis upon which children and adolescents will learn how to build and maintain healthy relationships.”

## **Tobacco-Free School Grounds for Students**



The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and:

First Offense – A first-time violator shall be subject to the following sanctions:

1. Punishment up to and including short-term suspension
2. Suspension from participating in two student activities

Second Offense – A second-time violator shall be subject to the following sanctions:

1. Punishment up to and including long-term suspension.
2. Suspension from participating in student activities for 30 calendar days.
3. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses – A student who violates the terms of this policy for the third time and any subsequent violations shall be subject to the following sanctions:

1. Punishment up to and including expulsion from school for the remainder of the school year.
2. Suspension from participation at all school activities for the year.

A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any



electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: KASB Recommendation 6/20 JCDA

## **District Policies**

### **Sexual Harassment JGEC**

This can be found on the district website or ask an administrator for a paper copy.

Specific complaints of alleged discrimination under Title IX (sex) should be referred to the Superintendent of Schools, USD #271, 105 N. Cypress, Stockton, KS 67669, (785) 425-6367. Section 504 (Handicapped) complaints should be referred to Director, North Central Kansas Special Education Coop., PO Box 369, Phillipsburg, KS 67661, (785) 543-2149, or the Civil rights Regional Office for Civil Rights, 324 E. 11<sup>th</sup> Street, Kansas City, Missouri 64106. See Appendix for JGEC

### **Weapons**

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. Examples include but are not limited to: firearms, knives, ammunition, fireworks, and explosives.

#### **Possession of a Firearm**

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to the Department of Children and Family.

#### ***Definition of Firearms and Destructive Devices***

As noted above, 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.

Possession of a “firearm” and/or “destructive device” shall result in expulsion from school for a period of one year, 186 school days, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The expulsion hearing shall be conducted by the superintendent or other certified employee of the school in which the pupil is enrolled, by any committee or certified employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the Board of Education of the school in which the pupil is enrolled.



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

As used in this policy, the term “firearm” means any weapon which will, or is designed to, or may be readily converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means 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 one-quarter ounce, mine, or other device similar to any of these devices.

### **Vandalism**

The board shall seek restitution according to the law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent and/or building principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage if requested.

Juveniles or their parents shall make restitution payments to the district office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action. Vandalism is also subject to disciplinary action.

## **Discipline Measures**

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

### **Penalties for Violation of School Rules**

The following penalties have been established by the Board of Education, Stockton USD 271:

#### **Detention**

District employees have the authority to correct students in the buildings or at school-sponsored functions for behavior code violations.

Students are responsible for complying with a staff member’s request to make-up time for behavior code violations if the student has not fixed the problem in a satisfactory manner. Detentions will be given *with a day of notice* unless the parent/guardian and staff member has reached a mutual agreement, so the student can notify a parent/guardian for transportation arrangements. When time is given and the student chooses to not appear to serve the time, the time will be doubled. If the student chooses to not appear again, the teacher will refer them to the principal for other actions to be taken.

#### **Lunch Detention**



Students in grades 5-8 may be given a lunch detention as a behavior consequence by the principal or the administration on duty. The student will eat lunch in a quiet setting.

### **Suspension/Expulsion JDD**

This can be found on the district website or ask an administrator for a paper copy.

### **Searches of Students**

In accordance with district policy and Kansas law, school administrators are authorized to conduct searches of a student's person, personal belongings, locker, or other property under the student's control when there is reasonable suspicion that a district policy, rule, or law has been violated. The search shall be conducted in a reasonable and appropriate manner under the circumstances.

When deemed necessary for safety or to ensure compliance with the law, **law enforcement officials may be contacted to assist with searches**. Any items discovered that are illegal or in violation of school policy may be confiscated and disciplinary action may follow in accordance with the student code of conduct.

### **Dress Code for 4-8 Grade Students**

USD 271 and Stockton Grade School recognizes that each student's mode of dress is an expression of personal style and individual preference. However, because of the relationship between appearance and proper behavior, and because positive behavior is necessary in creating an atmosphere that is conducive to a good learning environment, it is important that students and parents understand the effects of proper attire. Stockton Grade School recognizes that the school and parents must share the responsibility for appropriate dress and grooming to reduce points of conflict on what is accepted by the school, the parent and the student. Students and parents must understand that neatness, decency and good taste are the focus of the guidelines for understanding and interpretation of the school dress code. The primary emphasis of the school dress code is simplicity, neatness, cleanliness, and appropriate dress for a positive learning environment.

1. Student dress must be neat, clean, in good taste, and in styles appropriate to the educational climate of the school. Appropriate dress should be similar to what would be appropriate for an informal workplace or place of business. Student clothing should not attract any unusual attention or comments from other students, teachers, or an administrator.
2. All clothes should be worn as designed and fit appropriately. Student clothing should not expose the midriff or undergarments. Pants and shorts should be worn above the hips.
3. Students will not be permitted to wear clothing or accessories that display drugs, alcohol, tobacco products, illegal substances, or antisocial behaviors. Profanity, obscenity, and sexual innuendo on any clothing or accessories are prohibited.
4. Tank tops must have at least 2" wide straps that cover bra and/or spaghetti straps. The underarm of the tank top must come up to the armpit.
5. Sunglasses may not be worn at indoor events except with the principal's approval.
6. Hats may not be worn indoors during a normal school day.
7. Examples of inappropriate clothing and accessories that are not permitted in school are as follows:
  1. Shorts and skirts that are shorter than mid-thigh (short athletic style shorts).
  2. Cutoff shorts, cut off shirt sleeves that are lower than the armpit, and "droopy" pants.



3. Shirts that show bare midriff. The bare midriff is the showing of skin between the bottom of the shirt and top of the pants. Shirts should be long enough to be tucked in. Tops and bottoms must overlap.
4. Showing of skin or undergarments whether standing or sitting. Navels, cleavage, hipbones or undergarments should not be visible.
5. Clothing that is torn or contains holes above the knee (with no fringe or a patch covering it) is not permitted. No skin should be showing above the knee.
6. Spaghetti strap tank tops, racer tops, or tube tops are not permitted.
8. Dress code requirements may be waived for school events at the discretion of the Principal.
9. The building principal is ultimately responsible for the enforcement of this code. Students in violation of this dress code will not be allowed to wear the clothing in school again and may be asked to change at the discretion of the administration. When your dress or appearance is inappropriate for school, the office will ask you to change, attempt to contact your parent/guardian to bring you a change of clothes or the office will provide alternative clothing. If you are sent home to change, you may be unexcused for all classes you miss and will receive a detention.
10. This dress code also applies to after school-sponsored activities both on and off-site. When you represent the school in extracurricular activities, you will conform to the personal appearance codes as prescribed by the sponsors of each activity.

The following chart is a guideline that USD 271 staff and administration will use to guide students through acceptable behaviors at school and school events. These are guidelines of practice and starting points, they may be altered to accurately reflect the actions of students to the proper levels. Consequences are based on frequency, severity, and administration discretion.

\*\*Indicates infractions that may include notifying Law Enforcement.



