

USD 365 ELEMENTARY HANDBOOK

(Greeley, Garnett, Westphalia)

WELCOME

We are pleased that your child is attending school in our district. Please familiarize yourself with this handbook. It is designed to answer questions that arise as the school year progresses. Note that some information can only be received from your child's particular building personnel. All rules and regulations in this handbook are subject to change by the USD #365 Board of Education. Have a great year!

USD 365 DISTRICT MISSION STATEMENT

With the fundamental belief that every student can learn, the primary purpose of Garnett Unified School District No. 365 is to provide each student the learning opportunity for him/her to establish a foundation for success, both now and in the future.

OCR NON-DISCRIMINATION STATEMENT

The U.S.D. #365, Garnett, Kansas, does not discriminate on the basis of race, color, national origin, sex, 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:

Donald Blome, Superintendent
Garnett USD #365
PO Box 328
Garnett, KS 66032
785 448-6155
785 448-6157(Fax)

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.

ACADEMIC PROGRAMS

Core Subject Areas

See the following page for both core subjects and noncore subjects and the manner in which they are graded. Most grades K-5 are self-contained classrooms which provide instruction at grade levels. Some schools provide instruction at grade level within a multi-grade classroom. Grades 5 and 6 may be departmentalized depending upon the attendance center.

Special Services

Some students receive special assistance from Title I and special services teachers. Students are identified for these programs through teacher referrals, preassessment processes, and test results. If you feel your child needs extra assistance, contact your principal's office or your child's teacher.

School Improvement

All elementary buildings have established site councils as part of the process in accrediting schools. Your building principal may be soliciting your assistance to be a member of one of these advisory councils.

Academic Programs continued:

Marking Periods/Student Progress Reports

The school year is divided into four marking periods. After each quarter of school, a report card is issued. Parent conferences are scheduled twice during the school year. In addition to quarterly report cards, a progress report may be sent to parents after four weeks of each marking period for subjects in which a student is performing below his/her academic potential. Parents should contact the child's teacher to set up an appointment to discuss how your child can become more successful. A teacher or parent may initiate a contact anytime during the year if there are concerns regarding a student's progress. U.S.D. 365 provides access to academics, account balances, and attendance through use of Powerschool on the internet. Contact your school office for more information on how to access this information.

ACADEMIC/GRADING POLICIES

Kindergarten through Grade 2 Subject Areas:

Student progress will be reviewed by a report card which focuses upon skills taught in the areas of:

- ~General Skills;
- ~ELA;
- ~Math;
- ~Social Studies (Gr. 2)
- ~Science (Gr. 2)

Kindergarten – Grade 2:

Grade Level Proficiency Markings:

- + Satisfactory
- * Sometimes
- / Needs help with skill;
- Having difficulty

3 – Meeting Kansas College and Career Ready Standards (KCCRS)

2 – Working Towards Kansas College and Career Ready Standards

1 – Not Meeting Kansas and College Career Ready Standards

Blank – Not assessed at this time

Grade 3 - 8 Core Subjects:

All buildings will use the same grading scale and letter grades in the core subjects of:

- 1) Mathematics;
- 2) Science/Health;
- 3) Social Studies; and
- 4) Reading/Language Arts

Core Subjects Grading Scale (Grades 3 - 8):

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Non-Core Subjects which receive letter grades are:

Band (Gr. 5-6), Music (Gr. 3-8)

Non-Core Subjects which do not receive letter grades:

Art (K-6), Vocal Music (K-2), Handwriting (K-6), Physical Education (K-6).

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Academic/Grading Policies continued:

Exemplary Performance

Grades 3 - 6 students may be recognized for academic success at the end of each marking period through these honor rolls:

Principal's High Honor Roll - Students receiving all A's in all subjects.

Honor Roll - Students receiving A's or B's in all subjects.

Promotion/Retention

Kindergarten promotion is dependent upon readiness skills needed for the first grade. Promotion to the next grade in grades 1-6 will be dependent upon satisfactory completion of the course work and understanding of the basic skills. Where retention is recommended, a conference will be held with the parents or guardian, the instructor, and principal. Students with IEP's will be dealt with in accordance with the IEP.

Testing

The district also administers Kansas State Department of Education assessment testing. These tests will be given to the grades set out by the KSDE. The tests are designed to measure the knowledge base of students at the tested grade levels. In addition, achievement tests and in-district assessment tests may be administered.

Homework

Students are expected to do a majority of their class assignments during school hours. However, students will at times find it necessary to complete schoolwork at home. Parents should provide a regular study place and time for this purpose. Teachers try to present material, instruction, and assignments in such a way that students will know what is expected. Homework assignments may be given. As a student advances through school, more homework may be expected.

ADMISSION POLICY

Age

In compliance with KSA 72-1108, kindergartners must be a minimum of 5 years of age and first grade students must be a minimum of 6 years of age on or before August 31 in the school year in which they enroll.

