

**Dodge City Public Schools
USD 443**

**ELEMENTARY
STUDENT
HANDBOOK**

(BOE Policy EDA/BDC/JAA)

2017-2018



*OUR MISSION. . . To prepare our students to be capable,
contributing participants in a changing world.*

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Brian Mashak
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Dodge City Public Schools, USD 443, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.

WELCOME BACK!

We would like to welcome back the students returning to USD 443, and to extend a special welcome to the students new to the district.

USD 443 maintains the highest expectations and standards for our students. We invite all students and parents to join our teachers and staff in working hard to make this another successful year.

(Adopted Board of Education policies are noted where appropriate and are the "official current policies.")

A Parent's Guide to School Registration

Step 1:

Learn about the different schools in Dodge City by visiting the schools before registration begins. Decide which schools you would like your child to attend.

Step 2:

Register your child for school at First Stop (620) 339-4818 located in The Learning Center, 308 W. Frontview. New students register at First Stop when they move to Dodge City. The Kindergarten registration period begins after spring break in March and ends in April. Times and dates for registration will be published in the newspaper, flyers will be placed in businesses, and notices will be sent home with students.

In-coming Kindergartners who have brothers or sisters already attending grades K-5 will be "grandfathered" into the same school as their siblings, if they are registered during the first registration period listed above. The remaining registrations will be processed through a computerized lottery, with school assignments made based on parental preference within available classroom space. A student registering after the first deadline will be assigned on a first-come, first-served basis. The district will maintain a waiting list from year to year.

Step 3:

(K-5) Parents will be notified by mail as soon as school assignments are made. Parents registering during the first registration period will be notified by the end of May. Registrations received after the May deadline will be processed on a first-come, first-served basis.

Step 4:

Parents must complete the enrollment process on the district-wide enrollment day, usually held during the first week of August. Parents of students **new** to USD 443 should bring immunization information, birth certificate, and health information to The Learning Center, 308 West Frontview to register before going to an assigned school.

Failure to complete the enrollment process on the district-wide enrollment day will forfeit your child’s school assignment, and necessitate their re-entry into the registration process for a new school assignment.

SCHOOL DAY

Elementary Schools – Grades K-5

<u>School</u>	<u>Begin</u>	<u>End</u>
<i>Beeson</i>	8:00	3:15
<i>Central</i>	7:55	3:10
<i>Linn</i>	8:00	3:15
<i>Miller</i>	8:05	3:20
<i>Northwest</i>	8:00	3:15
<i>Ross</i>	8:00	3:15
<i>Soule</i>	8:00	3:15
<i>Sunnyside</i>	7:50	3:05
<i>Wilroads Gardens</i>	7:55	3:10

SCHOOL INFORMATION

Principal

Kelly Bolin

Bill Pittman

Amy Olivares

Tim Skinner

Kim Armstrong

Amy Loder
Assist. Principal - Jayne Diaz

John Montford

Erica Teran

Greg Preston

School

Beeson
Tele#: 620-471-2113
Fax#: 620-227-1745

Central
Tele#: 620-471-2104
Fax#: 620-227-1721

Linn
Tele#: 620-471-2114
Fax#: 620-227-1722

Miller
Tele#: 620-471-2102
Fax#: 620-227-1723

Northwest
Tele#: 620-471-2115
Fax#: 620-227-1724

Ross
Tele#: 620-471-2103
Fax#: 620-339-4809

Sunnyside
Tele#: 620-471-2112
Fax#: 620-227-1727

Wilroads
Tele#: 620-471-2101
Fax#: 620-227-1728

Soule
Tele#: 620-471-2116
Fax#: 620-227-1719

BUILDING SECURITY (BOE Policy JG)

The district will endeavor to provide a suitable environment conducive to the general health, safety and welfare of each student in school attendance and in school-sponsored activities.

VISITORS AND GUESTS

Parents and other visitors are welcome and encouraged to make arrangements to visit school and to become informed about the education program. USD 443 has policies against weapons, drugs and no tolerance of gang activities. Visitors are asked to be aware of all these policies before entering the buildings.

Open House, school programs, and conferences all provide regularly scheduled times to visit school, although visits are not limited to those times. If parents have questions about student progress, they are invited to contact teachers at any time to arrange a conference to address those specific concerns.