## Discipline and Behavior Chart

| Level 1                         | Level 2  | Level 3  | Level 4  | Level 5  |
|---------------------------------|--|--|--|--|
| Removal from Class<br>Detention | Removal from Class<br>Detention<br>ISS and/or OSS      | ISS and/or OSS   | ISS and/or OSS or<br>Expulsion (TBD by<br>the USD 271<br>Suspension Officer) | Recommended<br>Long Term<br>Suspension or<br>Expulsion (TBD by<br>USD 271<br>Suspension Officer) |
| 30 or more minutes              | 60 minutes-2 days                                      | 1-3 days   | 2-10 days  | More than 10 days  |
| Cheating                        | Disruption<br>(classroom, hallway,<br>cafeteria, etc.) | Bullying   | **Alcohol/use or<br>possession (1st<br>offense)                              | **Alcohol (2nd offense)  |
| Conflict with a student         | Defiance of<br>authority/insubordinat<br>ion           | **Fighting/enticing a fight<br>(1st offense)                 | **Drug paraphernalia   | **Drug (possession or<br>use)  |
| Disrespectful behavior          | Leaving class without<br>permission                    | **Fire alarm pull  | **Dangerous materials  | **Explosives<br>(possessions or use)   |
| Off-task behavior               | Offensive Language                                     | Harassment, threats,<br>intimidation                         | **Fighting (2nd or 3rd<br>offense)   | **Physical aggression<br>to an adult   |
| Profanity                       | Refusing a simple<br>request                           | **Leaving school without<br>permission                       | **Physical aggression<br>to a student  | **Setting a fire   |
| Public display of<br>affection  | Unsafe behavior  | Physical aggression<br>(throwing items, room<br>clear, etc.) | **Tobacco possession<br>(2nd or 3rd offense)                                 | **Weapons<br>(possession or use)   |
| Theft under \$50                |  | Repeated violation of<br>school rules                        |  |  |
|                                 |  | **Sexual Harassment  |  |  |
|                                 |  | Taunting   |  |  |
|                                 |  | **Theft over \$50  |  |  |
|                                 |  | **Tobacco possession<br>(1st offense)                        |  |  |
|                                 |  | **Threat   |  |  |
|                                 |  | **Vandalism/destruction<br>of property                       |  |  |
|                                 |  |  |  |  |

## Activities

Kansas State High School Activities Association regulations will be followed.  
Refer to the Athletic Handbook for further information.  
We are members of the Pike Trail League.



## **Assemblies and Pep Rallies**

Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during pep rallies and assemblies.

## **Athletics/Activities – Pike Trail League**

We consider our athletic and activity programs for interschool competition and participation to be an important part of our school program. Stockton Junior High is a member of the Pike Trail League. Eligible students in the 7<sup>th</sup> and 8<sup>th</sup> grade may participate in football, volleyball, basketball, wrestling, track, and scholars' bowl. Sixth-grade students may participate in volleyball, basketball, and track.

## **Transportation**

### *Transportation to and from School Activities*

Parents or guardians wishing to remove their children from the activity bus for personal reasons must directly contact the sponsor in charge of the activity bus for permission. Only parents or guardians may request permission for their own child to be removed from school sponsored activity trips. Direct written notification to the sponsor by the student's parent 24 hours in advance of leaving the activity is required for said student to ride home with another adult from a school sponsored activity.

Students will be expected to ride to a school-sponsored activity in school provided transportation unless special arrangements are made in advance with the building principal.

## **Field Trips**

Students may participate in field trips if the parental consent form for the trip has been turned in prior to the trip. A student may not be allowed to go on trips if discipline issues have been a concern. The administration will make this determination.

## **Fundraising**

Solicitations of students by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

## **Parties/Social Events**

The principal must approve all classroom parties and other school social events in advance. If approved, teachers will send home notes with specific information.

# **Health and Safety**

## **Accidents, Reporting of**



Students should report any injury incurred at school or a school-sponsored activity to the closest school official immediately. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

### **Communicable Diseases**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon the termination of the illness, as authorized by the student's physician or by the school nurse. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **Drills**

Students shall be informed of emergency drill procedures at the beginning of each school Year.

### **Fever**

To ensure the health and safety of all students and staff, any student who has a fever may not attend school. **Students may not return to school until they have been fever-free for a minimum of 24 hours without the use of fever-reducing medications** (e.g., acetaminophen or ibuprofen).

This policy is in place to help prevent the spread of contagious illnesses and to promote a healthy school environment. Families are encouraged to monitor their child's symptoms closely and consult with a healthcare provider if necessary.

### **First Aid**

If a student has an accident, which requires medical treatment, no action shall be taken by an employee, except for the following:

- Send for medical help
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive
- Notify the principal
- If an employee present is qualified to administer first aid, aid may be given.

### **Head Lice**

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. (CDC)



## **Health Assessments**

It is now mandated that any child under the age of 9 years entering a Kansas school for the first time has a physical assessment. All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

## **Immunizations**

Immunization updates are required before students enter kindergarten. Updates can be obtained from the school nurse. You can contact the county health office if you have questions. The school nurse monitors all immunization records for every student for needed immunization updates.

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during an outbreak.

## **Medications**

Any medication, drug, or herbal remedy must be turned in to the office in the original wrapping with a medical release form filled out by the parent/guardian. Until this form is on file in the office, school officials will not dispense medications of any kind. Please make sure your child's name is on the container of the item. Parents/Guardians should transport the medicine to and from the school facility. The school will not release medication to the student to take home.

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students without a medication release form from a legal guardian and/or parent. The medication may not be administered until the form is on file with the office.

## **USD 271 Bus Riders Contract**

The safety and security of children is always our number one concern and this includes safety for our students traveling in school offered transportation. As part of our student management program, we have developed a contract to clearly define the rider's expectations and a plan for consequences, should this become necessary. The contract can be found on pages 57-59.

## **Safety**

Safety, courtesy, and respect should be shown to all people at all times. When given a direction by an adult, students are expected to comply with the instructions immediately. In order to keep students and staff safe, it is necessary for students to exhibit appropriate behavior. Failure to follow rules may result in the loss of privileges.



### *Bicycles & other items*

Students who ride bicycles to and from school are required to follow the uniform laws of Kansas and any ordinances of the City of Stockton. Bicycles should be pushed from across the street onto the school property to the storage rack as the student arrives and should again be pushed from the rack back across the street before riding the bike. These rules are strictly for safety reasons for the rider and anyone else using the parking lot, sidewalks, and streets.

Skateboards, scooters, and rollerblades, including Heelys, will not be allowed in the school building. These items should be carried across the street as well rather than being ridden when entering school grounds.

### *Arrival and Dismissal Safety*

- There is a stop sign directly in front of the grade school entrance. Please make a full stop at this sign and notice the crosswalk painted on the street.
- It is very important that students use the crosswalk or cross at the street corners. Please do not allow your children to cross in the middle of the street.
- Students need to walk while crossing the streets.
- If you are dropping off students and you'll be leaving your car unattended, please do not park your car in the circle drive.
- We request that the circle drive not be used at the end of the day when picking up students. This is a very congested area at the end of the day. The handicap parking spot may be used at this time.
- Parking is not available in front of the grade school, in the area adjacent to the flagpole, during posted hours.

### **Screenings - Vision, Hearing, and Dental**

Students in grades Pre-K, Kindergarten, 1st, 2nd, 3rd, 5th, 7th, and 10th will be screened for vision and hearing each fall. Parents will be notified by the school nurse in the event of a potential problem being detected. If a student in other grades is referred to the school nurse for either a hearing or vision screen, the school nurse will conduct a screening.

Additionally dental screenings will be conducted by First Care Clinic on all students.

If you would like to opt your student out of any of these screenings, please contact the school to fill out an opt out form.