Birth Certificate

A child enrolling in kindergarten or first grade:

A certified copy of the birth certificate of the child, or

As an alternative for the child in the custody of the Secretary of Social and Rehabilitation Services, a certified copy of the court order placing the child in the custody of the secretary.

In the absence of a certified copy of birth certificate for the child in kindergarten or first grade, any document which reasonably tends to establish the age of the child will be accepted as temporary proof of identity or as allowed by applicable state statute.

Physical

Kindergarten students and first grade students who did not attend kindergarten must present a physical assessment signed by a physician licensed in Kansas or a Kansas State Health Department dated within 12 months prior to school entry. Also a student age 8 or less new to our district (and not previously enrolled in any school in Kansas) must present a physical. A student without prior knowledge has 90 days from school entrance to be in compliance with the child health assessment. After 90 days, the student may be excluded from school until documentation is received.

Immunizations (for additional information see Health-Medical Section)

Any student entering school for the first time shall be required to present to the building administrator or designee, certification from a licensed physician or local health department that the student has received all immunizations as required by the Kansas Department of Health and Environment.

Failure to complete all required immunizations shall result in exclusion from school until the student has complied with the requirements. The parent or guardian of the pupil will be given written notice of the exclusion stating the reasons

Admission Policy continued:

for the exclusion and the condition under which the student may return to school. The parent or guardian shall be provided a hearing on the matter upon request.

Exceptions to this policy are permitted only under the following conditions:

a. A written statement signed by a licensed physician stating the physical condition of the student to be such that the immunization would seriously endanger the life or health of the student.

b. A written statement signed by one parent or guardian stating that the student is an adherent of a religious denomination whose religious teachings are opposed to such immunizations.

Kansas laws require current immunizations to attend Kansas schools. To be current a student must have had: 5 DPT (Diphtheria-Pertussis-Tetanus) with the 4th dose after age 4 years plus 1 dose of Tdap (Tetanus, diphtheria and pertussis) prior to 7th grade entry; 4 IPV (Polio) with last dose after age 4 years; 3 Hepatitis B; 2 MMR (Measles-Mumps-Rubella) and 2 Varicella (chicken pox) unless medical confirmation of the disease signed by a licensed health care provider is provided. Kansas Statute 72-5209.

ADMISSION/OUT OF DISTRICT STUDENTS

Out of district students may be allowed to enroll in U.S.D. #365 schools by requesting to do so in writing at the school they wish to attend. The U.S.D. #365 school board may revoke this privilege by giving notice of this action.

ATTENDANCE POLICIES

School Attendance Policy

U.S.D. #365 expects students to be in attendance. This is a very important factor in achieving success. Learning situations cannot be recreated. Makeup assignments do not take the place of the classroom instruction. Schools must determine what absences are to be excused, unexcused, or discouraged and are obligated to assess certain penalties to discourage unnecessary or excessive absences.

Absences

On the day of the absence, the parent/guardian should contact the school in person or by telephone (by 8:30 if possible). If no contact has been made to the school, a phone call may be made to the parent/guardian concerning the absence of their child on that day. If no contact is made by phone, in person, or by note upon student's return, the absence may be recorded as Unexcused. Upon determination by building administrator, an absence will be recorded as excused or unexcused. This is not necessarily determined by parental consent. The principal's office will notify the parents by mail of a student with poor attendance. If attendance does not improve, the school may notify parents by mail that a note from a doctor stating the reason for additional absences is required. Excessive absences will be referred to the proper authorities.

Tardiness

In cases where a tardy to school is found to be the student's fault, time may be made up. The building principal will make this determination. Tardy detention time will be served in an assigned area. Also, frequent early dismissals are discouraged. Excessive tardies and early dismissals may be made up depending upon circumstances.

Makeup Work

Students with an excused absence will be allowed to make up work missed. For every school day a student is absent, two (2) school days will be allowed for work to be made up beginning the day the student returns to school. The student's grade may not be penalized for work turned in within this time frame.

CELL PHONE POLICY

Cell Phone Usage

Cell phones at school will be kept turned off. The phones may only be used during school hours with teacher permission. Any violation of this rule will result in confiscation of the cell phone, along with what other consequences are deemed appropriate by the administrator.

Cell phones may not be used for taking pictures during the school day. Posting pictures on social media, during the day, is not acceptable.

Consequences:

If phone is not turned off or is being used during school without permission:

1st time: The phone is taken and returned at the end of the school day.

2nd time: A parent has to come to school to get the phone.

3rd time: A one hour detention and a parent must pick up the phone at school.

Further cell phone issues will be dealt with individually.

*Taking pictures and posting during the school day is not allowed.