We do ask your cooperation with respect to the following guidelines:

1. Upon arrival at the school, visitors must sign in and sign out when leaving the building. Name tags are available for visitors to wear while in the building.
2. Please make appointments for all visits or conferences, preferably at least one day in advance.
3. Children may not visit schools except when accompanied by a supervising adult.
4. Let the office know in advance, if you plan to eat with your child. The cost of an adult breakfast is **\$2.50**; the cost of an adult lunch is **\$3.70**. (Prices do not include milk) Milk is \$.60.

ATTENDANCE (BOE Policy JB)

The best learning takes place when students are present every day, have a regular exchange of ideas, and are under the direction of certified staff who understand the learning process. The opportunity for success will be greatly enhanced when students attend classes regularly.

A child is required by law to attend school. The school district has adopted a practice of pursuing unexcused absences and will take cases to truancy court. Truancy is defined by State Law to be unexcused absences for three consecutive days, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. (Statute # 72-1113 Article 11)

Steps to follow when absent: (Excused absences are subject to principal approval.)

- Parent or guardian must phone the school and inform the office of the child's absence before 8:45 a.m. on the day of absence. For the safety of the

children, if the school's office has not heard from the parent or guardian, the school will call home or work to verify the reason for absence.

- Parent or guardian should write and sign an excuse giving the name, the date, the day(s) of absence, and the reason for the student's absence.
- If your child is absent for three consecutive days, the principal may require a permit from the doctor.
- Parents of student(s) absent more than three days for any reason other than illness must fill out an *Absence from School Contract* form prior to the extended absence from school. This form is available in the school office.
- Absences will be recorded for the AM and PM sessions. If students are out of class more than 1 hour and 40 minutes (half of the morning session) the time gone will be counted as a 1/2 day absence. Attendance will be taken in the morning by the teachers. The office staff or nurse checking students in or out will record the half-day/full-day absences during the day, if it changes from the first recorded absence in the morning. Absences will be recorded in Skyward. Tardies will also be recorded in Skyward.

The building principal is authorized to report students who have unexcused absences to the appropriate authorities such as the Kansas Department for Children and Families (DCF) or the county or district attorney.

Students are tardy if they are not in their classrooms at their school designated start time.

PERSONAL ITEMS

School administrators and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. This includes electronic toys, games, trading cards, toys from home, etc. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, registering them and leaving them at the office can safeguard these items. The following items are not allowed at school: scooters, skate shoes, rollerblades, and skateboards.

ELECTRONIC DEVICES

Cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), hand operated electronic games, and/or other items determined by an administrator are to be powered off and concealed during class since they interfere with the learning environment.

First offense, the item will be confiscated and stored in the office. A referral will be issued to the student citing inappropriate use of technology. Subsequent offenses will be viewed as insubordination, resulting in further disciplinary action up to and including short term suspension. The item confiscated will only be released to parents/guardians.

The school is not responsible for the theft of personal electronic devices brought to school.

LASER PENLIGHTS

Laser Penlights are an educational nuisance. Due to the potential for misuse students may not possess LASER PENLIGHTS on school property including transportation vehicles. If a student is seen with a LASER PENLIGHT, it will be confiscated and turned into the office or administration. It will be held in the office until picked up by a parent. Any student misusing a LASER PENLIGHT in a way that could cause physical harm is subject to suspension.

DRESS CODE (BOE Policy JCDB)

“Neatness, decency, and good taste are guidelines of the district dress code. A student’s appearance should not disrupt in any way the normal proceedings of the school, nor interfere with the health, safety or welfare of any individual. Dress codes shall be published in the appropriate student handbooks.”

Apparel and clothing containing printed or visual messages, which are inappropriate in a school setting, may necessitate a change of clothing. Shoes shall be worn. Hats and cutoffs, beach apparel, see-throughs, bare midriffs, spaghetti straps, skate shoes and unsuitable fake finger-nails are unacceptable. Cropped tops, T-shirts with inappropriate pictures or messages, tank tops, mesh or fish net shirts, bicycle shorts, short shorts, or boxer shorts are also unacceptable.

Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators.

CRISIS PLANNING (BOE Policy EBBF)

District level and building level crisis plan has been developed to respond to any crisis. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

STUDENT CONDUCT (BOE Policy JCDA)

“Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action including suspension and/or expulsion.”

The school district’s elementary schools follow the District Guidelines for Student Behavior. These guidelines emphasize the following:

- Health and Safety – Students will behave and conduct themselves in such a way that no harm will come to themselves or to others.
- Respect for Others – Students will respect the rights of others and do nothing to infringe upon those rights.
- Respect for Property – Students will respect and properly care for public and private property.