### **Water Bottles**

Students are allowed to have water bottles in the building. Water bottles need to have a screw on lid, with no straws, squirt tops, or open mouths. Water is the only liquid allowed in the bottle.

### **Weather Emergencies**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made through local media and/or our website's notification system.



If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for the release of students during the school day.

## **General Information**

### **Calendar**

Access to the district calendar will be provided at enrollment.

### **Cell Phones and Other Electronic Devices Grades K-8**

Cellular phones and other electronic devices will not be allowed outside of student lockers during regular school hours. Laser pointers are not allowed on school premises.

#### *Consequences:*

1<sup>st</sup> Offense: Electronic devices will be returned at the end of the day.

2<sup>nd</sup> Offense: Student involved will make arrangements for the parent or guardian to pick up the device.

3<sup>rd</sup> Offense and Additional Offenses: Students involved will make arrangements for the parent or guardian to pick up the device and the student will serve one day of in-school suspension.

Refusal to turn over a device to the adult that requests it may result in an in-school suspension.

### ***Grades 6-8 Use of Yondr Bags***

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones while keeping it in their locker and they will not use them until their pouches are opened at the end of the school day. When students check in each morning they will power off their phones and place them in their secure pouch. The pouch can then be stored in their locker or be kept with them if they are not comfortable with leaving it in their locker.

### **Distribution of Materials**

Materials unrelated to the school's curriculum may not be distributed without the prior consent of the principal. If approval is given, materials will be made available to students. Information made available must have the individual or organization's name and contact information



displayed on said materials.

## **Orientation**

Enrollment is held in late July or the first part of August. Notification of enrollment dates and times is advertised in the Stockton Sentinel, our webpage, and our social media platforms. Please call the school if you do not receive the paper and/or if you need more information.

## **Personal Property**

While assistance will be given to students who lose personal property at school, the district is not responsible for student's personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

## **Reporting Student or Parent Concerns**

If a student, parent, or patron has a concern regarding a school employee or program including academics, athletics, and activities, the following protocol should be followed:

1. Schedule an appointment with the teacher, coach, or sponsor and discuss the issue.
2. If the issue is not resolved, schedule an appointment with the principal or activities director(s) to further discuss the issue.
3. If the issue is not resolved, schedule an appointment with the superintendent of the schools.
4. In the case that a matter cannot be resolved, the superintendent and/or the Board of Education will serve as an impartial hearing officer or agent.

## **Staff-Student Relations**

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment.

## **Student Council**

The purpose of the Student Council is to develop good citizenship and leadership, to help provide more understanding and better cooperation between stakeholders, and to discuss school matters which concern the student body. Further, the purpose is to initiate any suggestions and activities that promote the general welfare, invoke school spirit and aid in the overall relationship between students and faculty. Elections are held in the spring. Three representatives from each 6, 7 and 8th-grade class make up the council. A president, vice-president and secretary/treasurer will hold office.

## **Telephone Calls**

District telephones are for school business. The use of phones for personal business should be avoided except in case of an emergency. The use of phones for social calls is not permitted.



Students shall not make long distance calls on district telephones without the prior permission of a school official. Student use of school telephones will be at the discretion of school officials. Students will not be called from their classrooms to answer the phone, unless there is an emergency.

## **Visitors**

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled through the office and/or homeroom teacher for grades PreK-5. Please notify the office or classroom teacher a day in advance of a scheduled visit.

## **Visitor Badges**

Due to safety concerns for our students we are requiring “Visitor Badges” for all parents and visitors unless they are dropping off or picking preschool students at the start or end of a session. The badges will be closely monitored and time kept as to how long the visitor is in the building.

If the time in the building is excessive, the visitor will not be allowed back in the building until an understanding is reached. Once again, this is a matter of safety for our students. If you have any concerns about this, please visit with the building principal.

To ensure safety and security, all visitors must check-in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring student visitors to school unless prior approval with the principal and teacher has been given.

# **School Property**

## **Appropriate Use of Property**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

## **Computer/Email/Internet Use**

### *Technology Usage Policy*

Students are encouraged to use the school’s computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school-owned that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Students using computers are expected to abide by the following rules:

- 1) Students may only access the district network and/or Internet by using their assigned network account. The use of another person’s account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.



- 2) Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
- 3) Students may not use the Internet to engage in "hacking" or other unlawful activities.
- 4) The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (such as cyberbullying), trade secret protection and/or any vulgar or obscene content.
- 5) Students are not to enter the network's operating system.
- 6) Students may not have food or drink when working on school computers.
- 7) All copyright laws are to be enforced.
- 8) Students are not to unplug or change any computer device or network connections.
- 9) Students are not to change any display screen settings.
- 10) Students are not to change any program's toolbars or settings.
- 11) Students are not to add or delete any program icons on the desktop or start menu/dock.
- 12) Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way to harm or destroy school technology equipment or materials, the data of another user or that of the institution's, or other networks that are connected to the internet, is prohibited. Students are not to remove, modify, damage or destroy any computer or networking equipment.
- 13) Students are not to remove, modify, damage or destroy any computer or networking equipment.
- 14) Students are not to modify or remove any identifying labels on computer equipment.
- 15) Students are not to modify or remove any printer settings.
- 16) Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
- 17) Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
- 18) The possession of, or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
- 19) Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
- 20) The use of electronic devices for recording purposes must have prior approval.



Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to:

- 1<sup>st</sup> Offense – loss of computer or computer equipment privilege for one week
- 2<sup>nd</sup> Offense – loss of computer or computer equipment privilege for two weeks
- 3<sup>rd</sup> Offense – loss of computer or computer equipment privilege for four weeks
- 4<sup>th</sup> Offense- loss of computer or computer equipment privilege for a semester or until the end of the school year.

### *Student Gmail Accounts*

Students will be issued school Gmail accounts, which are for email storage, search tools, and collaboration tools between students and teachers. The Gmail accounts will be used to communicate with teachers in regards to sending and receiving assignments, answering questions, etc. In addition the Gmail accounts are necessary to access Google Apps. The Gmail accounts are not for personal use by the students (sending, receiving, or opening communications that are not school-related). It is important that students appropriately use their Gmail accounts as Stockton Grade School is working hard towards a more technological approach to education. Inappropriate usage of the student Gmail accounts will consist of but not limited to personal usage and result in the following consequences:

- 1<sup>st</sup> Offense – loss of Gmail account privilege for one week
- 2<sup>nd</sup> Offense – loss of Gmail account privilege for two weeks
- 3<sup>rd</sup> Offense – loss of Gmail account privilege for four weeks
- 4<sup>th</sup> Offense- loss of Gmail account privilege for a semester or until the end of the school year.

### **Lockers**

Lockers in the district schools shall be under the supervision of the building principal and/or coach/PE teacher and assigned to the student to store necessary school materials and clothing.

#### *PE Lockers*

Locks are provided to all 6th - 8th grade PE students for locker room use. The combinations and/or keys to all locker locks shall be in the sole possession of the coach or PE teacher and stored in a place designed to guard against unauthorized access or use.

#### *Hallway Lockers*

Personal property stored in hallway lockers is the responsibility of the students. The school district is not liable for any items taken, stolen, or found missing from any locker.

The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Stickers or other items that will be difficult to clean or that may damage the paint should not be used. Items of an inappropriate nature should not be displayed. Law enforcement may use trained dogs on school premises to identify student property, which may contain illegal or illicit materials.