COMPUTERS AND NETWORKS

Acceptable use of Computer and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship. However, rights entail responsibilities and freedom is not absolute. There are certain rules of conduct all students who use school computers are expected to abide by. In order to ensure that all members of the USD #365 elementary schools understand and agree to these rules of conduct, USD #365 requires each student to have a signed parental consent of the following statement:

Teachers have the right to examine any information in student files within their class. The system administrator, principal, and designees have the authority to review any school file. The use of the building computer network is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to:

- 1) The placing of unlawful information on a system.
- 2) The use of abusive or otherwise objectionable language/graphics in either public or private messages,
- 3) The sending of messages that are likely to result in the loss of recipients' work or system.
- 4) The sending of "chain letters" or broadcast messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.
- 5) Harassing, insulting, or attacking others.
- 6) Damaging computers, computer systems or computer networks, both software and hardware.
- 7) Violating copyright laws.
- 8) Using another person's password.
- 9) Trespassing in another person's folders, work, or files.
- 10) Intentionally wasting limited resources, both software and hardware.
- 11) Employing the network for commercial purposes.
- 12) Use of internet for non-educational purpose (including chat rooms and e-mail).

Minimal Consequences

First Violation loss of computer privileges for one week AND letter to parents.

Second Violation loss of computer privileges for one month AND letter to parents.

Third Violation loss of computer privileges for three months AND letter to parents.

IN ADDITION, the principal shall have the authority to impose additional disciplinary action as deemed as necessary.

Parents will be asked to sign a form acknowledging that they have read and understood the "Acceptable Use of Computers and Networks" Policy. See your school administrator if you have questions regarding the above computer and internet use policy.

DISCIPLINE POLICY

Each USD #365 school has implemented a discipline plan. While grades K-12 have the same basic structure, each individual school will have a plan specific to their own needs. For information regarding your child's schools' discipline policy, contact the school administrator or office personnel.

Parents, please be aware that class parties, field trips, Play Day, etc. are privileges that are earned. Students that choose to misbehave, disrupt class, not work to their full potential, or chose to not complete work, are making the choice to lose these privileges. They will not be allowed to participate in one or more of these events. Please encourage your child(ren) to make good choices so they will be able to participate in all of the "extra" activities throughout the school year. You will always be notified, in advance, if your child(ren) has lost such a privilege.

DRESS CODE

We believe that primary responsibility for proper dress rests with the parents and their child and expect good judgment to be used. Students are expected to come to school looking clean, neat, and dressed in good taste.

- Hair styles (male or female) that create a problem of health or sanitation, obstruct vision, or are designed to call undue attention to the individual are not acceptable.

- Bizarre clothing, clothing with suggestive language or clothing which advertises tobacco, alcohol or drug-related items are inappropriate.

- During hot weather, children may wear shorts and tank tops when appropriate. Tops must be long enough that no midriff is showing. There are to be no spaghetti or narrow straps, low neck lines, or large arm holes.

If, in the judgment of the principal, the student's dress is obviously in poor taste and would be considered indecent or disruptive to school, the student will be required to change to appropriate clothing.

DRUG FREE SCHOOL POLICY

The unlawful possession, use, or distribution of illegal drugs (including tobacco and electronic cigarettes) and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, PL 102-226. This policy, and any curriculum used in conjunction with it, shall be reviewed at least every other year using criteria developed by the superintendent and approved by the board. This review shall evaluate the effectiveness of the program, recommend the implementation of changes, and ensure that sanctions under the policy are consistently enforced. A written report of each such review shall be prepared by the superintendent or his designate and the board of education shall receive a copy of each such report after the required review is conducted.

Drug Free Curriculum

All of the district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illegal drugs or alcohol. Students shall also be informed that the use of illegal drugs and the unlawful possession and use of alcohol is both wrong and harmful. The board has adopted a comprehensive drug and alcohol abuse and prevention program as a part of the district's curriculum. This program is designed to be age appropriate and developmentally based so as to reach students at all ages and levels of education within the district.

Student Conduct

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs, controlled substances, tobacco (including electronic cigarettes) or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and, in addition, depending upon the nature and severity of the offense, may be subject to one or more of the following sanctions:

- (a) A punishment of a short term suspension, a long term suspension, or expulsion from school for the remainder of the school year.

- (b) Suspension from participation in and attendance at all school activities for the remainder of the school year.

Any student placed on long term suspension or expulsion under this policy will be considered for readmittance on a probationary status if that student obtains an alcohol and drug evaluation at the local mental health center, makes a copy of such evaluation available to school officials, and enrolls in and/or completes a suitable and appropriate drug and alcohol rehabilitation program. If such student is readmitted on a probationary basis while enrolled in such drug

Drug Free School Policy continued:

and alcohol rehabilitation program, the original suspension or expulsion may be reimposed if the student fails to make satisfactory progress in the program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and KSA. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the student in accordance with other policies governing student discipline. In the event it is agreed that the student will receive a drug and alcohol evaluation and enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and the student's parents. The drug and/or alcohol education and rehabilitation programs provided by the local mental health center will be deemed to be acceptable programs pursuant to this policy. In the event that the student and/or the student's parents desire to enroll the student in another program, it shall be the responsibility of the student and/or the student's parents to submit such information concerning Drug Free School Policy continued:

this program to school district officials in order for them to determine the suitability and appropriateness of said program. Parents or students should contact the directors of the programs to determine the cost and length of each program. A copy of this policy will be provided to all students and parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

EMERGENCY SAFETY INTERVENTION

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. For further information on Emergency Safety Interventions, including the ESI dispute resolution process, please refer to www.usd365.org (Emergency Safety Interventions under District Information), refer to the USD #365 Board Policy Handbook, and/or contact your building administrator for information or a copy of the ESI policy.

