

GORDON PARKS ACADEMY
Parent Handbook 2023-2024

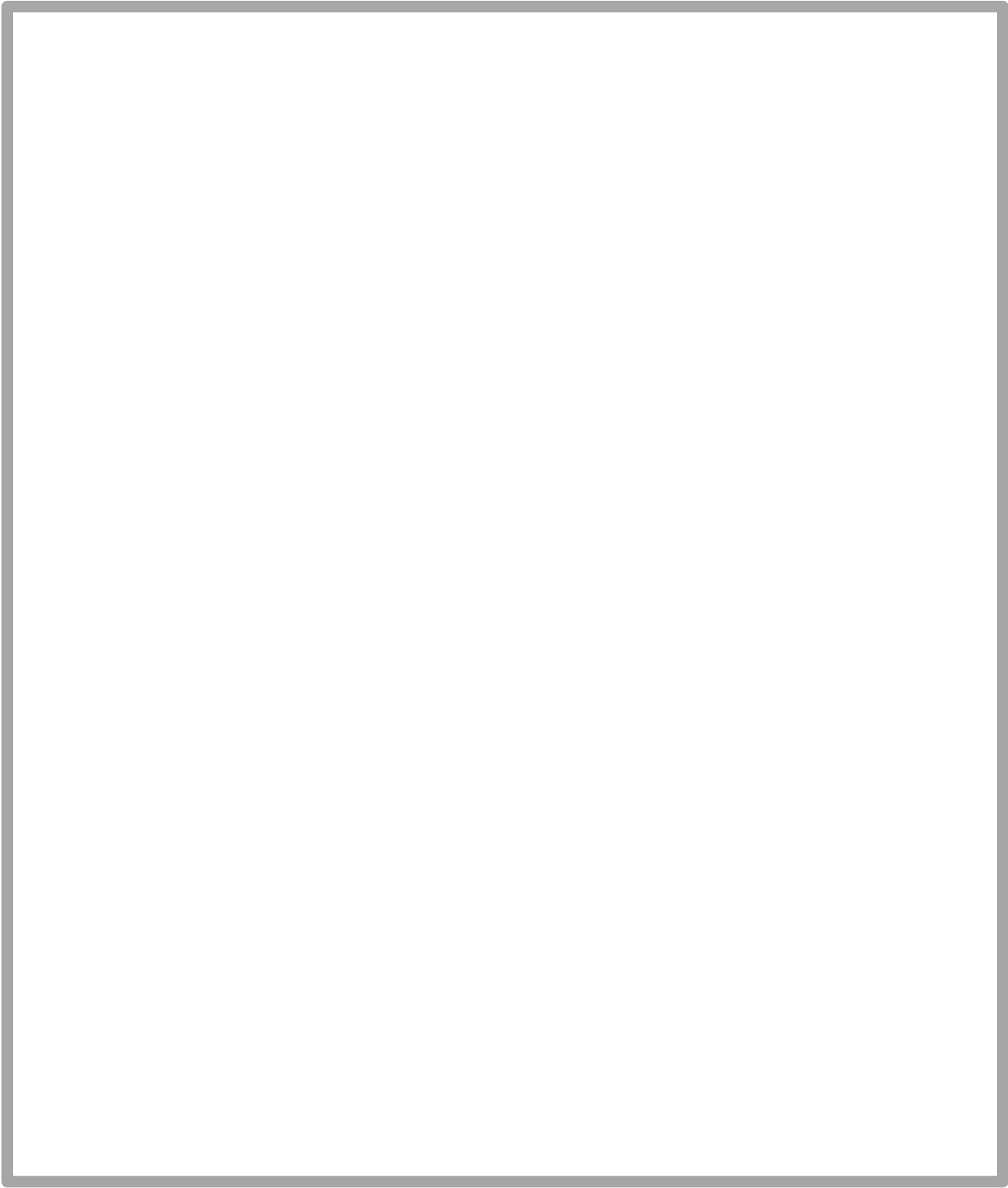


2201 E. 25th Street North

Wichita, KS 67219

(316) 973-7500

<http://www.usd259.org/gordonparks>



**INFO AT YOUR
FINGERTIPS**

Bell Schedule

1st Period	8:00-8:30
2nd Period	8:32-9:17
3rd Period	9:19-10:04
4th Period	10:06-10:51

5th Period	10:53-11:38
6 th Period	11:40-12:25
7 th Period	12:27-1:10
Lunch	1:13-1:47
8 th Period	1:47-2:27

Guidelines for Success

**Gordon Parks Academy Trailblazers
in FOCUS:**



Important Dates

8/11	Open House/Pre K Orientation 5:30pm
8/12	6 th Grade Orientation
8/15	First Day of School
9/5	NO SCHOOL Labor Day Holiday

KG	11:00-11:20	11:20-11:40
1 st	11:20-11:40	11:00-11:20
2 nd	11:45-12:05	12:05-12:25
3 rd	12:05-12:25	11:45-12:05
4 th	12:30-12:50	12:52-1:10
5 th	12:52-1:10	12:30-12:50
6-8 th	1:13-1:47	

Conference Dates & Times

October 2022

Early Dismissal at 12:00 on 20th & 21st

10/19 3:40-6:20

10/20 1:20-6:20

10/21 1:20-3:20

February 2023

Early Dismissal at 12:00 on 23rd & 24th

2/22 3:40-6:20

2/23 1:20-6:20

2/24 1:20-3:20

Picture Dates

Oct. 11 (Tues.) Fall Pictures

Nov 15 (Tues.) Fall Retakes and Sports

Apr 4 (Tues) Class Portraits, Casual Individual Portraits, and Winter/Spring Sports Pictures

Showcase School because we have created a culture where students, families and staff are valued. Our theme this year is “We are Legendary”, because this school year will be filled with legendary academic moments. So, buckle up and join us as we blaze the trail towards success.

Here is a preview of what’s inside:

- Dates for open house, sporting events, and school closings (these are subject to change based on weather or other circumstances unforeseen at time of scheduling)
- Important policies and procedures that are essential to your child’s success at Gordon Parks
- Information about our Magnet Program
- List of important phone numbers at the school and for the district
- Information on beginning of the day and end of the day procedures
- Visitors check in and observation procedures
- Opportunities to get involved in your child’s educational career
- Thank you for trusting us with your most valuable, your child. We are going to have a great year!
- Dr. J. Kennedy, Principal

End of 9 Week Periods

1st—October 13

2nd—December 15

3rd —March 9

4th—May 24

K-8 Report Card Dates

October 19

January 6

March 24

May 24

Progress Report Dates

September 15

November 16

February 10

April 21



A Note from the Principal...

One of my favorite quotes is “it is easier to build strong children, than to repair broken men”- Fredrick Douglas. At GPA it is our passion to build strong children through academics and social/emotional development. Gordon Parks Academy is a Capturing Kids Hearts National

This handbook/calendar belongs to:



My student(s) teacher(s) is/are:

My student(s) ride bus route:

The front office main number: 316-973-7500

Office hours are: 7:30-4:00

After school hours' questions/emergencies:
316-973-2100

First Student Bus Company: 316-832-9231

History of Gordon Parks Academy

Gordon Parks Academy (GPA) opened its doors as a new school in the fall of 2008 as the district's second K-8 campus. When we opened our doors for the first time, all students had to apply to attend and be selected through the magnet selection process. In the fall of 2012, the elementary portion of GPA became a neighborhood magnet and enrollment increased by 200 students, while the middle school section remains a "pure magnet" and does not have geographical boundaries.



Our school is named after writer, photographer, film director, musician, and artist Gordon Parks. His family was involved in the opening of the school and wanted a horse to be the mascot of the school in some way. As the families began to accept placements in Gordon Parks, meetings were held, and the name "Trailblazers" was chosen as the name of our mascot for the school. Over the years the symbol to represent us as Gordon Parks Trailblazers has become a horse enclosed in a circle. We are proud to be Gordon Parks Trailblazers.

Vision: Gordon Parks Academy is a positive learning environment where students are empowered to pursue and achieve success in school and life.

Mission: Gordon Parks Academy prepares all students for college and career readiness through a positive learning environment, rigorous educational experiences, social skills development and explorations in applied and media arts.