# **Student Services**

## **Student Services Coordinator**

### *Academic Counseling*

Students are encouraged to talk with our student services coordinator, teachers and the principal in order to learn about the curriculum and other academic issues.

### *Personal Counseling*

The Student Services Coordinator is available to assist students with personal concerns. The SSC may make available information about community resources to address personal concerns. Students who wish to meet with the SSC should schedule an appointment at a time that is mutually agreeable.

## **Food Service**

All students are encouraged to participate in the lunch/breakfast program. Information regarding student accounts is kept confidential. Students will remain at the school through meal periods. Lunch will be eaten in the cafeteria or at other locations assigned by the staff. If you would like to eat with your child, please call no later than 8:30 a.m. the day you want to eat so a meal can be prepared. Lunch may be purchased from the school or brought from home. Milk may be purchased for \$.50 to supplement any meal. If a student brings a sack lunch, we ask that it not contain pop/sugary drinks or candy. We encourage fruits and/or vegetables.

What can you have to drink in the school cafeteria? Water, milk, and 100% fruit juice. Please do not send soda, less than 100% juice, caffeinated drinks, or sports drinks for consumption in the cafeteria.

Breakfast is served from 7:40 – 8:00 a.m. for all students and staff. Students arriving after 8:00 have the option of Grab and Go Breakfast that can be taken to the office/classroom. Those students who come to school on a bus arriving late will be served breakfast upon arrival at school regardless of what time it is. Lunch is served at approximately 11:00.

The meal charges for the 2025-2026 school year are as follows: PreK – 5 Lunch is \$3.40 and breakfast is \$2.50. Grades 6-8 lunch is \$3.50 and breakfast is \$2.50. Adult Lunch price is \$6.00 and breakfast is \$3.50. Extra milk is \$.50.

## **Library**

Students in grades K-5 have a scheduled library class once a week for 30 minutes. During that 30 minutes, checkout time is available in addition to a library lesson following Kansas Library Media Standards. Students are also encouraged to use the library during the day to find both fiction and nonfiction books on subjects in which they are interested.



Kindergarten students may check out one book at a time. The number of books checked out in grade one depends upon the wishes of the teacher. Students will not be able to check out additional books until the previous checkouts have been returned. Grades two through eight may check out up to three books at a time. Special projects, such as research reports, may require additional checkouts. Books may be kept for up to two weeks. If needed, they may be renewed. Returned books are to be gently placed into the drop box upon entering the library.

If a student loses a book, or a book is damaged while checked out to a student, he/she will be expected to pay for the replacement of that book. Parents are asked to not replace a lost or damaged book through such places as Amazon. It is important for libraries to order books from companies who offer books with special bindings which will hold up to the wear and tear of many student check-outs. Replacement costs of books will vary. Money will not be refunded for found books.

\*In the past several years, there has been a sharp increase in the number of ruined books when water bottles have leaked. In order to protect our books, please do not place water bottles inside backpacks.

## **Title I**

Title I is a federally funded program that is part of the Elementary and Secondary School Act. Title I provides additional resources and instruction to improve the educational performance of children who are behind academically or who are at risk of falling behind. Its goal is to help those children meet the challenging Kansas state standards and our local curriculum. We are a schoolwide Title I school. The Title I program has a parent involvement policy and a school-parent-student compact. These documents outline how the school, family, and student will share responsibilities for raising achievement. A schoolwide program is intended to improve the entire educational system, our indicators align with the Kansas Education Systems Accreditation, MTSS, or any other school improvement efforts. If you have questions regarding the Title I program, please contact the grade school office.

The Every Student Succeeds Act was designed to increase academic achievement in public schools by making changes in teaching and learning. One of the law's requirements is that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Stockton Grade School receives Title I funding and we would be happy to share this information with you at your request.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.



In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

We encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. If you would like more information on ESSA, you can visit the website at <http://www2.ed.gov/programs/titleiparta/index.html>. We look forward to partnering with you to provide your child with a quality education.

## **Other**

### **Birthday Treats**

PreK-5 students may treat their classmates on the day of their birthday if they wish. This may be done thru grade five according to the following procedure. Please notify the teacher involved at least one day in advance. They should be consumed before the students leave the classroom to prevent littering in hallways, buses, and on the grounds. If you bring treats, you must bring enough for all students in a class. Birthday invitations may be given out in a classroom, if no student is excluded from receiving an invitation.

### **Dances**

Student dances may be held for 6-8<sup>th</sup> grade with approval of the building principal. Dances must be finished by 10:00 pm on nights followed by a school day and by 11:00 pm on weekends. School-sponsored dances are for the USD 271 6-8 grade students only.

### **Parents to Be Out of Town**

On occasions when parents are to be out of town for business, vacation, or other reasons and children are left with relatives or friends, the school requires notification before they leave as to who is to be notified should the child become ill or receive an injury at school.

### **Classroom Parent Volunteers**

If you are interested in volunteering in the classroom, please contact your child's classroom teacher.

### **Kansas School Safety Hotline**

The purpose of the hotline is to give students an opportunity to report impending school violence. Toll free number: 877-626-8203. The Kansas Highway Patrol has established this hotline so that students can report impending school violence. This is an opportunity for students to protect friends, their school, and their community.



## Show & Tell

All board policies are to be followed regarding show and tell. Animals may be brought to school for show. In order for an animal to be brought, you must receive prior approval from the building principal, and the parent/guardian must bring the animal and take it after show and tell is finished.

## Recess

The recess duty teacher will determine if going outside is appropriate, based on the temperature chart found below.. Students in all grades who go outside for recess are required to have gloves, coats, and some type of warm headgear during cold weather. Coats need to have zippers work or buttons/snaps that close when the weather is bad.

We use the Children's Hospital guidelines for weather restrictions on taking students outside for recess. Please note that these temperatures include the heat index/wind chill.

|                  |  |
|------------------|--|
| 90-100 degrees F | Children can stay out but please be sure to have plenty of water |
| 32-90 degrees F  | Children can stay out for the regularly scheduled recess         |
| 20-32 degrees F  | Children can stay out 10-15 minutes                              |
| 10-20 degrees F  | Children can stay out for 5 minutes                              |

## **Tiger PRIDE Partners (Parents, Role Models, Involved, Dedicated, Encouraging)**

For Stockton Grade School students, the presence of dads through the program is inspiring and impactful. Fathers and father figures actively participating in school activities, assisting in classrooms, and engaging with students provides invaluable mentorship and positive role modeling. This direct interaction enhances academic performance and contributes significantly to the social and emotional development of our students. Through their involvement, dads may become trusted allies and mentors, nurturing a sense of belonging and confidence among students, ultimately fostering a more supportive and inclusive school culture. We also welcome moms to become partners with us. Please contact the office if you are interested in serving as a Tiger PRIDE volunteer.

## **Children's Internet Protection Act (CIPA) Safety Plan**

### *Goals:*

It is the policy of USD 271 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:



- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

#### *Access to Inappropriate Material*

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

#### *Inappropriate Network Usage*

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

#### *Education, Supervision and Monitoring*

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with



this policy and CIPA. If during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report a suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

### *Disciplinary Measures*

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

### *Adoption*

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 271 at a public meeting on July 29, 2014.

## **USD 271 Bullying Plan**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

Bullying also includes cyberbullying. "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.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 271 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who



directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses that are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **Bullying by Staff**

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

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

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

### **Emergency Safety Interventions**



Refer to our district webpage [www.usd271.com](http://www.usd271.com) for the Kansas Association of School Board's GAAF policy which was adopted by USD #271.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202.