USD 365 prohibits the following:

- (i) The use of prone, or face-down, physical restraint; supine, or face-up, physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication;
- (ii) the use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; and
- (iii) the use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat-belts and any other safety equipment when used to secure students during transportation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AND AMENDMENTS OF 1975

Under this law, the parents of students enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under the Act:

- 1) You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request in question.
- 2) The school district will follow the following procedures in granting access by parents to student's records: Parents by appointment may come to the respective building office to review their child's records from 9:00 A.M. to 3:00 P.M. on days that school is in session.
- 3) The parents' rights of access shall include:
 - (a) The right to be provided a list of the types of education records which are maintained by the institution and are directly related to their child.
 - (b) The right to inspect and review the content of those records;
 - (c) The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
 - (d) The right to a response from the district to reasonable requests for explanations and interpretations of
 - (e) The right to an opportunity for a hearing to challenge the content of those records; and

Family Educational Rights continued:

- (f) If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as related to such
- 4) Right to a hearing to challenge the content of your children's education record:
 - (a) To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student,
 - (b) and to insert into the record a written explanation respecting the content of the record.
- 5) The School District will follow these procedures where a parent desires to challenge the content of a student's educational record:
 - (a) The hearing shall be conducted within 10 days following the request for the hearing;
 - (b) The hearing shall be conducted, and the decision rendered, by an institutional official or other party who doesn't have a direct interest in the outcome of the hearing; who shall be appointed by the Board President.
 - (c) The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised, and;
 - (d) The decision shall be rendered in writing within 10 days after the conclusion of the hearing.
- 6) Before any school records will be released to third parties who requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he/she will release them. The written consent must include the following:
 - (a) The specific records to be released;
 - (b) The reason for such release;
 - (c) The name of the party or agency to whom the records will be released, and
 - (d) Notification to you that you may receive a copy of the student's records to be released, if you desire a copy,
- 7) Right to obtain copies of your child's student records with reproduction cost charged to you at \$.20 per page.
- 8) Right to notification of transfer of your child's/children's student records and the right to challenge the content of the records to be transferred.
- 9) Right to have the school make a reasonable effort to notify you of the subpoena of your child's education records prior to the school's compliance with the subpoena.
- 10) Right to have the school make a reasonable effort to notify you of the receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's education records to the court prior to compliance.
- 11) The principal of the school your child attends has been designated by the school district as custodian of student records.
- 12) Right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue S.W., Washington, D.C. 20201, of alleged violations of this Act by the School District.
- 13) The school district has designated the following information as directory information:
 - (a) The student's name, address, telephone number, date of birth;
 - (b) The student's major field of study;
 - (c) The student's participation in officially recognized activities and sports;
 - (d) The weight and height of members of athletic teams;
 - (e) Dates of attendance;
 - (f) Degrees and awards received and honor roll;
 - (g) The most previous school district attended by the student; and
 - (h) Student's picture.

This information is considered public information which may be released by the School District without your prior consent. You have 10 days from the receipt of this handbook to inform the School District that any or all of the directory information should not be released without your prior consent.
- 14. The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.
- 15. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent(s) of said student, become the sole rights of the student and you will no longer have the right of access to said student's records. (12-1-80)
- 16. Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

FOOD SERVICE PROGRAM

U.S.D. 365 provides breakfasts and lunches (with the exception of Mont Ida School). See also Nutrition and Wellness Policy following.

School Meal Payment Policy

Most attendance centers use a computerized accounting system. Please pay for meals through your child's school office. Prices for regular and reduced priced meals will be posted at August enrollment. It is the responsibility of the parent(s) to see that their child's meal card is purchased **in advance**. Students may, in an emergency, charge a meal, which should be paid for within two days. Parents will be notified of charged meals. *Returned checks may result in only cash payments being accepted.

Free and Reduced Meal Applications

Eligibility for free and reduced meal applications is based upon income. Applications, which are kept confidential, are available at enrollment but may also be completed any time during the school year. Qualification is based upon gross income and family size. Parents are notified by mail of acceptance or denial of the application.

Nutrition and Wellness Policy

USD #365 has adopted a nutrition and wellness policy beginning with the 2006-2007 school year as required by state and federal mandate for schools who participate in a food service program. USD #365 initiated policy changes in an effort to provide a healthier environment for our students.