No student has the right to interfere with or disrupt another student’s right to learn and/or a teacher’s responsibility to teach. Consequences for inappropriate behavior will be at the discretion of the administration. Based on the frequency and the severity of the offense, consequences may include:

- Loss of privileges (i.e. recess, etc)
- Time Out
- After-school detention
- In-school suspension
- Suspension (long or short-term)
- Expulsion
- Other consequences, as considered appropriate.

Disruption of School

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose; (5) preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) continuously and intentionally making noise or acting so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity.

Verbal / Physical Assault on a School Employee, Student or Visitor

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee, student or visitor:

- on the school grounds during, before or after school hours;
- on the school grounds at any other time when the school is being used by any school personnel or school group; or
- off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Student Substance Abuse

The use, possession or distribution of alcohol, narcotics, hallucinogens, dangerous inhalants or restricted dangerous drugs by students of this school district is recognized as harmful to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well being of young people.

This district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals. It shall be the policy of this district to continually seek the cooperation, advice and counsel of parents and of the courts, law enforcement agencies, medical, mental health and other professional agencies which are involved in the drug abuse problem in order to ensure a community-side, cohesive and comprehensive reaction to this problem.

The basic policy of this district is to confront the problem of student drug abuse in three ways: prevention, intervention and control on school grounds and at all school functions. Drug abuse prevention includes education, inservice staff training and awareness.

Violation of any provision of this behavior code may result in suspension and/or expulsion. (BOE Policy JDD)

General Compliance and Repeated School Violations

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he is properly under the authority of school personnel.

Violation of any provision of this behavior code may result in suspension and/or expulsion.
(BOE Policy JDD)

Internet/On-Line Services – Acceptable Use

The purpose for the Internet and other on-line services provided by Unified School District 443 is to facilitate and support research and education by providing access to a variety of resources and an opportunity for collaborative work.

Users may encounter material that is controversial which users, parent, teachers or administrators may consider inappropriate or objectionable. On a worldwide network it is impossible to effectively control the content of and access to information and data. It is the responsibility of the user not to initiate or pursue access to such material. USD 443 prohibits procurement of material not consistent with the educational goals of the district. Each parent and student will be expected to sign the acceptable use policy at enrollment.

WEAPONS (BOE Policy JCDBB)

“A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon or destructive device, any item being used as a weapon or destructive device, or any facsimile of a weapon or destructive device.”

EXPULSION AND SUSPENSION (BOE Policy JDD-)

The Board extends its authority to suspend any student as authorized by law to the following certified personnel or committee thereof: superintendent, assistant superintendent, a principal of an attendance center, assistant principal and/or personnel acting in the capacity of assistant principal.

Students may be suspended from school if they violate any of the behavior codes.

Board of Education policy JDD-R, Suspension and Expulsion, procedures will be followed. A copy of this policy may be obtained at your school's office.

GANG ACTIVITY

USD 443 Elementary Schools have adopted a no tolerance policy against gang activity. (Students or Adults)

Gang activities, which initiate, promote or threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, toys (including Homie dolls) or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implied membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

Building principals shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

CORPORAL PUNISHMENT (BOE Policy JDA)

“Corporal punishment shall not be permitted in the school district.”

SEARCHES OF PROPERTY (BOE Policy JCAB)

“Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.”

SEARCHES OF STUDENTS (BOE Policy JCABB)

“Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip search shall not be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.”

SEXUAL HARASSMENT (BOE Policy JGEC-R)

Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

HARASSMENT, INTIMIDATION, AND BULLYING

(See GAAB, JCE, JGEC, JGECA, JDD, and EBC)

The Board of Education for Unified School District 443, Dodge City, Kansas is committed to a safe and civil educational environment for students, employees, volunteers, and patrons free from harassment, intimidation or bullying.

The Superintendent is authorized to direct the development and implementation of a plan that includes provisions for the training and education for staff members and students. Students found to be in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion, and may be reported to local law enforcement.

For the purposes of this policy, harassment, intimidation and/or bullying include any intentional written, electronic, verbal, or physical act, when such act: physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or is severe, persistent, or pervasive, creating an intimidating or threatening environment; or has the effect of substantially disrupting the orderly operation of the school.

“Intentional” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral, or physical actions.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Corrective disciplinary action, counseling, and/or referral to other school district and community resources, including law enforcement, may be used to address and correct the behavior of the perpetrator(s) and mitigate any impact on the victim(s).

False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

ACADEMIC ACHIEVEMENT (BOE Policy JF) **GRADING**

“Each student should be encouraged to achieve the highest academic standing commensurate with his/her abilities.”