## **Special Education Child Find**

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a



child or know of a child who you think has development delays or special needs, contact the administrator in your district or Cher Grieving, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services, please notify the school district or the NCKSEC.



## USD 271 Matrix for Handling Concerns and Issues

| Area of Concern                           | First Level                  | Second Level            | Third Level                | Fourth Level   | Fifth Level |
|---|------------------------------|-------------------------|----------------------------|----------------|-------------|
| <b>Athletics</b>                          | Coach                        | Athletic Director(s)    | Principal                  | Superintendent | BOE*        |
| <b>Athletic Facilities</b>                | Athletic Director            | Principal               | Superintendent             | BOE*           |             |
| <b>Curriculum/ Academics/ Instruction</b> | Teacher                      | Principal               | Superintendent             | BOE*           |             |
| <b>Discipline</b>                         | Teacher                      | Principal               | Superintendent             | BOE*           |             |
| <b>Facilities</b>                         | Principal                    | Superintendent          | BOE*                       |                |             |
| <b>Guidance</b>                           | Counselor                    | Principal               | Superintendent             | BOE*           |             |
| <b>Special Education</b>                  | Teacher                      | Principal               | Special Education Director | Superintendent | BOE*        |
| <b>Student Concern</b>                    | Teacher                      | Principal               | Superintendent             | BOE*           |             |
| <b>Computers/ Technology</b>              | Technology Director/ Teacher | Principal               | Superintendent             | BOE*           |             |
| <b>Transportation</b>                     | Driver                       | Transportation Director | Principal                  | Superintendent | BOE*        |

\*All concerns that are brought to the attention of the Board of Education should be submitted on the Formal Complaint Form that can be found under Board Documents at [www.usd271.com](http://www.usd271.com)



**Stockton Grade School  
2025-2026  
STUDENT SUPPLY LIST**

**PRESCHOOL** (ed. 24.05.15)

Please put your child's name on every item with a permanent marker.

Bookbag - Regular size (NO drawstring or cinch sacks please and able to hold 9x12 folder)  
1 pencil box (Mrs. Hamel's class only)  
2 boxes of kleenex  
2 containers disinfectant wipes  
1 extra set of clothing-to be left at school  
1 box cookies, 1 box crackers  
1 box quart size Ziploc bags  
1 box gallon size Ziploc bags

**KINDERGARTEN** (ed. 24.05.23)

Please put your child's name on every item in a permanent marker.

Bookbag  
1 pair of gym shoes (for inside use only-they are kept at school)  
1 large glue sticks  
1 packages of regular size #2 pencils  
1 boxes of regular crayons with name  
Scissors (Fiskars are great!)  
1 eraser  
1 pencil box to hold crayons and pencils  
4 Expo dry erase markers  
Snacks: (2 pkgs to share-requested each semester)  
Beach towel in gallon-sized Ziploc bag (for rest time)  
1 set of watercolor paints  
1 box quart size zip bags  
2 containers of Clorox wipes  
2 boxes of Kleenex  
1 set of wired headphones



## **FIRST GRADE** (ed. 24.06.03)

Please put your child's name on every item in a permanent marker.

- 1 Bookbag (large enough for folders, supplies, etc.)
- 1 - 10 ct. Classic Crayola Broad Line markers (name on each)
- 1 - 8 ct. Expo Chisel Tip dry erase markers (no neon)
- 1 – dry erase eraser
- 1 - 24 ct. crayons (name on each)
- 1 - 24 ct. colored pencils (name on each)
- 1 pair of scissors (pointed tips)
- 1 set of wired headphones (no Bluetooth or buds)
- 1 pencil BAG (for dry erase supplies)
- 1 pencil BOX (large enough to fit all coloring tools and scissors)
- 1 big eraser
- 1 pair of gym shoes and socks (for inside use, kept at school)

### **Supplies that will be shared – no names:**

- 1 - 24 ct. Ticonderoga pencils
- 6 glue sticks
- 1 bottle of Elmer's white liquid glue
- 2 large boxes of Kleenex
- 1 box snack-size Ziplock bags
- 1 box sandwich-size Ziploc bags
- 1 package of multicolored pencil-top erasers
- 2 containers of disinfectant wipes
- 1 bottle of hand sanitizer with pump
- Snacks to share every 9 weeks

## **SECOND GRADE** (ed. 23.05.23)

Please put your child's name on every item in a permanent marker.

- Bookbag
- 2 glue sticks
- 2 jumbo glue sticks for Art
- 1 plastic school box with lid or a pencil bag
- 1 pair of metal scissors (pointed tips, Fiskars work best)
- 6-8 #2 yellow pencils
- 1 eraser (Sanford pink or green is best)
- 5 3 prong folders with inside pockets (no plastic folders please)
- 4 fine-tipped dry erase markers, black
- 1 dry erase board eraser
- 1 box colored pencils
- 1 box washable markers
- 4 spiral notebook -wide ruled for writing journal and math journal
- 2 ink pens
- 2 Black Sharpie Markers
- 3 containers of disinfectant wipes
- 2 boxes of kleenex
- 2 boxes of snacks to share
- 1 pair of gym shoes (for inside use only-they are kept at school)
- 2 sets of wired headphones



### **THIRD GRADE** (ed. 25.05.16)

Please put your child's name on every item in a permanent marker.

Bookbag

4 boxes Kleenex

1 container of disinfectant wipes

2 packages of snacks to share

1 spiral notebooks

1 zippered pencil bag large enough to hold colored pencils

1 1 1/2 inch 3- ring binder

1 package divider pages with tabs

1 package wide lined notebook paper

1 journal book with lined pages

2 2 pocket folders- not plastic, please

2 fine-tipped black or blue Expo dry erase markers

2 thin yellow highlighters

2 glue sticks

2 erasers

1 box color pencils- at least 24 count

24 #2 pencils- NO MECHANICAL, please

1 box of crayons-24 count

1 ruler with both standard and metric

1 pair pointed scissors

1 pair of gym shoes to be kept at school

1 set of wired headphones



#### **FOURTH GRADE** (ed. 24.05.23)

Bookbag

10 #2 pencils-no mechanical pencils

1 big erasers

2 boxes of Kleenex

1 containers of disinfectant wipes

1 3-ring binder (1.5 inch)

2 glue sticks

1 pair of scissors

1 set of colored pencils (at least 24 pack)

1 set of crayons (24 pack)

2 spiral notebooks (wide ruled)

1 zippered pencil bag (flat kind, please)

1 pair of gym shoes

1 set of wired headphones or earbuds - (No air pods, Beats or wireless headphones)

1 journal with lined pages (a spiral notebook work, but a journal is special)

1 package wide ruled notebook paper

2 fine tipped black expo dry erase markers

1 ruler with standard and metric measures

#### **FIFTH GRADE** (ed. 24.05.23)

Bookbag

2 glue sticks

2 highlighters

1 pair scissors

1 pair of PE shoes

3 boxes of Kleenex

4 dry erase markers

1 set of colored pencils

1 composition notebook

Wired headphones or earbuds

1 container of disinfectant wipes

12 pencils (wood or mechanical)



## **SIXTH, SEVENTH AND EIGHTH GRADE** (ed. 25.05.16)

Bookbag

Headphones - needed for every class

#2 Pencils

2 Pink Erasers

4 glue sticks

1 3-ring binders 1.5" (science)