Changes you will want to be aware of:

- * Students are not to have soda/beverages/electrolytes drinks of limited nutritional value during the school day @ school. This includes in lunches brought to school. Students who have a restricted drink with lunch, will be given water instead. (At the high school, during the school day, machines with only milk, water, or 100% fruit juice, will be available. Electrolyte replacement beverages may be available after 2 pm near high school athletic training centers).
- * Food/beverages for celebrations, parties, or classroom rewards, brought to school, are to follow the above drink policy, and foods such as fruits, vegetables, or other healthy snacks are encouraged to be served. A list can be found in the school calendar. Please think of everyone in the classroom.

>>Some students have various special diets: Limiting everyone's sugar intake is ideal<<

Fruits and vegetables are a great source of nutrition and the fiber in them makes you feel full. Fruits and vegetables are great food value for your money.

- * Students are encouraged to use water bottles. Recent studies indicate the importance of adequate hydration is key in helping people feel alert and aid in good health.
- * Students will receive five hours of classroom instruction on nutrition. Our students are above the norm in the amount of PE time they have.

Additionally, USD #365 has a commitment to improve the over all nutritional quality of our school meals and items served on a la carte.

- The breakfast program will limit the amount of sugar in pre-packaged cereals and increase fiber content.
- Efforts will be made to reduce the amount of fat & sodium in lunch, and increase the amount of whole
- At least 50% of a la carte will meet improved nutrition guidelines.
- At least 50% of fund raising will not involve the sale of food or beverages.

We ask your cooperation in stepping up to the "plate" in helping us provide healthy nutrition for your child and all our students. With your help, we hope to assist our students in learning about healthy lifestyles.

GENERAL INFORMATION PROCEDURES

Calendar of Events

The school term and vacations are set out in the U.S.D. 365 Calendar of Events which is available from the district office or attendance center offices. These calendars are subject to scheduling changes.

Care of Property

Promote school pride. Refrain from marking desks, walls, and floors, and other destructive acts which may destroy public property. Students are responsible for all books and items checked out to them including library books. Students may be charged for replacement of books/items which are damaged or destroyed.

General Information Procedures continued:

Check In/Check Out

As part of our effort to keep our schools safe and secure, students, parents, or visitors arriving and leaving during the school day must check in and/or check out through the school office.

Classroom visits

We are excited about the positive things that are happening in our school and enjoy having parents/patrons visit our school and classrooms. However, because an unexpected visitor can cause disruption in the classroom, we do ask that the school office be contacted for permission prior to a visit.

Daily School Schedules

Check with your child's attendance center to verify the school's daily schedule. In most cases, elementary buildings start classes between 8:00 a.m. and 8:30 a.m. and dismiss from 3:00 p.m. to 3:30 p.m.

School Closings

In the event of extreme heat in the early fall, decisions to dismiss school early will be made before noon. School schedules may also be adjusted due to icy or snowy conditions. In case of cancellation because of weather or other emergency situations, U.S.D. #365 announcements will be broadcast on major local radio and television stations. Parents may also sign up for automated messages by contacting their school office.

Fire/Tornado/Emergency Drills

Fire drills are held once per month during the regular school year. When a fire alarm is sounded, pupils and teachers will proceed rapidly, but in an orderly manner, to the designated area. Instructions, including the routes to be taken, will be given before the first fire drill. Tornado and disaster drills will be held at least three times per year. It is important to remain calm whether it is a drill or an actual emergency. School personnel will also be familiar with procedures for other emergency situations.

Materials/Textbook Rental

The USD #365 board of education has established a textbook/materials rental fee for kindergarten - grade 12. This fee is due at enrollment.

Student Supplies

Supplies vary from grade to grade and school to school. Check with your building principal's office to review your child's school supply list.

GUIDANCE COUNSELING SERVICES

U.S.D. #365 provides guidance services to all elementary attendance centers. Elementary counseling services are delivered to whole classes, individuals, and through special programs. Programs deal with self-esteem, substance abuse, and self-awareness of positive peer interaction. However, there may be times when the counselors will not be able to service an attendance center due to emergency situations which may arise.

HEALTH-MEDICAL

Illness at School

From time to time a child will become ill at school. When this occurs, the school will decide if the child needs to be sent home. The school will contact the parent, guardian, or designated party to request the child be taken home. The school will not send an ill child home without making a parent, guardian, or designated party contact. The parent, guardian, or designated party should pick up the ill child as soon as possible. Families are expected to maintain current emergency contact numbers for this purpose.

Children will be excluded from the class when they exhibit any of the following symptoms: temperature of 100.3 or greater, upset stomach with nausea and vomiting or diarrhea, severe menstrual cramps, severe nose bleeds, suspicion of contagious disease, or other concerns identified by the nurse.