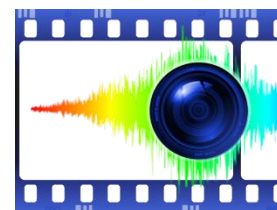
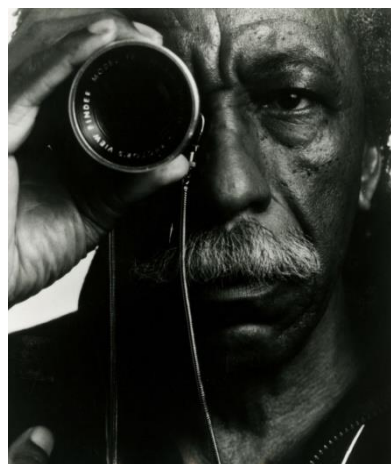
Our Magnet Theme

We are the premier **magnet school** with a special focus and emphasis on the passions of Gordon Parks: audio production, video production and photography, which prepares Gordon Parks Academy students for the innovative digital culture that we live in today.

Gordon Parks Academy STEM Leaders in Applied and Media Arts

The curriculum at Gordon Parks Academy is aligned with the Wichita Public School district and the Kansas College and Career Standards. In addition, we offer a unique integration of applied media arts including Music/Audio production, Photojournalism/Writing, and Film Directing/Production. Students will get to explore these arts using relevant technology and equipment that will give them the skills necessary to pursue these arts in secondary and post-secondary school.

One of our goals at Gordon Parks Academy is to create learners who are engaged in meaningful academic work along with exploring their passion for the arts. While doing so, we aim to develop students who are leaders in and out of the classroom, working with peers and adults alike to become productive and influential citizens. This means we work on developing leadership, organization, and character skills in our students in order to foster problem solving and social skills that will help them excel in school or the workplace.



Gordon Parks Academy Guidelines for Success

At Gordon Parks Academy we hold high expectations for student learning and behavior. Part of what makes us successful is our Guidelines for Success. These Guidelines are taught to our students during the first few days of school each year and reviewed throughout the year as needed in order to help students know staff expectations, so they are successful in school.

Gordon Parks Academy Trailblazers in FOCUS:

- Friendship and Respect for All
- On Time and Actively Participate
- Celebrate Diversity
- Use Self Control
- Stay Positive and Never Give Up



Gordon Parks Academy was awarded the 2022 National Showcase School Award for Capturing Kids Hearts. Capturing Kids recognizes and celebrates schools that go the extra mile each day by creating the social-emotional safety on school campuses that is conducive to learning.

The following few pages are calendars of important events for the following months. We hope you find this helpful when planning your family schedule. The pages after the calendar are important rules, policies and procedures you need to be aware of so you and your student have a positive, productive year.

As always, please call or visit our school if you need us. In order for students to be successful, parent-school communication is an essential part of our partnership.

Front office: 316-973-7500

Office Staff: Rhonda Newby, Ashley Higgins, Marisa Martinez, Lucretia Davis

Principal: LaTonia Kennedy

Assistant Principal: Tonya Ringle

Dean of Students: Terryl White

Nurse:

Social Worker: Maribel Reyes-Rodriguez

Counselor: Johnny Gonzales, Paula Cazabat

Psychologist: Jerlecia Thompson

Speech/Language Pathologist: Lori Voth


Volunteer Coordinator/PTO

Running a school is a 24/7 job and often front office staff will need to take a message or make an appointment for administration and teachers. We will get back with you as quickly as we can and within 24 hours.



AUGUST 2023



Monday		Tuesday		Wednesday		Thursday		Friday	
<div>  <p>Don't forget to keep contact information updated with the office any time it changes. Important information is communicated throughout the year, and in cases of emergency we need to have accurate contact information to reach you.</p> </div>		1		2		3		4	
7		8		9		10		11	
14 OPEN HOUSE 6:00-7:15pm		15		16		17		18	
21		22		23		24		25	
28		29		30		31			
<p>*All dates are subject to change. Changes to the calendar will be sent home. For athletic events – check USD 259 District website for the most up-to-date information.</p>									

SEPTEMBER 2023

OCTOBER 2023



Monday	Tuesday	Wednesday	Thursday	Friday
	<p>Student attendance is important to your child's success in school, so help them be here and ready to learn!</p> <p>Be Involved! Another key to student success is parent interest and involvement in their learning. Check those grades often!</p>			1
4	5	6	7	8
11 Grandparent's Day Celebration	12	13	14	15
18	19	20	21	22
25	26	27	28 BOOGIE ON THE BLACKTOP 5:00-6:15pm	29

Monday		Tuesday		Wednesday		Thursday		Friday	
2		3		4		5		6	
<div>Conferences are this month, so schedule ahead of time to get your preferred time before it's taken!</div> <div>First quarter grades are on their way. Remind your child to make sure everything is completed before the deadlines.</div>									
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19									


NOVEMBER 2023



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17 Robotics Competition at GPA November 17th and 18th
20	21	22	23	24
27	28	29	30 David Park's Visit	


DECEMBER 20



Monday	Tuesday	Wednesday	Thursday	Friday
<p>With the weather changing, please make sure your children dress accordingly. We still plan to go outside for recess barring any dangerous weather conditions. Don't forget to check the Lost and Found before break. Coats, jackets, gloves, and hats have a way of ending up there as the weather continues to get colder.</p> 				1
4	5	6	7 Band Concert	8
11	12	13	14	15 Non-Teaching Duty Day
18	19	20	21	22
NO SCHOOL – WINTER RECESS				
25	26	27	28	29
NO SCHOOL - WINTER RECESS				
<p>*All dates are subject to change. Changes to the calendar will be sent home. For athletic events – check USD 259 District website for the most up-to-date information.</p>				

JANUARY 2024



Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
		NO SCHOOL – WINTER RECESS		
		 Prepare for the start of second semester: Implement routines for your child a few days before break is over in order to help them successfully transition back to school after break.		
8	9	10	11	12 All Achievers
15	16	17	18	19
22	23	24	25	26
29 All City Band	30 All City Orchestra	31		

FEBRUARY 2024



Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15 Middle School Dance	16
19	20	21	22	23
26 Read Across America Career Week Spirit Week	27	28	29	

MARCH 2024



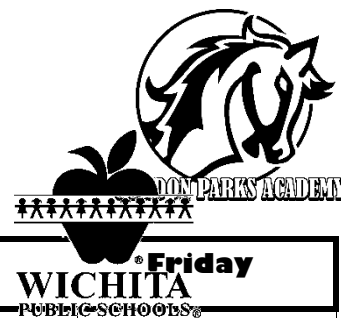
Monday	Tuesday	Wednesday	Thursday	Friday
	<div> <p>It's State Assessment season again! Here are a few test preparation tips:</p> <ul style="list-style-type: none"> - Get plenty of rest the night before - Eat breakfast - Arrive to school early enough to get settled in and have materials - Bring a positive attitude! </div> <div>Helpful Tips</div>			1 Career Fair Community Day
4	5 Band Concert	6	7 PTO Family Dance	8
11	12	13	14	15
NO SCHOOL – SPRING RECESS				
18	19	20	21	22
25	26	27	28	29
<p>*All dates are subject to change. Changes to the calendar will be sent home. For athletic events – check USD 259 District website for the most up-to-date information.</p>				

APRIL 2024



Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Choir DCA	4	5
8	9 Orchestra DCA	10	11 Band DCA All Achievers	12
15	16	17	18	19
22	23	24	25	26 Talent Show Forms Due
29	30			

MAY 2024



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Taste of Gordon Parks Showcase	3
<p>With the weather changing again, please make sure your children dress accordingly. We still plan to go outside for recess barring any dangerous weather conditions. ☁️</p> <p>🧢🧥🧤 Don't forget to check the Lost and Found before the year end. Coats, jackets, gloves, and hats have a way of collecting there as the weather continues to get warmer.</p>				
6	7	8	9	10 Middle School Formal Dance (8 th Grade Dance)
<p>With the end of the year in sight, it's time to make that final effort toward your school year goals. Finish strong! 🏁</p>				
13	14	15	16 Band Concert	17 Field Day Talent Show
20	21	22 8th Grade Promotion	23 5th Grade Promotion	24
27	28	29	30	31
<p>*All dates are subject to change. Changes to the calendar will be sent home. For athletic events – check USD 259 District website for the most up-to-date information.</p>				

Parent/Student HANDBOOK

Forward

The purpose of this handbook is to supply parents and students with necessary information regarding the policies and procedures of Gordon Parks Academy. The information contained in this handbook will assist you in providing our students with the best possible educational opportunities and a positive school experience. Policies and procedures described in this handbook are consistent with Board of Education policies and administrative directives. It is an expectation of students and families to become familiar with these policies and procedures. It is not expected that this handbook will cover every area where your questions may be answered. Parents and students may need to communicate with the school for further information. It is our desire that this handbook will facilitate a smooth and efficient operation of Gordon Parks Academy and the learning process.