1 2 pocket folder w/ prongs (math)

2 pkg loose leaf paper (not spiraled)

2 Composition Notebooks (ELA)

4 boxes of Kleenex

1 pair of gym shoes and gym clothes

### **6-8 ART**

9x12 Sketchbook

4 Black Fine Tip Sharpies

12 #2 pencils

Erasers

Quality paint brushes (ex: round, flat, bright, pointed round, filbert, detail round, fan)



**Accident Report Form**

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

|   |                   |
|---|-------------------|
| School Name:  |                   |
| Your Name:  |                   |
| Your Home Address:  |                   |
| Your Home Phone Number:   |                   |
| Social Security Number:   |                   |
| Date of Accident:   | Time of Accident: |
| In your own words, describe what happened:                              |                   |
| What physical problems are you experiencing as a result of this injury? |                   |
| Did you report this injury to a school employee?                        | If not, why not?  |
| Date Reported:  | Employee's Name:  |
| What were you doing at the time of the accident?                        |                   |
| Were there any witnesses?   | If yes, who?      |
| Did you go to the hospital/clinic?                                      |                   |
| Address of hospital/clinic:   |                   |
| Name of treating physician:   |                   |
| Additional comments:  |                   |
| Signature:  | Date:             |



## **MEDICATION GUIDELINES**

1. The parent/guardian should administer the initial dose and observe the student for about 20 minutes.
2. Written permission from the physician or dentist should accompany all prescription medication to be administered. Over the counter drugs such as Tylenol, Midol, cough syrup, inhalers, etc. may be self-administered through the office if the parents/guardian provide the medication. The permission form must be signed by the parent/guardian. The school administrator has the authority to deny the use of over-the-counter drugs. The form from the parent must be kept on file until the end of the school year. Aspirin based medication is not recommended for students under 18 years of age.
3. The physician/parent permission form should be dated and should identify the medication, dosage, reason for the medication, time of day to be given, and anticipated number of days to be provided.
4. Any changes in medication or dosage will require a new permission form.
5. The official prescription container should accompany all medication. Two containers, one for home (if needed by the parents) and one for school should be requested from the pharmacist. Parents are to bring the medication to the school office manager or nurse. When finished with a dosage, the medication must be picked up by a parent.
6. Only oral or topical (medications for the skin) medications should be administered except in emergency or anticipated health crisis situations. Exceptions to this could be the administration of eye drops and ear drops. For extra-curricular activities the sponsor/coach is responsible for maintaining inhalers and returning them to the office the next morning.
7. Registered nurses or physicians should be responsible for the overall administration of all medication in schools. Administration may be delegated to a licensed practical nurse or an unlicensed staff member after receipt of the medication, signed parent and physician forms and initial assessment of the student by the school nurse (if available).
8. An individual record should be kept of each medication administered. The record should include student identification, initial nursing assessment, physician prescribing medication and phone number, date prescribed, name of medication, time to be given at school, and anticipated number of days to be given, possible side effects, signature of person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments.
9. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. A small locked container can be maintained in the refrigerator rather than locking the appliance itself.
10. Medications should be inventoried at least every semester by a licensed health professional (registered nurse, licensed practical nurse, physician, pharmacist). Out-of-date stock should be picked up by a parent or destroyed. Needles and syringes should be sealed in a puncture proof container and properly disposed of.



**AUTHORIZATION FOR MEDICATION /PROCEDURES  
TO BE ADMINISTERED AT SCHOOL & FIELD TRIPS  
Parent/Legal Guardian to Complete**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

I grant permission for the school nurse or a delegated staff to administer medication/treatment to my child at school as indicated by my child's physician accordingly below. I understand that I must provide any prescribed medication in its original labeled container.

**I give permission** for appropriate communications between the school health professional and the medical prescriber related to the specific treatment in question and other pertinent issues related to student's diagnosis, condition or treatment when deemed necessary by the school health professional.

**I hereby give my permission for** \_\_\_\_\_ **to take the listed prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee or contract health provider who administers any drug to my student in accordance with written instructions from physician or dentist, or over the counter medication provided by parent/legal guardian, shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of the administering such drug. All medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of medication, the dosage and number of days to be administered at school.**

\_\_\_\_\_  
Parent/Legal Guardian Signature    Parent/Legal Guardian (Print name)    Today's Date

**Physician to Complete**

Current Diagnosis (es): \_\_\_\_\_

**Physician Medication and/or Treatment orders: (please specify)**

| Medication/Treatment | Dosage | Time/Frequency |
|----------------------|--------|----------------|
| _____                | _____  | _____          |
| _____                | _____  | _____          |
| _____                | _____  | _____          |

Special Instructions: \_\_\_\_\_

\_\_\_\_\_ Length of time  
administration required in school \_\_\_\_\_

\_\_\_\_\_  
Physician Signature    Physician (Printed name)    Today's Date

\_\_\_\_\_  
Physician Phone Number



GUIDELINES FOR OVER THE COUNTER MEDICATION TO BE  
ADMINISTERED AT SCHOOL AND FIELD TRIPS.

I grant permission for the school nurse or delegated staff to administer over the counter medications at school as indicated by directions below. I ***understand*** that I must provide any medication in the original labeled container. Deviations from label instructions will require a written provider order.

I realize that the school ***will*** reserve the right to limit the duration of parent/legal guardian prescribed medications and to require primary care provider or specialist authorization for continued use.

I hereby give my permission for \_\_\_\_\_ to take the listed over the counter medication(s).

| Medication               | Dosage | Time/Frequency |
|--------------------------|--------|----------------|
| Tylenol                  | _____  | _____          |
| Motrin                   | _____  | _____          |
| Cough Drops              | _____  | _____          |
| Miscellaneous Medication | _____  | _____          |

Reason for use of the above medication: (cold, headache, muscle strain, menstrual cramps.) Length of time medication is required.

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I understand that any school employee or contract health provider, who administers any over the counter medications in accordance with label instructions, shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Today's Date



## USD 271 Bus Riders Contract

USD 271 Transportation Department welcomes parents and students to a new school year. Transportation of students safely is the highest priority. In order to meet the conditions outlined by the State and provide safe, prompt movement of students, the school district has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your student. The School District Code of Conduct also applies to students while riding the bus. The school district is pleased to provide transportation for its students and solicits your assistance in helping create a safe, healthy operation. We ask for your cooperation in developing proper behavior patterns for those students who ride the bus.