Kindergarten, first, and second grade students are evaluated by how well they have mastered the particular outcome. At third, fourth **and** fifth grades, students earn their grades by how they score on their daily work and tests. The following grading scale will be used to establish those grades.

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

TESTS

Most teachers will test/evaluate routinely in most subjects.

Individual Reading Inventories, Kansas Assessments and Mastery Checks will be administered to determine outcomes mastered. Outcomes not mastered may be a reason for summer school or retention. Please ask your child’s teacher to share this information with you.

REPORTING STUDENT PROGRESS (BOE Policy JF)

Parent Teacher Conferences are scheduled at the end of the first and third quarter. (October and March) Additional conferences may be scheduled at the request of the teacher or parent. Report cards are given to parents at the regularly scheduled parent teacher conferences and sent home at the end of each semester. (Second and fourth quarter)

Progress reports may be sent home more frequently, at the teacher’s discretion. Family Access is available on-line for parents to track the progress of their child. Contact individual schools for information to view Family Access.

INCLEMENT WEATHER (BOE Policy GCR-R)

If poor weather conditions make it necessary to close school, the decision to do so will be made by the Superintendent of Schools. Notification regarding school closing will be sent to local radio and television stations.

**Emergency Weather Procedures During the School Day.*

If the weather seems to be developing into a possible emergency weather situation, please follow these steps:

1. Listen to KOLS-K 95-FM, Q 97-FMKGNO 1370-AM, KJIL 99.1-FM radio, local television stations and Channel 21 for possible school cancellations.
2. If school is canceled, students will be dismissed to parents before or at emergency dismissal time.
3. Students will not be allowed to walk home. They need to be picked up at their schools.
4. Parents will be responsible for their children getting home. If parents cannot pick up their children, they will need to provide a means for them to get home and notify the school.
5. Businesses employing a large number of parents of school-age children will be notified of the cancellation. Those parents will be expected to pick up their children before or at the emergency dismissal time. If this is not possible, parents will need to provide a means for them to get home and notify the school.
6. Parents are encouraged to notify other parents who do not have telephones of the cancellation.

ANIMALS AND PLANTS IN THE SCHOOL (BOE Policy ING)

Under no circumstances are animals to be transported on school buses.

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

TELEPHONE USE

Since the school phone is a business phone, calls by students should be limited to necessary calls. Permission from the secretary or principal must be given before students can make calls during the school day. Teachers and students will not be called from classes to the telephone except in cases of an emergency.

The office will see that messages are delivered to students and teachers.

BICYCLES

Students in fourth or fifth grade may ride bicycles to school. Bicycles are the sole responsibility of their owners and it is recommended they be secured at school with bicycle locks.

GIFTS and FLOWERS (BOE Policy JLR-1-2)

It shall be against board policy for any business or organization to deliver flowers or gifts to individual students during the school day. Any group deliveries must have prior approval of the building principal.

TREATS

Treats brought to school must be commercially prepared and packaged.

CROSS WALKS

If you drive your children to school, please let them out on the proper side of the street. The safety of students is jeopardized when they are dropped off and expected to cross the street. Parents are not allowed to double park and drop off or pick up students.

BIRTH CERTIFICATES

State law requires that birth certificates be shown for every child entering Kindergarten, as well as all others enrolling in Dodge City Public Schools for the first time, regardless of grade.

STUDENT INSURANCE PROGRAM

Information about low-cost student insurance, including Health Wave, is available annually at enrollment or anytime during the school year by contacting the school or district office.

Parents are responsible for obtaining accident, health, athletic, hospital, and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents.

The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored events.

PHYSICAL EXAMINATION/IMMUNIZATION (BOE Policy JGCB)

State law requires that each child entering a Kansas school for the first time present certification from a licensed physician stating that he/she has had a physical examination and has or is in the process of receiving immunization against diphtheria, whooping cough, tetanus, polio, measles, rubella and mumps or has a legal exemption.

Physical examination forms are available in all doctors' offices and the Public Health Office. The law provides that any student who does not comply within 90 days of enrollment be excluded from school until the above conditions are met.

IMMUNIZATIONS

As per Kansas Statute 77-5209, all children upon entry to school must be appropriately vaccinated. The recommended immunization schedule can be found at www.cdc.gov/vaccines/recs/schedules.

Students entering school in USD 443 for the first time are required to present certification from a physician, a clinic or a health department that the student has received immunizations.

The vaccination information provided should be documented by a physician, a health department representative, or designated school representative, on a Kansas Certificate of Immunization (KCI).