The following pages detail many of the rules and expectations of Gordon Parks Academy as well as the USD 259 school district. They are given to you here in one place for your reference throughout the year. Our goal is to communicate expectations so that your student will be successful every day of the academic year.

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Arrival and Dismissal Map, COVID Safety Guidelines

see insert

Important Rules and Policies for Success at GPA



Academic Interventions

During the school year students are assessed on their reading and math skills using district designated assessment tools. These test results along with other teacher data are used to place students in small groups during math and reading tier classes for intervention, on-level practice, or enrichment activities during the day. You will be notified by your child's classroom teacher which group your child is in after placements are made. There will be times during the day your child may have a different teacher for these groups depending upon the group in which they are placed. This is not special education; it is a part of the school wide system for ensuring every child gets the education that best suits their educational needs.

Agendas

As an AVID school, the use of student agendas/calendars are expected to be used by all students K-8. Each grade level will have their set expectations on how and to what extent they will be used. Students who practice good organizational skills have a greater chance of success in school. Students are encouraged to use the agenda calendar to keep track of assignments and daily activities. They may also serve as a great communication tool between students and parents.

Attendance

The State Attendance Laws are explicit in the definition of valid excuses for absence from school. Acceptable reasons are: student illness, severe family illness, family death or funeral, medical emergencies, doctor appointments, or court appointments. Whenever possible, doctor and dentist appointments should be made outside the school day and certainly not during the first or last days of school. A student will be excused for one-half day for a medical appointment.

Absences for reasons other than the above will be reviewed by an administrator and a decision will be made whether to excuse the student's absence. The parent is charged with the duty of keeping the student's attendance regular. Anytime a pupil is absent, a parent should call the school office at **(973-7500)** as soon as possible, and report the reason for the absence. When parents are unable to call, we expect the student to bring a written excuse (it may be written in the agenda) to the office when he/she returns. Excessive absences from school for any reason will have a negative effect on student achievement. By law, we are required to refer to the **District Attorney's** office or **DCF**, any student who accumulates **3 consecutive days** of unexcused absences, **5 days** of unexcused absences in a semester, or **7 days** of unexcused absences in a year. It is the responsibility of the student to make-up assignments that are missing due to absences. Whether an absence is excused or unexcused, it is the responsibility of the student to follow the guidelines set forth by his/her teachers as to how the work is to be made up.

Absences and Picking up Students for Appointments

Parents/guardians are responsible for contacting the school by phone or in writing. Please call 316-973-7500. You may leave a message on the voicemail outside of school hours. It is the parent's/student's responsibility to request make-up work when a student is absent. Please allow teachers 24 hours to assemble make-up work.

If your student has a doctor's appointment and you need to pick them up early during the day, it helps if you call the front office on your way or before you leave to pick them up. The office can then locate/notify your student however they will not be called to the office until a parent/guardian has arrived and signed out their student.

We request if you are going to pick up your child early for an appointment you do so before 3:00 pm. After that time, classes are in transition, ending important instruction, and preparing for dismissal.

Student Request to be Absent

Student absences due to non-illness/non-medical may submit the prior absence request form in advance to the absence. Parent/guardians may request this form from the office and agree to the following:

- I understand the work missed during the absence will be completed in advance.
- I understand that satisfactory arrangements will have been made with the teachers to make up work on return.

- I understand students absent beyond the allotted time will be referred to DCF or the District attorney's office and then exited from the school.

Tardy Policy for all USD259 Middle School Students

All Wichita middle school students are expected to arrive at school on time each day. Students who are not in class after the final bell has rung are considered tardy and expected to report to the Student Service Center to sign in and receive an admit slip. Students will be given excused admit slips for late arrival for the following reasons: late buses, medical appointments, funeral or required appearances in court. Documentation must be provided in order to receive an excused admit slip. Students who arrive late to school for any reasons not listed above will be given an unexcused admit slip and will be issued a school consequence/intervention. We do understand that events outside of our control do occasionally happen so, each student is allowed one "free" tardy per quarter before consequences/interventions will be given.

Students have two minute passing periods between core classes, and three minutes between exploratory classes. Students are expected to be in the classroom when the bell rings. Those who are not will be marked tardy. Students missing more than half a class period will be marked absent.

Definition of Excused Absence

The "Valid Excuse for Absences" is defined as follows:

1. Medical or dental treatment, examination or recuperation;
2. Death/serious illness in immediate family;
3. Approval by school authorities, secured prior to the absence;
4. Circumstances or conditions which, in the opinion of the attending school principal or designee constitutes a valid excuse.
5. Under the law (ICEOMC), WPS may grant up to 5 days excused absences per school year for a military-connected student who parent of guardian is an active duty, Guard or Reserve member who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting; if absence is preapproved; student is in good standing; student has a prior record of good attendance; missed work is completed and turned in within allotted time period; and the absence is not during standardized testing dates.

Note: Students accumulating more than 12 days/96 periods of illness will be considered to have excessive absences and will be required to provide a doctor's note for all future absences OR be recorded as truant/inexcusably absent.

Definition of Inexcusable Absence for Substantial Part of a School Day

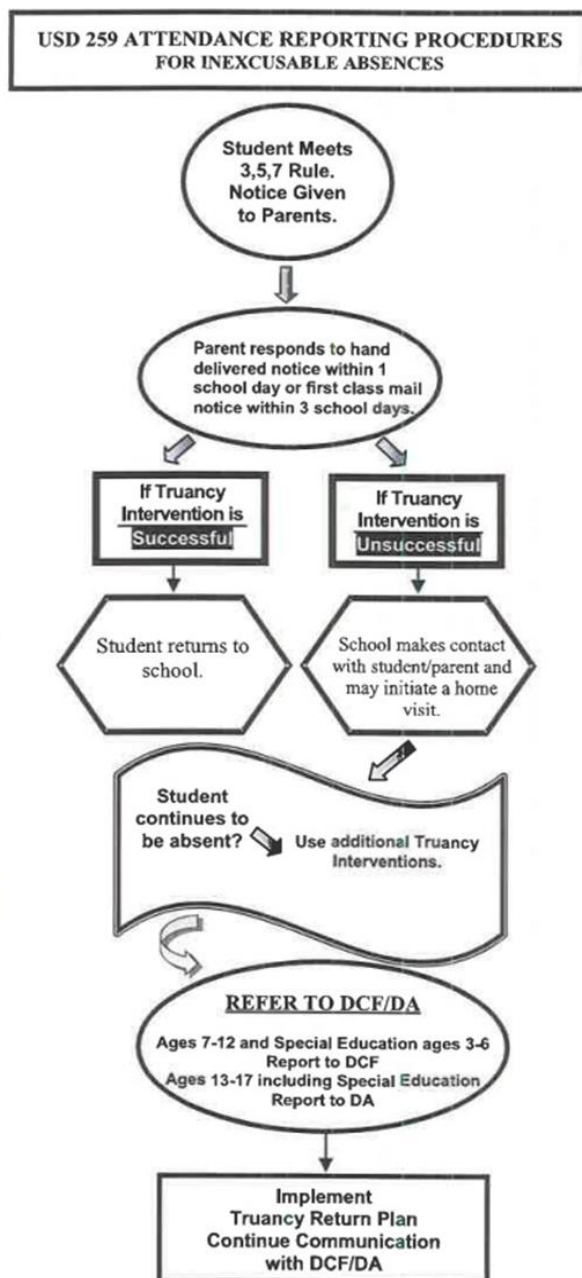
"Substantial Part of a School Day" is defined as follows:

MIDDLE AND HIGH SCHOOL STUDENTS

The Board of Education has set a "Substantial Part of the School Day" as being inexcusably absent four (4) class periods of any part of a school day.