### **As a Parent, I agree to:**

- Understand that once a transportation request is submitted, a total of 2 complete business days are required BEFORE bus service can begin. (Route only – All students do not qualify.)
- Have my child(ren) at the bus stop at least 5 minutes prior to the estimated pick-up time. The driver will not wait or honk. (Route only)
- Provide safe delivery of my child(ren) to and from the bus pick-up/drop-off location. (Route)
- Be sure they are a safe distance (at least 10 feet from the traveled portion of the road) while waiting for the bus. (Route)
- Understand that once my child(ren) misses the bus, they have missed the bus, and other arrangements for getting them to school/field trip will be my responsibility. I will give my child(ren) instructions on what to do if they miss the bus. (All)
- Ensure students board and leave the bus at their designated stop only (listed on transportation request). Students may not be picked up or dropped off at any other location than the designated location on the bus form or field trip form. (Route/All)
- Call in all bus riding changes during the school day to the school office, with a bus note issued by the office at least 48 hours in advance. (All)
- Avoid sending large items used for class projects or large band instruments on the bus. Large items cannot safely or conveniently be carried in the limited space available on the bus. (All)
- Instruct my child(ren) to obey promptly and willingly any reasonable directive of the driver. (All)
- Understand that students will not be allowed to ride home on another bus with a friend or bring a friend home on their assigned bus without a signed note from home that has been verified by the school office and accompanied by a bus note. (All)
- Acknowledge that if my child(ren) fails to obey any of the bus rules, an office referral will be issued, and bus privileges may be taken away according to the offense. (All)
- Understand that if my child is issued an office referral, it will be reviewed with them by building administration. A short-term suspension, long-term suspension, or discontinuation of riding the bus may be issued immediately, depending upon the severity of the infraction. (All)
- Pay for any damages to school district property (including the school bus) that have been determined to be caused by my child(ren). (All)



## **As a Bus Rider, I agree to:**

- Be at my bus stop at least 2 minutes prior to the estimated pick-up time. (Route)
- Be visible to my driver by waiting on a sidewalk or driveway that is at least 10 feet from the traveled portion of the road. (Route)
- Not approach the bus until it has come to a complete stop, the service door has been opened, and the driver tells me it is safe to board. I will not approach the bus anytime it is moving. (All)
- Use the handrail each time I enter or leave the bus. (All)
- Remain seated in my assigned seat (with my bottom on the seat), my feet on the floor, and face forward to keep aisles and exits clear. (All)
- Understand I may not put my feet or other belongings in aisles or other seats, or lean across the seat in front of or behind me. (All)
- Be courteous to fellow students and the bus driver. (All)
- Not bring anything on the bus that is made of or contains glass (including mirrors). (All)
- Follow all instructions given to me by my bus driver. (All)
- Not throw any object, including trash or paper, either from within or out of the bus while waiting for, riding, or after leaving the bus. (All)
- Not extend hands, arms, heads, or objects from the bus windows at any time. (All)
- Understand I am not permitted to shout or gesture at passing vehicles or pedestrians from the bus or at other students on the bus (this includes profanity). (All)
- Put windows down only when permitted to do so by the driver. (All)
- Upon leaving the bus, wait until the bus comes to a complete stop and the driver opens the door before standing to exit. Then exit in a single file in an orderly manner. (All)
- Not distract the bus driver at any time, including but not limited to shouting at other students, getting up and moving at any time, fighting, etc. (All)
- NEVER return to a school bus to retrieve a dropped or forgotten item without getting the full attention of the driver first. (All)
- Keep my hands, feet, and body to myself at all times. (All)
- Understand that if I do not obey any of the rules, I will be issued an office referral and may lose bus privileges according to the offense. (All)
- Understand that if I damage school property (including the school bus) in any way, I will be responsible for the cost of repairing the damage. (All)

## **General Rules:**

- The driver of any school bus shall be responsible for the order and conduct of the pupils transported.



- The driver has the responsibility to assign seats and will be directed to do so as a matter of procedure.
- The driver has the right to set bus stop locations based on safety and student population.
- The driver is in control of students needing to cross a road in front of a bus, and students must make eye contact and wait for the driver to motion them across before proceeding.
- Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language, or gestures are not permitted.
- Riders must stay out of the driver's seat and may not tamper with any operating equipment.
- Students may not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person responsible.
- Students will not be able to ride the bus until payment for damages is made.
- Students may not exit from the emergency door unless directed to do so by the driver.
- Eating and drinking food and beverages on the bus are prohibited during the route. **NO GLASS CONTAINERS OR BOTTLES ARE PERMITTED.**
- Tobacco, drugs, or alcohol in any form will not be permitted on the bus.
- Animals, knives, matches, firearms (including cap and water pistols), explosives, glass, and other similar breakables or any other items creating a safety hazard are not permitted on the bus.
- It is suggested that students not bring devices such as handheld game systems, etc., on the bus. USD 271 does not accept responsibility if any items are lost or stolen.
- **NO GLASS** of any kind shall be permitted on a school bus. This includes fruit juice bottles, vases of flowers for special occasions, and school projects.
- Preschool children and post-high school adults cannot ride the school bus on a regular route or activity trip.
- Adults are not permitted to board the bus without permission from the driver, school administration, or law enforcement.
- Students may not get on or off the bus at any school location other than the school they attend.
- Students who engage in conduct considered dangerous to the health and safety of themselves or others will be subject to immediate emergency removal from the school bus pending a conference with their school administrator.
- The sequence for discipline referrals does not "start over" at the start of the second semester, and consequences for infractions are subject to administrator discretion.



# **STOCKTON USD 271**

## **STUDENT ACCEPTABLE USE POLICY (AUP)**

*USD 271 provides technology and internet access to students to support educational learning, communication, and skill development. Access to these resources is a privilege, not a right. All students are required to use district technology systems responsibly, ethically, and in accordance with Kansas Statute 21-5839 and USD 271 Board Policies. By using district resources, students accept the terms outlined in this Acceptable Use Policy.*

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### **Expectations for All Students**

#### **Students Will:**

- *Use district technology as directed by teachers, staff, and administrators.*
- *Use technology for school-related educational purposes only.*
- *Handle all district-issued devices responsibly and report damages, technical issues, or inappropriate materials immediately.*
- *Respect copyright, licensing, and trademark laws, including proper citation of online resources.*

#### **Students Will Not:**

- *Intentionally damage, disable, or disrupt district devices, networks, or software.*
  - *Share passwords or personal account information with unauthorized individuals.*
  - *Expect privacy on any district device or while using district networks or accounts.*
  - *Use district technology to harass or harm others, in line with Board Policy JGECA.*
  - *Download, share, or store digital content that violates copyright law.*
  - *Access or attempt to access restricted files, accounts, or network areas.*
  - *Access material inappropriate for educational purposes.*
  - *Install software or applications on district devices without approval.*
  - *Bypass or attempt to bypass district filters, security systems, or Mobile Device Management (MDM) tools.*
  - *Participate in hacking activities, cryptocurrency mining, or other unauthorized uses of USD 271 networks or devices.*
  - *Use district technology in any way that disrupts the learning environment.*
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### **Additional Expectations for Students Issued District Devices**

- *Save important schoolwork to district-approved cloud storage regularly.*
- *Understand that district devices are subject to inspection without notice.*
- *Recognize that all activity on district devices, networks, and internet access may be monitored and logged by USD 271.*



- *Acknowledge that inappropriate content or unapproved software may be removed without prior notice.*
- 

### ***Student Use of Personal Mobile Devices***

- *Use of personal mobile devices is allowed only with permission from building staff or administration.*
  - *Bringing personal devices to school is optional and at the student's own risk.*
  - *USD 271 is not responsible for loss, theft, damage, repair, or data loss related to personal devices.*
  - *District staff will not provide technical assistance for personal devices.*
- 

### ***Consequences for AUP Violations***

- *Suspension or restriction of district technology access.*
  - *School discipline up to and including suspension or expulsion.*
  - *Possible referral to law enforcement agencies.*
  - *Other disciplinary actions consistent with USD 271 policies and student handbooks.*
- 

### ***Acknowledgment***

*Both student and parent/guardian must sign below, acknowledging they have read, understood, and agreed to follow USD 271's Acceptable Use Policy.*

*Student Name:* \_\_\_\_\_ *Grade:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## STUDENT DEVICE AGREEMENT (Pre-K through 12)

Program Overview: Stockton USD 271 operates a 1:1 device program providing each student with a school-issued device for educational purposes. Devices are issued at the start of the school year and returned at year-end.