Health-Medical continued:

Parents should not send to school a child who is exhibiting any of the symptoms above prior to coming to school. Parents should report any other health issues/problems happening outside of the school day that may inhibit the student's ability to perform at school. Students should be symptom free for 24 hours before returning to school.

If a child becomes ill during the school day, the parent/guardian will be notified to come pick up the child. Every effort should be made by the parent/guardian to pick up the child within 30 minutes of the phone call.

Accidents, Report of

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. 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 (or designated school employee) shall seek emergency medical treatment.

First Aid

If a student has an accident, which requires medical treatment, no action shall be taken by an employee except 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 will be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross or American Heart Association first aid program.

Communicable Diseases

If your child has physical symptoms that cause you to suspect your child is developing a communicable disease, keep him/her home for the stated isolation period to see if the disease develops. A suggested period of observation is 24 hours. If your child does not develop a communicable disease, keep your child home until he/she recovers sufficiently to perform school tasks. If a communicable disease develops, please report this to the school to keep us informed regarding your child and the diseases occurring.

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 termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. 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.

Exclusion from School (State Health Department Guidelines **65-122**)

K.A.R. 28-1-6. Requirements for isolation and quarantine of specific infectious and contagious diseases; exception; definition.

Schools and child care facilities; non admissions and exclusions; readmission, when: No person with an infectious or contagious disease dangerous to public health shall be admitted into any public, parochial, or private school or licensed child care facility. It shall be the duty of the parent or guardian, and the principal or other person in charge of any public, parochial, private school or licensed child care facility to exclude therefrom any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease. If the attending person licensed to practice medicine or local health office finds, upon examination, that the person is not affected with a disease, or suspected of being affected with an infectious or contagious disease, he/she may submit a certificate to this effect to the person in charge of the public, parochial, private school or licensed child care facility and such person shall be readmitted to school or child care facility. Common infectious diseases are listed following:

Chicken Pox: Early symptoms are fever and eruption of the skin. Incubation period is 2-3 weeks. Each infected person shall remain in isolation for six days after the first crop of vesicles appears or until the lesions are crusted, whichever comes first. Each susceptible person in a school, child care facility, or family day care home shall be either vaccinated within 24 hours of notification to the secretary or excluded from the school, the child care facility, or the

Health-Medical continued:

family day care home until 21 days after the onset of the last reported illness in the school, the child care facility, or the family day care home.

Head Lice: Head lice, like the common cold, is always present somewhere in the community. The truth is, lice are not easily spread at school, the louse can only crawl from one source to another--children at school do not have that close, prolonged contact with each other, like they do at sleepovers, home parties, and gatherings. Each student infested with lice shall be excluded from the school, child care facility, or family day care home until treatment with an antiparasitic drug is initiated.

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. School personnel will check the student before returning to school.

Pink Eye (Conjunctivitis): Conjunctivitis can result from many causes. These causes include viruses, bacteria, allergens, contact lens use (especially the extended-wear type), chemicals, fungi, and certain diseases. Inflammation of the conjunctiva of one or both eyes, swelling of eyelids, and a purulent discharge. Incubation period is 1-3 days. Exclusion from school is throughout active infection or student may return 24 hours after starting appropriate treatment and no discharge is present.

Ringworm (Tinea capitis and corporis): Each infected child or student shall be excluded from the school, the child care facility, or the family day care home until treated by a health care provider. The affected area must be covered while at school.

Scabies: Scabies is caused by *Sarcoptes scabiei*, a microscopic mite that causes skin infestations. Scabies is transmitted by direct, prolonged, physical contact (skin-to-skin) with an affected individual or through direct, immediate contact with contaminated clothing or linens. Signs and symptoms include raised, red, pimple-like, itchy bumps/sores on the skin (tiny blisters or scales may also be present); red streaks on the skin, tiny, raised, crooked, grayish-white or skin-colored burrows on the skin surface; intense itching, particularly at night; itching and rash may affect any part of the body, but commonly affected areas include the webbing between the fingers, wrists, elbows, armpits, waist/belt-line, buttocks, and genitalia. Students with an active infestation will be excluded until the day after completing the first treatment.

Staphylococcal Infections: Symptoms are pustules, boils, carbuncles, abscesses, and infected lacerations. Incubation period is usually 4-10 days. Exclusion from school and sports activities will be reserved for those with wound drainage ("pus") that cannot be covered and contained with a clean, dry bandage and/or for those who cannot maintain good personal hygiene.

Streptococcal Infections: Group A *Streptococcus* (GAS) is a bacterium that can cause a wide range of infections. People may also carry group A streptococci in the throat or on the skin and have no symptoms of illness. Most GAS infections are relatively mild illnesses such as "strep throat," or impetigo (a skin infection). Occasionally these bacteria can cause severe and even life-threatening diseases.

Each infected person shall remain in isolation for 10 days if untreated or for 24 hours following initiation of antibiotic therapy. Students will be excluded from school until they have received appropriate treatment for 24 hours.