ELEMENTARY STUDENTS

The Board of Education has set a "Substantial Part of the School Day" as being inexcusably absent 1 ½ hours in either the morning or afternoon of a school day.



Buses and Transportation

Arrival to School

Buses begin arriving to Gordon Parks Academy after the building is open to students and use the parking lot for drop off. Between 7:30 and 8:00 am only buses, staff, and volunteer vehicles may use the parking lot.

Parents dropping off students in the morning will park along the front cut in curb on 25th street. Please pull as far forward along the curb to allow for more vehicles to pull in. This will help keep traffic moving and allow more students to be delivered in a shorter amount of time. The doors open at 7:30 am, and there is no staff to supervise students outside in the morning before 7:50 am. Students should not arrive before 7:30 am as the doors will still be locked.

Breakfast is open to students between **7:30 and 7:50 am** in the cafeteria. Students who are not eating breakfast and those who finish breakfast before 7:50 will report to the gym and wait in their designated class area. To ensure that all students can properly be supervised in the morning, students must either report to the gym or go to breakfast prior to 7:50 am. The school officially opens at 7:50 am and breakfast closes (**except for late bus riders**). Students planning on eating breakfast must be in the line by 7:50 am.

We discourage parents, older siblings, grandparents or guardians from regularly escorting students inside the building in the morning. We have many staff to greet students at 7:50 am inside and to direct them. Students will be dismissed from the gym at 7:50 am so they will be in class by 8:00 am.

Students who enter the front doors of the school at 8:00 am or after are considered tardy to class and will need to proceed to the Student Service Center to get a tardy admit slip from the office staff and then will proceed to class. We have staff present in hallways just after 8:00 am to help tardy students to class. We ask that parents do not walk tardy students to class.

Departure

Elementary students are dismissed outside the building each day. If you pick up your elementary age student, please park in front of the school or in the neighborhood and come to pick them up from their teachers in the front lawn by their class cone. Please pull as far forward along the curb to allow for more vehicles to pull in. This will help keep traffic moving and allow more students to be picked up in a shorter amount of time. If they have an older sibling (middle school or older) who picks them up they will need to come to the front at 3:10 pm, not before, and pick up their sibling from the teacher. Elementary students who walk home will be dismissed outside by teachers.

We ask that all students, parents, siblings and others crossing the street use the designated crosswalks outside. Traffic can be busy during this time, and it is dangerous to cross elsewhere.

All bus students (elementary and middle school) are dismissed from the west door and proceed to their bus in the parking lot. Buses are scheduled to leave the parking lot eight minutes (8 min) after the final dismissal bell at 3:10 pm.

Middle school students, who are picked up or walk, are released immediately at 3:10 pm and are expected to walk home immediately or to pick up elementary student siblings from the front lawn and walk home immediately after. Students are not allowed to loiter on the school grounds after 3:20 pm, nor will they be allowed to return inside the building.

Parents must go through the parent pickup line from 3:00-3:20pm, students will not be dismissed from the office during this time. Students not picked up will be brought to the office at 3:20pm. The office closes at 3:30pm and all students must be picked up by this time as there will be no staff to supervise students after that time. Students who have not been picked up by 3:40pm will be reported as a "Child in need of care" and the authorities will be contacted.

Bus Discipline Guidelines:

Students who ride the bus are expected to follow the same behavior guidelines that are set for the school day. You will be expected to stay in your seat, buckled safely, face forward, talk appropriately and in reasonable tone/volume, and show respect to the driver and others riding the bus. The driver is in charge and will report safety infractions to the bus supervisor. These reports will be investigated and riding privileges may be suspended if necessary.

Consequences for repeated bus discipline referrals will increase in severity with each subsequent referral. The school's response to referrals may include:

- Conference with student
- Parent notification (each referral)
- Assigned seats on the bus
- Lunch/recess detention
- Bus riding suspension
- Individual rider behavior plan for the bus
- Bus riding privileges revoked

Cafeteria and Playground

Breakfast

Breakfast is open to students between **7:30 and 7:50 am** in the cafeteria. Students who are not eating breakfast and those who finish breakfast before 7:50 will report to the gym and wait in their designated class area. To ensure that all students can properly be supervised in the morning, students must either report to the gym or go to breakfast prior to 7:50 am. The school officially opens at 7:50 am and breakfast closes (**except for late bus riders**). Students planning on eating breakfast must be in the line by 7:50 am.

Lunch

Eating in the cafeteria is a privilege. Students are expected to keep the cafeteria clean and do their part to pick up their area before leaving the cafeteria. Students will go through the line and the lunch supervisor will direct them to their seat. After they are seated, they are required to remain at the table unless given permission by an adult to get up. The A la Carte line, as a privilege, will be open during Middle School lunch period. Students must go through the regular lunch line first then proceed to the A la Carte line per the lunch supervisors' procedures. Students must follow all cafeteria supervisor's expectations for conversation level, asking for help, movement, and any other special directions. For safety reasons and the number of students in the cafeteria, students must comply with lunch supervisors' requests and instructions promptly and without argument. Failure to follow the cafeteria expectations may result in loss of cafeteria privileges.

Playground/Recess

Gordon Parks Academy campus and playground is adjacent to the Boys and Girls club football field, and their football field is available for us to use for grades 4-8. Students should not be in the building during outdoor recess unless given permission by an adult. Students should expect to go outside for recess everyday unless inclement weather or extreme temperatures prevents it; and should dress accordingly. For safety reasons and the number of students participating at recess, students must comply with recess supervisors' requests and instructions promptly and without argument. Failure to follow the recess expectations may result in loss of recess privileges. The following table displays the lunch/recess times as well as areas of the playground available to students by age group.

Grade Level	Lunch Time	Recess Time	Recess Areas
KG	11:45-12:35	12:05-12:25	Playground equipment, basketball court
1 st	11:45-12:35	12:05-12:25	Playground equipment, basketball court
2 nd	11:05-11:45	11:25-11:45	Playground equipment, basketball court
3 rd	11:05-11:45	11:25-11:45	Playground equipment, basketball court
4 th	12:10-12:50	12:30-12:50	Playground equipment, basketball court, Boys and Girls Club field
5 th	12:10-12:50	12:30-12:50	Playground equipment, basketball court, Boys and Girls Club field
6 th -8 th	1:03-1:43	1:23-1:43	Basketball court, Boys and Girls Club field

Nutrition Services Online

The district nutrition services website can be accessed at <http://nutrition.usd259.org>. Here you can find a variety of helpful services and information including links to pay your meal account or apply for free/reduced meals online.

Gordon Parks Academy

Cell Phone Policy 2020-2021

In accordance with district policy 1464 (Pupil Behavior – Regulations) Section 11 states:

- 1) Elementary Schools: While in the school building, students are required to power off and store Personal Electronic Devices in their backpacks or other classroom storage areas. Items intended to look like or simulate such devices are also prohibited during the school day.
- 2) Middle Schools: While in the school building, students may use Personal Electronic Devices during class time for instructional purposes as defined by the teacher with the approval of the administrator. At all other times, these devices must be silenced and stored away.

If cell phones are used inappropriately at school, they will be confiscated and kept in the office safe until an adult can come and pick it up. Please do not encourage your student to carry their cell phone on their person. Please do not call them or text them during school hours on their cell phone. This disrupts the learning process and is against school rules. If you need to get a message to your student, please call the front office and leave a message. The office staff will then get a message to your student in a timely manner.

If emergencies occur, parents can call the main office and students will be contacted. Your student's academic success is important to us. Students will not be called out of class for personal phone calls, unless it is an emergency.

In compliance with USD Board Policy (P1464, item 11), personal electronic devices include, but are not limited to, cellular phones, including smart phones; tablets; student-owned computers; accessories such as headphones, earbuds, speakers, and other AV or technology equipment; and other personal communication devices that have the potential to be disruptive to the educational process.