### Purpose and Educational Goals:

- Provide daily access to digital educational resources.
- Support curriculum and state standards for electronic literacy.
- Foster responsible digital communication and academic expression.
- Encourage technology integration into individualized learning.

### Fees and Costs:

- No initial charge for the school-issued device.
- Incident Fee: \$100 minimum per repair due to accidental damage. If repairs exceed \$100, the full cost will be charged.
- Lost/Stolen Devices: Assessed case-by-case. Full replacement costs may apply.
- Accessories: Full replacement costs will be charged for lost chargers or accessories.
- Yonder Bags (SHS/SMS): \$30 per replacement. Students may not have phones at school without an issued Yonder bag.
- Outstanding balances may result in withholding of school activities, grades, transcripts, or enrollment processing, as permitted by Kansas law.

### Student Responsibilities:

- Keep devices charged before school daily.
- No stickers, writing, or personalization of devices.
- Devices must be secured when not in use; lockers should be locked.
- Use is limited to lawful and school-appropriate purposes.
- Devices are prohibited in cafeterias, gyms, locker rooms, sports practices, and other high-risk areas.
- Do not share assigned devices with others.
- Cords/accessories should be handled carefully.
- Avoid exposing devices to extreme temperatures or blocking ventilation.
- Close laptops gently—ensure nothing is between screen and keyboard.

### At-Home Expectations:

- Devices do not routinely go home. Overnight check-out is possible upon teacher request through the Technology Coordinator.
- Parents/guardians are responsible for supervising at-home device use.
- Devices should be fully charged at home before returning to school.
- Food and beverages should not be consumed near devices at home or school.

### Monitoring and Privacy:

- Use of district devices is subject to monitoring under applicable laws, including but not limited to CIPA and FERPA guidelines.
- School officials may inspect and review device content, data, or activity at any time, without prior notice.



- Personal data should not be stored on school devices; students should have no expectation of privacy regarding device use.

#### Violations and Consequences:

- Students must comply with the USD 271 Acceptable Use Policy (AUP) at all times.
- Violations of this agreement or the AUP may result in loss of device privileges, disciplinary action, and/or financial liability.
- Administration reserves the right to apply appropriate disciplinary measures based on severity and frequency of offenses.

#### Incidents (Damage, Theft, Loss):

- Incidents must be reported immediately to school personnel.
- Lost/stolen devices require filing a report with school administration.
- Repair/replacement fees must be paid before a replacement is issued.

#### Acknowledgments

STUDENT AGREEMENT: I have read (or had read to me) and understand the Stockton USD 271 Student Device Agreement and Acceptable Use Policy. I agree to comply fully. I understand I will be held responsible for violations.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PARENT/GUARDIAN AGREEMENT: As parent/guardian, I grant permission for my student to use a school-issued device and access school-managed internet services. I understand internet filtering is provided, but no system guarantees all inappropriate content will be blocked. I accept responsibility for supervising device use at home and understand that any incurred fees are my responsibility.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Stockton USD 271 Academic Integrity & Artificial Intelligence Use

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## Philosophy

Stockton USD 271 believes authentic learning is essential for individual student growth and our community as a whole. Students are expected to do their own work and conduct themselves with honesty and integrity in all academic activities.

## Definitions

- Academic Integrity:

Respecting and upholding the school's academic standards, submitting work that reflects a student's own efforts.

- Cheating:

Using prohibited materials, unauthorized information, or study aids in any academic exercise.

- Plagiarism:

Presenting someone else's work as your own, including but not limited to words, ideas, images, tables, charts, videos, or other materials from any source.

- Collusion:

Unauthorized collaboration with others on individual assignments.

## Artificial Intelligence (AI) Use in Academic Work

Artificial Intelligence (AI) can support or undermine learning depending on how it is used. Below are Stockton USD 271's expectations regarding ethical and unethical AI use:

- Ethical Use:

Using AI output as a starting point for assignments, checking for accuracy, properly citing sources, and following teacher instructions.

Using AI to brainstorm or generate ideas.

Using AI to explain difficult concepts in simpler terms.

Using AI to get feedback on writing drafts.

Using AI for flashcards or study tools.

- Unethical Use:

Submitting AI-generated content directly as one's own work without citation or review.

Using AI to look up or generate answers during assessments (tests/quizzes).



Using AI to create content misrepresenting your skill level or understanding.

Using AI to generate content appearing to represent another person's voice, image, or work.

Using AI-generated responses without verifying accuracy or source credibility.

## Violations

- Tier 1 Violations:

Copying minor assignments or allowing others to copy.

Collusion on minor assignments.

Minor plagiarism.

Misuse of AI for minor assignments.

Dishonesty about assignment completion.

- Tier 2 Violations:

Repeated Tier 1 violations.

Submitting plagiarized work on major assignments.

Misusing AI for major assignments.

Cheating or collusion during tests/quizzes.

Using unauthorized devices during assessments.

- Tier 3 Violations:

Repeated Tier 2 violations.

Altering grades or returned assignments.

Theft or distribution of assessment materials.

Major dishonesty incidents.

## Consequences

Tier 1:

- Teacher notifies parents and administration.
- Teacher reviews policy with student.
- Zero on assignment until resubmission at reduced credit.
- 2 discipline points & detention (Level 2 violation).

Tier 2:

- Administrator notifies parents and any activity sponsors.
- Loss of applicable privileges (as determined by building admin).
- May result in removal from eligibility lists (Honor Roll, cords, etc.).
- Administrator conference with student.



- 3 discipline points & detention (Level 3 violation).

Tier 3:

- Teachers notified.
- Student loses eligibility for academic/scholastic awards for semester.
- Student loses weighted credit for course if applicable.
- Administrator conference with student.
- 5 discipline points & in-school suspension (Level 4 violation).

Items identified as unethical use of AI will be treated under these violation tiers accordingly. Please refer to individual course syllabi for additional classroom-level expectations regarding academic work and AI use.

Questions regarding this policy should be directed to your building principal.



Stockton Grade School  
Enrollment Permission Page  
2025-2026

\*The Stockton Tiger School website, Facebook page, Twitter, Instagram, yearbooks, school email are school controlled and monitored websites used to inform our community about the many great events taking place at our school as well as to recognize the wonderful academic and extracurricular accomplishments of our students. At times, the school submits pictures and names to the Stockton Sentinel to use in addition to pictures that the newspaper staff photographers take. I give permission for my student's image, name and ungraded school work to be used on these social media places and for my student to use a school email account for school purposes.

\_\_\_\_\_YES                      \_\_\_\_\_NO

\*I give my consent for my student to participate in field trips and other activities authorized by Stockton Grade School for the 2025-2026 school year. As I am notified of each forthcoming field trip or excursion, I reserve the right to excuse my child from participation. I further give my legal consent and authorize any representative of Stockton Grade School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 650-2801, and any hospital.

\_\_\_\_\_YES                      \_\_\_\_\_NO

\*SGS Student/Parent Handbook for 2025-2026 school year. I have read, and I understand the contents. As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education. If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school. Further, I understand his handbook contains the yearly required notification on the following issues: Nondiscrimination, Family Education Right to Privacy Act, Directory Information, Immunizations, and Title I Parents Right to Know and other Title I Information.

\_\_\_\_\_YES                      \_\_\_\_\_NO

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date