Immunization Schedule for Children

The following are the immunizations REQUIRED for entrance into Kansas schools (subject to change). Check with your physician or health department for the proper procedure, number of doses and appropriate ages for administering these vaccinations:

Five (5) doses DTaP/Tdap (Diphtheria, Tetanus, Pertussis) Four doses acceptable if dose 4 was given on or after the fourth birthday. A single dose of Tdap is required for Grades 7 through 12 if no previous history of Tdap vaccination, regardless of interval since the last Td.

Four (4) doses Polio (IPV or OPV Schedule) Three doses acceptable if dose 3 was given on or after the fourth birthday.

Health-Medical continued:

Two (2) doses MMR (Measles, Mumps, Rubella) on or after the first birthday with four weeks between first and second doses.

Two (2) dose Varicella required for grades Pre-K through grade 10 (one dose required for grade 11 and 12). The first dose must be on or after the first birthday.

None needed if Varicella disease verified as follows:

- A) Signature of physician indicating history of disease and date of illness; or
- B) Laboratory evidence of Varicella immunity.

Three (3) doses Hepatitis B minimum of four weeks between first and second doses, eight weeks between the second and third doses, and sixteen weeks between the first and third doses.

****Additional Pre-school requirements****

Two (2) doses Hepatitis A

Four (4) doses Hib (haemophilus influenza type B) total number of doses is dependent on age of child when doses were received.

Four (4) doses Prevnar (pneumococcal conjugate) total number of doses is dependent on age of child when doses were received.

****Additional information regarding Kansas School Immunization Requirements can be found at:**

<http://www.kdheks.gov/immunize/schoolinfo.htm>

Kansas Procedure for Dispensing Medication at School

Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses.

If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The school medication policy complies with Kansas guidelines:

- Written permission from a professional (physician, dentist, orthodontist, nurse practitioner, or physician assistant) and the parent or guardian must be received before any medication (including over-the-counter drugs) can be given at school.
- Prescription and over-the-counter medication must be in original, appropriately labeled containers. It is the parent's responsibility to assure that the medication brought to school is the correct dosage prescribed and listed on the bottle.
- All medications must be stored in the nurse's office.
- A form must be completed and signed by the physician and parent/guardian for each different series of medication (either prescription or non-prescription) a child takes.
- A new form must be completed for each school year.

•See the form on the last page of the handbook for the Dispensing of Medications form to be used at all #365 schools when medication must be administered at school. Or the form can be downloaded by visiting the Health and Wellness Page-Health Services Forms of the USD 365 website: www.usd365.org

KANSAS SCHOOL SAFETY HOTLINE

A statewide hotline is available 24 hours per day, 365 days per year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. The KANSAS SCHOOL SAFETY HOTLINE NUMBER IS 1-877-626-8203.

LIBRARY BOOK RESTRICTED ACCESS PROCEDURE

Each USD #365 school has developed a procedure whereby parents can restrict access to library materials for their child(ren). Please check with your school office or librarian if you have questions regarding this policy.

McKINNEY-VENTO ACT

The purpose of the federal McKinney-Vento Act is to assist in removing obstacles to homeless students enrolling in school, assisting them in participating in all school activities provided any other students, and allowing students access to education immediately. All consideration will be given to what is in the best interest of the students, and decisions are made in collaboration with the student's parents or with the assistance of the district's homeless liaison. Krista Hedrick is the district liaison for homelessness. She may be reached at Garnett Elementary School, 403 W. Home Run Drive, Garnett, KS 66032. Under the federal McKinney-Vento Act, schools are expected to provide education for children considered to be homeless. The district liaison will assist homeless children and youth in enrolling in school, obtaining immunizations or medical records and coordinating transportation to and from school.

TRANSPORTATION

The primary function of transportation is the safe delivery of students to and from school. Please feel free to call 785-448-5778 if you have questions. Complete USD #365 policy concerning bussing can be found at the District Office or School Building office in Section F-Transportation of the policy handbook. Bus riders shall abide by the following:

Bus Regulations

1. Be on time at the bus stop--the bus cannot wait. (The first week have your student ready at least ten minutes ahead of the scheduled time. As the routes even out, your driver should arrive at a regular time each day.)
2. Obey the driver at all times.
3. Students are to converse in normal tones and not cause distractions for the bus driver.
4. The emergency door is to be used only in a time of any emergency.
5. When leaving a bus, always cross in front of the bus when the street or road is clear and safe to cross.
6. The bus driver is in charge of all passengers.
7. The bus driver has authority to assign seats to passengers.
8. Students are not to stand in the roadway while waiting for the bus.
9. Students are not to extend any part of the body out of bus windows.
10. Students are not to move about while the bus is in motion.
11. Smoking or eating inside the bus is prohibited. Exceptions to eating inside the bus may be granted for activity trips.
12. Intoxicating beverages or illegal drugs are prohibited on buses.
13. Animals (except service) will not be transported.
14. Students are not to transport weapons of any type.
15. Students who damage a bus are financially responsible for the repairs.
16. Horseplay, bullying, disrespect, swearing, fighting, and/or throwing objects will not be tolerated on the school bus.