The devices must be powered off and kept in the locker during the school day. The school day is defined by each school site. At Gordon Parks Academy, the school day begins when students enter the building and ends when the student leaves the building at 3:10 pm.

For each occurrence that a student's personal electronic device is confiscated, the items may only be released back to legal guardians. Students may be subject to further administrative consequences for repeated violations or refusal to comply with the personal electronic devices policy.

Students shall be personally and solely responsible for the security of their cellular telephones and other Personal electronic devices. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss or damage to a cellular phone or other Personal electronic devices, nor does it assume responsibility for the unauthorized use of any device.

Consequences for Personal electronic devices violations may include, but are not limited to:

- Confiscation of Personal electronic devices
- Detention
- In-School Suspension
- Suspension

Student Dress Code

Gordon Parks Academy K-8 Standardized Dress Policy 2020-2021

Parents and staff at Gordon Parks Academy believe that students should dress in a manner and style that promotes a positive, safe school climate and enhances self-image for students. Additionally we feel that a standardized dress code:

- ◆ Promotes an atmosphere of discipline and learning that enhances academic achievement.
- ◆ Values students for their character, by providing an equal socio-economic footing for all and eliminates "label competition."
- ◆ Fosters a school's sense of "community" by enhancing self-respect, school pride and students' self-esteem.
- ◆ Lessens distractions in the classroom and upholds modesty standards.

Approved Standardized Dress:

Shirts: Solid color black, white, navy, gray, light blue, or royal blue polo style shirts, blouses, sweaters, cardigans, or sweatshirts (does not include hoodies)

- ◆ Polo shirts can either be short or long sleeved.
- ◆ Gordon Parks Academy logo T-shirts, long sleeved shirts, sweatshirts, and/or hoodies (this is the only approved hoodie)
- ◆ Shirts must be long enough to be tucked in, and must be tucked in during the school day.
- ◆ Logos on uniform colored shirts can be no bigger than quarter sized.

Undershirts: Solid color black, white, navy, gray, light blue, or royal blue

- ◆ Short or long sleeved undershirts can be worn

Bottoms: Solid color navy, black, or khaki pant, skirt, jumper, skort, shorts or capris.

- ◆ Navy, black, or khaki jumper, dress or skirt (shorts or leggings may be worn underneath but must be an approved school uniform color)
- ◆ Navy, black, or khaki skort
- ◆ Navy, black, or khaki tailored slacks, shorts, or capri pants.
- ◆ Leggings and spandex material is not allowed as appropriate bottom attire
- ◆ Belts should be worn in grades 6-8th grade.

Shoes: House shoes, slippers, flip-flops, and slides are NOT permitted.

Coats: Coats should not be worn inside the classrooms or inside Gordon Parks Academy unless students are transitioning outside.

Clothing should fit correctly: All items should be comfortably sized to fit the students. Oversized and/or baggy clothes are not permitted as well as clothing that may be considered too tight or revealing. Skirts, dresses, jumpers, shorts, or skorts that are shorter than fingertip length when arms extended at sides are not permitted.

Unapproved Standardized Dress

- ◆ Denim material is not permitted except for free dress days
- ◆ Sweatpants are not permitted.
- ◆ No hats, sweat bands, or bandanas can be worn in the building.
- ◆ Sleeveless shirts are not permitted.
- ◆ Any item that sends the message of gang affiliation, promotes drugs, alcohol, tobacco, profanity or other inappropriate topics will not be permitted.
- ◆ Inappropriate make-up or writing on the body is not permitted.

The dress code regulations are equally enforced for all students and if students choose not to follow the Standardized Dress Code, any of the following actions may result:

- ◆ Students will be asked to call a parent to bring their standardized dress to school.
- ◆ Parent conference will be held to clarify the Standardized Dress Code.
- ◆ Lunch/recess detention or ISS.

**** If a parent objects to the dress code policy because of religious, philosophical, or economic circumstances, please contact the office and we will be happy to assist you and inform you of your options in accordance with BOE Policy 1473. (Adopted 2017-18)**

Free Dress Day Regulations

1. The decision of the building administration will be final in all disputes concerning student dress.
2. Clothing or items that advertise drugs, alcohol or tobacco products, contain references to sex, profanity, or show suggestive, vulgar, obscene writing, pictures or symbols not allowed (items referring to specific body parts).
3. Shirts must have sleeves with no holes or cut outs. Spaghetti strap tees, tank tops, and undershirts are not allowed unless covered by another shirt and the outer shirt must be kept on during the day. Shirrtails must be long enough (3" overlap with pants) to cover midriff, skin and underwear while sitting or standing. Shirts must not show cleavage.
4. Shorts and skirts must be finger-tip length or longer even when worn with leggings.
5. Hats, hoods, caps should be worn outside only and should be kept in your locker.
 - a. Bandanas, do-rags, and sweatbands are not allowed.
6. Sunglasses, chains and dog collars are prohibited.
7. Underwear, pajamas, and house slippers should not be worn as outerwear.
8. Pants/jeans should fit correctly and not expose underwear. Sagging and/or dragging are not permitted.
9. Ripped or torn pants that show skin above fingertip length should have leggings underneath.
10. Clothing or any item that gives the impression of any gang affiliation is not permitted.
11. Tight pants/skirts such as Lycra biking shorts, lace-up pants, yoga pants and body conforming jersey/leggings should not be worn.
12. Coats, backpacks and purses must be stored away during the day.

The above code/expectations will be applied fairly and equally regardless of gender. Changes or additions to the Dress Code may be made based on the need to maintain a proper learning environment during the year. If a student is dressed inappropriately, the student's parent will be called to bring appropriate clothing. Repeated offenses will be considered defiance of authority and addressed accordingly. The decision of the building administration will be final in all disputes concerning student dress.

ID Policy – 5th grade and Middle School

At Gordon Parks Academy it is the expectation that all 5th grade and Middle School students are responsible for the care and for wearing their ID at all times unless instructed by an adult to take them off for an activity. If students are not wearing their ID, they will be asked to put them on and expected to comply with all requests.

If lost, stolen, defaced, or damaged and ID does not work with the library or cafeteria scanners, it is the expectation that students purchase another ID. **New or replacement IDs can be purchased in the office for \$3.**

ID's are a part of the uniform, when students do not have their ID or are not wearing it, they will be issued a NO ID sticker, they will receive a lunch detention and will eat lunch last.

Dress Code Violations

In an effort to promote Self-Respect the following measures will be taken in order to maintain a safe and healthy learning environment:

1. All teachers will request student compliance with the dress code in classrooms and hallways.
2. Teachers will allow students to correct the situation before taking any further disciplinary action.
3. Failure to comply with teacher requests makes it an act of defiance.

Student Options:

1. Change or correct the item violating the dress code.
2. Call parent for assistance.

Hall Passes

Hall passes are required for all students. To be in the hall during class periods, you must have a pass issued by a staff member. **No Exceptions.** Passes will be issued on a case by case basis. Middle School students are expected to take care of personal needs and get supplies and materials from your locker before and after school and during approved passing periods before and after lunch hour. Teachers reserve the right to deny hall passes during instructional time.

Homework Policy

1. Homework should be given for the following reasons:
 - a. To provide students the opportunity to practice skills
 - b. To prepare students for new information
 - c. To elaborate on introduced material
2. The teacher will articulate the purpose for the homework to the students.
3. The teacher will provide feedback on the assignment.
4. Parent involvement in completing student homework should be minimal.
5. Parents are encouraged to provide a consistent time and location in the home where students can complete the homework at an optimal level.

Library

Students using the library outside of normal class time should obtain a pass from the classroom teacher. **No food or drink will be allowed in the library.** Library books checked out by students must be returned by the assigned due dates to avoid late fees or other penalties. All students will enter and leave the library through the main entrance in the commons area across from the water fountains. The library has computers for student use. All policies must be followed or access can be denied.

Lost and Found

The lost and found clothing rack can be found by the back doors near the cafeteria serving line. If you find clothing items or backpacks, you may leave them at the lost and found. If you find higher value or small-sized items of value, please turn them in to one of the office staff. If you discover that you lost an item during the school day, please check both of these places before reporting it.

Note: Gordon Parks is not responsible for lost or misplaced personal items. Please remember to secure your valuable belongings with your homeroom teacher (elementary) or locker (middle) and make sure that the locks are secure each time you use it. Do NOT share your combination with anyone or shortcut your lock by pre-entering the combination for easy access.

Parent Involvement

Research shows that parents who are involved in the school and their child's education leads to students performing with:

- Higher grades, test scores and graduation rates
- Better school attendance
- Increased motivation, better self-esteem
- Lower rates of suspension
- Decreased use of drugs and alcohol
- Fewer instances of violent behavior

Knowing that parent involvement is crucial to a student's success, we are asking that **each family volunteer for at least 2 events or services** during the 2020-21 school year. When parents perform their volunteer services for the school, they must still report to the office first and check in through Hall Pass. There are a variety of ways to offer your services to reach the 2 event/service recommendation, including but not limited to:

- Assisting with school events such as: Boogie on the Blacktop, class parties, Holiday Taste of Gordon Parks, dances, Site Council and PTO meetings, concert set up and take down, field trips, book fair, etc.
- Provide services such as: mentor/tutoring, creating brochures/flyers, providing food for events, DJ school dances, lunch recess supervision, classroom helper, after school club volunteer, fundraiser coordinating or sharing your special talent to help with the betterment of the school or events

There will be an opportunity during open house to sign-up for services in advance. A reminder phone call and email will be given prior to the date.

Other ways you can help your child at GPA

- Know, understand and commit to support the GPA expectations
- Commit to participating in events and Parent/Teacher/Student conferences
- Support the GPA policies as written in the Parent Handbook (behavior and academic)
- Check agendas daily and keep lines of communication open between student, parent and teacher
- Monitor students grades and assignments through the ParentVue account
- Help your student get to school every day and on time
- Talk to your student about their assignments and encourage them to get all work in by the deadline

Progress Monitoring and Assessments

Progress Monitoring is the process of monitoring the academic performance of students and adjusting instruction to accommodate the needs of the students. Students are required to take various assessments throughout the year to assess their learning. Please make sure that your students are well rested and present at school during these dates:

PreK-5 Screening

Fall 8/20/20-8/30/20

Winter 11/24/20-12/7/20

Spring 5/4/21 – 5-15/21

6-12 Screening 3-8 & 10

Fall 8/14/20-8/30/20

Winter 11/24/20-12/7/20

Spring 5/4/21 – 5-15/21

Predictive Interim

Oct 10/8/20 – 10/19/20

Dec 12/3/20 – 12/14/20

Feb 2/11/21 - 2/22/21

School Medication Policy

In accordance with K.S.A. Chapter 65, Article 11, Chapter 231, Laws of Kansas 1968 and Wichita board Policy P5315.00:

“PRESCRIBED MEDICATION” IS GIVEN AT SCHOOL ONLY UPON WRITTEN REQUEST FROM THE PUPIL’S LOCAL ATTENDING PHYSICIAN.

The school nurse must receive a request from the student’s doctor before she will be allowed to give medication to a student. ALL medication will be kept in the nurse’s office and will be administered by the nurse or other school officials. No aspirin, Tylenol, or any other non-prescription medication may be provided to pupils by anyone at school according to Wichita School Board Policy P5316.01. School personnel will collect any medicine-type items brought to school by students. When parents have questions about medicines at school, they should call the school nurse. It is against school district policy for any student to have in his or her possession any drug-legal, illegal, prescription or over-the –counter.

Sports and Activities

A number of interscholastic athletic programs are offered to students at Gordon Parks Academy. KSHAA regulations state that students must meet academic requirements and have both a physical and concussion form on file in order to participate.

Activity	Calendar	Grades	Gender
Cross Country	Fall	7, 8	Boys/Girls
Volleyball	Fall	7, 8	Girls
NAL	Winter	5, 6, 7, 8	Boys/Girls
Basketball	Winter	7, 8	Boys/Girls
Track	Spring	7, 8	Boys/Girls

Students must be in attendance a minimum of ½ day on the day of event in order to be allowed to participate. Our primary mission is education, and while we highly value student participation in extra-curricular activities and athletics, participation in class is more important. Therefore, if a student is too ill to be in school, he/she is too ill to participate.

Spectators

Students and parents are invited to attend activities and events as supporters of our various teams/groups. Middle school students (grades 6-8) are allowed to attend without an accompanying adult. ***Elementary students (grades KG-5th) must be accompanied by an adult to attend sporting events.***

There may be gate/attendance fees to be paid upon entry to the event. As many of our events occur outside of regular school day hours, students are expected to make transportation arrangements ahead of time in order to be picked up at the conclusion of the event. **Students who are not picked up within 20 minutes after the conclusion of an event, or leave an event early and return at the end may be banned from the next one.**

Gordon Parks Administration reserves the right to deny access to attendance at athletic events.

Student Discipline

School Wide Behavior System

Gordon Parks Academy adheres to the Wichita Public School policies and Student Code of Conduct. The purpose of the Student Code of Conduct, which reflects our Board of Education Policies, is to communicate clear expectations for student behavior. Proper student behavior is necessary to ensure academic success, order, safety and the best possible learning environment.

At Gordon Parks Academy all teachers will have their own classroom management plan they should share with you via newsletter or Open House or both. In addition to this, the school has a system in place that is standard for all classrooms and all staff. Students are expected to follow the school wide common area (lunch, hallway, bathroom, etc.) rules and teacher classroom rules and procedures.

When student behavior violations occur, we expect teachers to use redirection to get students back on track. Teachers and staff use a variety of behavior interventions to assist students in correcting their behavior, including the **Demerit System**. Listed below are some of the common school wide interventions used at Gordon Parks Academy.

Incentives

Throughout the year students will have several opportunities and various ways to earn rewards and incentives based on positive displays of behavior and our Guidelines for Success.

FOCUS Bucks:

- Staff are on the lookout for students actively displaying our Guidelines for Success. Students will be awarded a “FOCUS Buck” ticket for each instance a staff member recognizes the positive behavior.
- Students can redeem their FOCUS bucks for prizes from the Trailblazer Store.

All Achievers parties

- Each quarter, students may be eligible to attend parties for not having any office referrals AND have passing grades in all subjects.

Classroom Incentives

- In addition to the school-wide incentives, teachers often provide their own rewards for positive student behavior within their own classroom. Each teacher’s incentives vary based on their individual classroom management plan.

School-Wide Responses to Discipline

On the Spot Correction: Teachers and staff are the first line of correction for mild student misbehaviors in the school setting. They may verbally or non-verbally cue students into correcting their behavior, privately speak with them about their decision, offer options for acceptable replacement behaviors, reteach and have students practice expectations, remove a privilege, or assign an appropriate mild consequence.

Safe Seat: The safe seat is a desk or table that is separate from the rest of the class but is still in the classroom. Students may be asked to fill out a reflection form to process and think through their choices. After the students reflect and process with the teacher they rejoin the classroom as usual. This intervention requires no administration involvement.

Buddy Room: On the occasions that student misbehavior extends beyond the safe seat intervention, they may be removed from the classroom to a “buddy room”. Students will be sent to a neighboring classroom with a packet of work, a buddy room documentation form, and possibly a think sheet to reflect. The buddy room is another classroom in the school and the student will sit in that classroom’s safe seat. When students are sent to the buddy room, it is an expectation that teachers notify the parent/guardian that his or her child’s behavior was such that it warranted being removed from the classroom for a short time. The teacher may not be able to call that instant but the expectation is that a phone call, email, or other preferred communication is made that day or after school.

Discipline Incident Referral: Demerits, safe seats, and buddy rooms are intended to address minor to moderate infractions. Higher level or more serious incidents will result in other interventions including a discipline incident referral (also called an office referral). Discipline Incident Referrals may be submitted by teachers and staff who witness volatile, unlawful, or dangerous behaviors that substantially disrupt the learning environment. Students may also receive Discipline Incident Referrals for incidents that have been reported, investigated, and determined to be valid by administration. In some cases, students may be asked to wait in the office or another room while an incident is investigated by administration. While we attempt to investigate quickly and minimize the amount of time during the process, students may miss instruction time as a result. It is our expectation that the staff or teachers contact parents/guardians first when they refer a student for a violation. Administration may contact parents/guardians as well if the violation results in an After School Detention, In-School Suspension, or Out of School Suspension.