It is the responsibility of the bus driver to handle a problem when it occurs. If a student persists in breaking a rule(s), the bus driver, transportation director and/or school principal will take appropriate action, including possible suspension of bus privileges (Section F-Transportation Board Policy). Contact Cheryl Strobel, 729 West 31 Highway, Garnett, Kansas 66032, (phone 785-448-5778) for further transportation information.

Regular bus students will not be discharged at places other than a regular bus stop or a school, unless authorization from the principal or transportation director has been obtained after a written or verbal request is provided by the parent(s). These requests should be limited and made to the building principal or transportation director by 2:30 p.m.

Field Trip Permission

Your written consent is required in order for your child to be transported by bus on educational field trips. Students will use school transportation both to and from the activity. In the event that parents wish to transport their son/daughter after an activity, communication must be made in advance with the school. Preschool children are not allowed to accompany parents sponsoring activities.

TITLE I ANNUAL NOTIFICATION/ PARENTS RIGHT-TO-KNOW

This notification is provided to inform you of your right to request the following specific information concerning the school and teachers: Parents may request information regarding the professional qualifications of their child's/children's classroom teachers and paraprofessionals. Professional qualifications include:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

All teachers at Garnett/Greeley/Westphalia Schools meet the above criteria. Each one is licensed for the grade levels and subject areas being taught. Each one has a baccalaureate degree and none are teaching under an emergency or provisional waiver. The paraprofessional(s), who work under the direction of the Title I and classroom teachers, meet required qualifications for the position. If for some reason your child needs to be instructed for four or more weeks by a teacher that does not meet the definition of "highly qualified" the school/district will notify the child's guardian/parent.

Parent-School Compacts

Parent/School Compacts are signed every year at enrollment by a family representative and the school principal. We believe that our children's successes depend upon a strong partnership between home and school. Please contact Mrs. Hedrick if you have any questions.

At any time you may request access to your students State Assessment Scores and school STATE report cards by contacting your child's school. If you have questions or would like to request further information, please feel free to contact Krista Hedrick or Debbie Alford, Principals at USD #365.

WEAPONS POLICY

A student shall not knowingly possess a weapon on the school grounds or off the school grounds at a school activity, function or event. Possession of a weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent or the building principal may recommend that this expulsion requirement be modified on a case-by-case basis. Students found in violation of this policy shall be referred to the proper law enforcement agency. A complete copy of this policy including definition of the term "weapon" is available in the U.S.D. Policy Handbook located at the district office.

EVALUATING/IMPROVING YOUR SCHOOL

Parents are encouraged to take pride in the school system and in the education obtained by their children. Through mutual cooperation and respect, an overall optimism and confidence on the part of educators and parents should prevail. The school system as a whole and in its various parts always has room for improvement. We strive to be self-evaluating and welcome constructive input from our patrons. Much of our improvement will depend upon the knowledge, interest, and goodwill of the citizens of the community.

USD 365 GUIDELINES FOR DISPENSING MEDICATIONS

The schools will cooperate with parents in circumstances when a student must take medication during the school day and when properly authorized to do so. Written request from a physician or dentist must accompany all medication, including over-the-counter medicine, herbs, and alternative products. The following guidelines must be followed:

1. **A permission document must be on file at school (see form below).** A permission form must be completed every year and when medications or dosages change.
2. **Medication must be sent in a container on which the child's name, dosage, and type of medication are clearly noted.** Two containers may be needed—one for school and one for home.
3. **Send only the amount of medicine needed at school.** Medication will not be sent back and forth from school to home.
4. **School personnel will not give the first dose of medication.**

NOTE: Parents should avoid scheduling the dispensing of medication at school unless necessary. Example: Medication to be given 3 or 4 times per day may be given before school, after school, evening and/or bedtime (or later).

Request for Medication to be Administered During School Attendance

Name of Student _____ Grade _____

School _____ Teacher _____ DOB _____

Medication _____ Dosage _____

Date Medication Started _____ Reason for Rx _____

Time of day medication is to be given _____

Anticipated number of days to be given at school _____

Side Effects _____

☐ Yes ☐ No This student is knowledgeable regarding medication/use of inhaler.

Date _____ Physician or Licensed Practitioner Signature _____

Office Name _____ Office Number _____

**Controlled drugs require a physician's signature*

I hereby give my permission for _____ (student) to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. I also hereby give my permission for the above information to be shared with other appropriate professionals including the physician listed above.

Date _____ Parent Signature _____

♦Please realize these guidelines are followed for the safety of our students♦

Updated 4/2013 TMC