Lunch Detention Procedures

Students may be assigned lunch/recess detention by an administrator. Those students will report to lunch and sit in the designated detention space for the duration of both lunchtime and recess. They will return to class following the scheduled lunch/recess time.

Demerit System 5th Grade: Demerits are intended to address minor to moderate infractions for 5th Grade. Higher level or more serious incidents will result in other interventions (i.e. buddy room, office referrals, etc.). Each month students in 5th grade will receive a behavior card for demerit tracking. Students are responsible for keeping and maintaining this card throughout the month. Students who cannot present their behavior card at the time of a violation will receive an After School Detention.

If a student receives a demerit, the teacher or staff member will document the occasion on their insert. Demerits serve as a record of a student’s conduct and after every **six (6)** demerits acquired by a student, his/her parents or guardians will be notified that their help is needed to help correct the behavior. Students will be given one demerit each time a violation occurs.

Demerit process – A student will receive a demerit for any of the following behaviors, though demerits may also be assigned at the discretion of the administration in certain irregular cases not covered by the list below.

- | | |
|--|--|
| 1. Disruptive behaviors in any school setting | 5. Unexcused tardy |
| 2. Dress Code Violation (includes ID violations) | 6. Disrespect towards people or property |
| 3. Unauthorized food, gum or drink | 7. Unprepared for class |
| 4. Inappropriate language or gestures | 8. Unsafe/disorderly behavior |

The school’s method for additional intervention/consequences based on demerit accumulation will be followed as shown below:

6 demerits = 1 after school detention (with parent contact)
12 demerits = 2 days after school detention and a behavior intervention conference with Administration
18 demerits = 3 days after school detention, conference with parent/teacher/team/Administrator
24 demerits = Automatic incident referral resulting in an Administrative Consequence

****Note**** Demerit totals begin at zero (0) at the start of each month.

Middle School Behavior System: To account for the increased rigor and expectations of Middle School, our 6th- 8th grade Trailblazers will adhere to a more detailed behavior system as follows:

Merit System:

Throughout the year students will have several opportunities to earn rewards and incentives based on positive behavior and our Guidelines for Success.

Trailblazer Card

A special ID tag earned quarterly that comes with the following privileges and more

- Weekly Trailblazer time
- Early lunch pass
- Locker between classes

All Achievers

Celebrating students quarterly for the following accomplishments and more

- Trailblazer card holders
- Students with zero demerits
- Perfect attendance, no tardies

GPA Incentives

Rewards earned for showing GPA Pride and more

- FOCUS Bucks
- Guessing Jar
- Free assignment pass

Demerit System:

Demerits are intended to address minor to moderate infractions and given as a reminder to students of expected behavior at school. Each quarter students receive a new card for demerit tracking. Students are responsible for keeping and maintaining this card throughout the quarter. Students who refuse or cannot present their demerit card at the time of a violation will receive an after school detention. They will also receive the demerit for their behavior violation.

Demerit process - Students earn one demerit each time a violation occurs. When a student earns a demerit, the teacher or staff member will document the infraction on their card. Demerits serve as a record of a student's conduct and after every **five (5)** demerits earned, their parents/guardians will be notified.

Students earn a demerit for any of the following

1. Inappropriate language or behavior
2. Non-Compliance
3. Unauthorized food, gum or drink
4. Unexcused tardy
5. Disrespect towards people or property
6. Unprepared for class
7. Unsafe behavior
8. Inappropriate computer use

The school's method for additional intervention/consequences based on demerit accumulation will be followed as shown below

5 demerits = 1 day after school detention

10 demerits = 2 days after school detention and a behavior intervention conference with Administration

15 demerits = 5 days after school detention, conference with parent/teacher/team/Administrator

20 demerits = Automatic incident referral resulting in an Administrative Consequence

Note Demerit totals begin at zero (0) at the start of each quarter.

Student Code of Conduct

Types of behaviors that are not allowed under our Student Code of Conduct

Violent

Which includes hitting, fighting, inappropriate touching, bullying, threatening words or actions and the possession and use of weapons. Students are encouraged to use appropriate verbal means of settling conflict or seek help from an adult staff member. The board policy on fighting does not differentiate administrative action based on who struck first and retaliation is not considered “self-defense”. *(BOE policies: P1116 Sexual Harassment of Students; P1119 Harassment of Pupils; P1462 Pupil Behavior – Assault/Battery of Staff Member; P1464 Pupil Behavior – Regulations; P1466 Possession or Use of Weapons; P5113 Suspension and/or Expulsion of Students)*

Disruptive

Which includes actions that interfere with the learning process for students and the teacher’s ability to teach. Disruptions to the learning process or school environment will typically result in exclusion from the educational setting. *(BOE Policies: P1464 Pupil Behavior – Regulations; P1465 Pupil Behavior – Alcohol, Drugs, Drug Paraphernalia and/or Other Controlled Substances; P1473 Standardized Dress Codes – Regulations; P5112 Pupil Classroom Discipline; P5113 Suspension and/or Expulsion of Students)*

Disobedient

Which is the failure to comply with the reasonable directions of school staff and failing to follow school rules. Students will be given opportunities to correct themselves or make appropriate choices before disciplinary action is taken. Staff members must be able to efficiently manage groups of students, and failure to comply with staff requests and instructions undermine their ability to do so. *(BOE policies: P1464 Pupil Behavior – Regulations; P5113 Suspension and/or Expulsion of Students)*

Dishonest

Which includes stealing, cheating, plagiarism and lying. Dishonesty not only invades upon the educational rights of other students, but may also cause the school to spend excessive time investigating occurrences which in turn substantially disrupts the educational setting and learning process. *(BOE policies: P1464 Pupil Behavior – Regulations; P5113 Suspension and/or Expulsion of Students)*

Destructive

Which includes destroying, defacing or vandalizing school property and the property of others. *(BOE policies: P1464 Pupil Behavior – Regulations; P5113 Suspension and/or Expulsion of Students)*






Disrespect

Which includes any show of disrespect by word or action toward staff or other students. As part of the learning process, staff are required to give directives and instructions to students. They are also tasked with implementing our schoolwide behavior protocols. Students who disagree or are upset with a staff member may not display any disrespect to staff by word or action. Students are also expected to show respect to each other during school and school sponsored activities. *(BOE policies: P1464 Pupil Behavior – Regulations; P5113 Suspension and/or Expulsion of Students)*

Gordon Parks Academy
Harassment Agreement 2020-2021

I, _____ (First) _____ (Last)

promise to watch out for and not participate in **harassing behaviors** (described in BOE P1116 and P1464). Some of the many possible examples of **harassing behavior which disrespects and harms others** include:

Physical harassment	Verbal harassment	Social harassment	Sexual harassment	Cyber harassment
punching, pinching, pushing, hitting, fighting, kicking others, etc.	teasing, name calling, bullying, threatening, extorting (threatening harm if victim does not do as told), etc.	blaming others, excluding others on purpose, ganging up on others, threatening or teasing others	touching others in an unwanted way; talking, drawing or writing in a sexual nature, teasing others in a sexual nature, etc.	teasing, threatening others or sending inappropriate photos through email/texting/web pages, etc.
				

I understand that if I am involved in any harassing behaviors and/or activities, **I can be suspended or expelled from school.**

I understand that I am also able to be prosecuted by law because **harassing behaviors are against the law.**

Attention Gordon Parks Parents/Guardians:

Please refer to **BOE P1116 and P1464** for additional information. These policies, as well as the **Student Code of Conduct**, may be found on Wichita Public Schools website at **www.usd259.com**.

*****A copy of this agreement is signed during enrollment as a separate page.*****

P1464 PUPIL BEHAVIOR – REGULATIONS

BOARD POLICY:

Each pupil is held responsible for his/her personal actions. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.

Administrative Implemental Procedures:

1. Behaviors other than those described in this policy may constitute unlawful or prohibited acts. The common standard against which behavior is measured is that which is conducive to learning and a contributor to the general purpose and welfare of the school.
2. Bullying occurs in all forms including, but not limited to, appearance, status with a peer group (social power), intellectual, socio-economic, gender, race, sexual orientation, ethnicity, etc. Bullying in any form is prohibited on school property, in a school vehicle, or at a school sponsored activity or event. In addition, bullying is prohibited while utilizing school property. Bullying includes Cyberbullying. In compliance with K.S.A. 72-6147 and amendments thereto, the Board developed and adopted a plan that addresses bullying. In addition to disciplinary action described in BOE Policy P5113 - Suspension and/or Expulsion of Students, students who violate the bullying prohibition may be reported to local law enforcement, if appropriate.

Bullying, as defined in K.S.A. 72-6147, means:

- (A) 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 such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) Harming a student or staff member, whether physically or mentally;
 - (ii) Damaging a student's or staff member's property;
 - (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- (B) Cyberbullying; or
- (C) Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A 2017 Supp. 72-1138, and amendments thereto.

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

3. Fighting will not be permitted at school, on school buses, or at school sponsored activities.
4. Possession and/or use of tobacco or tobacco paraphernalia are not permitted in school buildings or on school campuses. The prohibition against smoking and the use of tobacco should be supported by programs emphasizing the hazards of smoking and tobacco use.
5. Any show of disrespect by word or action toward any staff member is prohibited.
6. Profanity and vulgarity are prohibited.
7. Defiance that may threaten the general discipline of the school or classroom is prohibited.
8. It is within the discretion of the administration and the site council at each school to determine what type of dress code is most suitable to implement. Furthermore, the administration at each school will include in any dress code policy the underlying purpose of enacting the stricter dress code. Such dress code may include, but is not limited to, a standard uniform, restrictions relating to jewelry, and restrictions on colorful hair and extreme hairstyles. Reasonable criteria for determining appropriate appearance are based on health, safety, and public

decency considerations. The relationship of dress and appearance to the safety of the individual pupil varies depending upon the nature of the activity or class. Any wearing apparel which, in the opinion of the principal, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Refer to BOE policy P1473 - Standardized Dress Code - Regulations.

9. A pupil who steals, maliciously destroys, or defaces school property will be expected to make restitution as part of the penalty for such action. Malicious destruction cases may also be referred to the police under the Kansas School Law.
10. Loitering in school buildings or upon school grounds is prohibited. Any person loitering is subject to administrative and legal action. Wichita Police Department policy provides for the arrest and removal of violators. School district personnel are to report violations of the loitering ordinance to the police only when such personnel intend to assist in the prosecution of the violator.
11. Personal Electronic Devices.
 - a. Student use of Personal Electronic Devices during the school day is regulated as set forth below:
 - 1) Elementary Schools: While in the school building, students are required to power off and store Personal Electronic Devices in their backpacks or other classroom storage areas. Items intended to look like or simulate such devices are also prohibited during the school day.
 - 2) Middle Schools: While in the school building, students may use Personal Electronic Devices during class time for instructional purposes as defined by the teacher with the approval of the administrator. At all other times, these devices must be silenced and stored away.
 - 3) High Schools: While in the school building, students may use Personal Electronic Devices during class time for instructional purposes as approved by each teacher, before and after school, during passing periods, and at lunch. At all other times, these devices may not be used unless permission is granted by a teacher or administrator.
 - 4) Students also will comply with BOE Policy 1232 – Acceptable Use of Computers, Networks, Internet, E-mail, Telephones, and Other Online Services - Students; and 1232a – Student Access Contract.
 - 5) For purposes of this AIP 11, Personal Electronic Devices include, but are not limited to, cellular phones, including smart phones; tablets; student-owned computers; BOE Policy 1464 Page 3 of 3 Wichita Public Schools · USD 259 accessories such as headphones, earbuds, speakers, and other AV or technology equipment; and other personal communication devices that have the potential to be disruptive to the educational process.
 - 6) For purposes of this AIP 11, the school day is the time between the beginning time and ending time set for the building the student attends.
 - b. Students who violate this AIP 11 shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.
 - c. Students shall be personally and solely responsible for the security of their cellular telephones and other Personal Electronic Devices. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other Personal Electronic Device, nor does it assume responsibility for the unauthorized use of any device.
12. The use of explosive devices, starting fires, causing a false fire alarm, or causing a false bomb threat is considered conduct which substantially disrupts the operation of school and is subject to administrative and/or legal action.
13. The act of extortion is defined as obtaining something of value from an unwilling person by either physical force or intimidation. This act substantially invades the rights of others and is subject to both administrative and legal action.

14. Rules and regulations concerning school-sponsored activities apply to all pupils attending school functions held on school grounds, in school buildings, or at other facilities.
15. Pupils may not hold membership or participate in an unauthorized organization on school property or at school sponsored activities.
16. Pupil walkouts, boycotts, and any other unauthorized holidays will not be permitted or recognized. Once a pupil arrives at school, it is the pupil's responsibility to remain so long as he/she has classes scheduled or is required to do so. Any violations of this nature will be dealt with promptly and firmly.
17. Plagiarism, cheating, and lying are prohibited.
18. Students shall not loiter on school grounds in violation of Section 5.48.030 of the code of the City of Wichita, Kansas. The code reads as follows: Schools, school buildings, libraries - Prohibited conduct; violation declared loitering. It is unlawful for any person to disrupt the normal activity, disturb the peace, or to remain, to idle, or to loiter at any time on or about the premises or grounds of any public library, of any public or private school or school buildings, and/or assembly of students for any school activities or athletic events conducted by such public or private schools. Any student or any person who is not enrolled in said public or private school, or who has been suspended or dismissed from said public or private school, or who persists in staying or remaining on or about said premises or grounds without any lawful purpose shall be guilty of the offense of loitering. (Ord. No. 32-930, (part).)

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Elementary and Secondary Education Offices

Latest Revision Date: March 2018

Previous Revision Date: May 2008 P1464

Visitors

Visitors are welcome any time at Gordon Parks and we encourage you to become a part of your child's learning process each and every year they attend Wichita Public Schools.

Upon your visit, press the doorbell at the secure entry stating your name and why you are here. The office staff will then let you into the building to log your visit in the office using the Hall Pass system. If you have not previously visited the building during school hours, please have your photo ID with you. Once in the school and classrooms we ask you follow the district visitor guidelines and expectations that are included in this handbook. For safety and structure of the school day we ask parents not regularly escort children into the school and to their classrooms at the beginning of the day.

If you would like to talk with the classroom teachers we request you call and leave a message for them to call you back when they are not teaching or you set up an appointment to meet with them during one of their scheduled planning times. For the benefit of student learning, visitors may not interrupt teachers during their teaching time during visitations with questions and concerns. To better communicate with you and answer questions, we will get back with you on the phone or set up a meeting.

P2216 VISITORS

BOARD POLICY:

Principals are responsible for developing procedures which encourage parents, patrons, and other interested persons to visit school during the year. When classes are in session, all visitors are required to report immediately to the school office upon entering the building.

Administrative Implemental Procedures:

1. School visitors constitute one of the most valuable public relations assets, and school personnel should solicit visitation by parents and others. Special events, such as American Education Week and displays of pupils' work, should be publicized in the district to encourage the patrons to visit the school.
2. Principals will develop procedures for maximizing a visit by patrons which may include:
 - a. Welcoming visitors in the school office
 - b. Providing a visitor's pass or badge and sign-in sheet
 - c. Advising visitors of their responsibilities and of any special problem
 - d. Directing or accompanying visitor to desired area
 - e. Providing special instructions for special occasions.
3. Patrons should be notified when visitation is least desirable.
4. Children not enrolled in school may visit classrooms only with prior approval from building principal and when accompanied by an adult.
5. When a visitor's actions or presence in the classroom disrupts in any manner the instructional program, the teacher is authorized to advise the individual to leave.
6. The principal may exclude from the classroom, school building, or premises those visitors who are disruptive.

Administrative Responsibility: Assistant Superintendents: High Schools, Middle Schools, and Elementary Schools

Latest Revision Date: October 2007

Previous Revision Date: July 1994 P2216