Alternatives to Vaccination Requirements

1. Medical Exemption [to be signed by a physician (MD) or osteopath (DO) licensed by the Kansas Board of Healing Arts], certifying the physical condition of this child to be such that the inoculations specified above would seriously endanger the life or health of this child. An MD or DO may exempt a child from having to receive a vaccine if there is laboratory evidence the child is immune to the disease (a copy of the laboratory report must be maintained in the child's health record).
2. Religious Exemption (to be signed by parent or guardian), to certify the child is an adherent of a religious denomination whose religious teachings are opposed to such inoculations.

NOTE: The parents and guardians of exempt children should be informed that their children would be excluded from school in the event that an outbreak of vaccine preventable disease occurs.

PARENT NOTIFICATION OF HEPATITIS “A” ONLY AND LICE (BOE Policy JGCC)

Hepatitis “A”

Hepatitis “A” and lice are less serious communicable diseases, which occur annually in school buildings. The best prevention measures for these diseases are common cleanliness practices. These procedures are designed to recognize the seriousness of these diseases while avoiding hysteria.

Viral hepatitis type A is one of the common contagious diseases caused by a virus. Hepatitis means inflammation of the liver. The early symptoms of hepatitis type A resemble those of many other infectious diseases. There may or may not be the yellow skin or yellow color to the white of the eye known as jaundice. Since there are other diseases, both communicable and non-communicable, which may cause jaundice; jaundice alone does not necessarily mean that a person has hepatitis type A.

Hepatitis type A is spread mainly from person to person. The disease may sometimes be transmitted through water or food that has been contaminated by the patient. Thoroughly cooked foods and clean, tested water are safe.

Early symptoms resemble those of flu. There may be runny nose, sore throat, headache, muscle pains, and fever. These may be followed by nausea and

vomiting. Loss of appetite is almost universal. The patient complains of weakness and fatigue and sometimes aching or tenderness in the upper right side of the abdomen.

The generally accepted treatment for hepatitis type A is rest and prescribed diet. The patient should rest in bed until the physician says he/she may get up. Resuming normal activity too soon may cause a relapse.

When multiple cases warrant possible “outbreak” status, as determined by the nurse, principal and Health Department, all parents and employees in the building will be notified and special procedures, as determined by the principal, will be implemented with respect to class parties, food from home, supervised handwashing, etc.

Head Lice

Parents should watch for signs of head lice. Persistent itching of the head and back of neck can indicate head lice. Nits (small eggs) attached to the hair may be seen with the naked eye. Sometimes dandruff is confused with the nits. Dandruff can be easily removed. Nits, however, are very difficult to remove.

Head lice can be transmitted in a number of ways – not only by physical contact. Borrowing a comb or brush from a person who has lice is one way. Also, they can be transmitted from borrowed hats, ribbons, scarves, or other head coverings. Sharing towels or pillowcases can also spread head lice. Even a stray hair that has nits can transmit head lice.

Once head lice are found, the problem should be taken care of promptly in order to prevent it from spreading to others. Infested children should be excluded from school until treatment with adequate medicated shampoo has begun and all nits are removed. The following shampoos are effective: Rid, R&C and A-200.

POLICY REGARDING THE GIVING OF MEDICINE AT SCHOOL

(BOE Policy JGFGB-R-3)

Most medications can be conveniently administered outside of school hours. If school personnel are to supervise student medications, the following procedures must be followed:

1. A written **Permission for Administration of Medication Form** must be signed by a physician and a parent and returned to school.
2. All medications to be given at school must be taken to the principal's/nurse's office for dispensing.
3. The medication must be in an original container that is properly labeled with the child's name, the current date, and the authorized dosage instructions. This includes inhalers or Epi-Pens.

4. The parent/guardian of a student with a potential anaphylactic reaction to food, insect bite, or other substance should complete an allergy action plan and return it to the school nurse to ensure proper use of medication if needed.
5. Parent/guardian of an asthmatic student should complete asthma care plan and return it to the school nurse to ensure proper use of medication.
6. School personnel will not administer medications not accompanied with the signed permission form.
7. **No over-the-counter medications** except first aid supplies should be maintained by school personnel without a permission form **signed** by a parent.

Most prescription medications can be conveniently administered up to three times per day outside of school hours—in the morning, after school, and at bedtime.

ILLNESSES AND INJURIES (BOE Policy JBD)

Good judgment is always necessary when your child says he/she is sick. Please do not send your child to school sick. A child with a fever or other observable signs of illness should be kept at home. Any child at school with a fever will be sent to the school nurse or office. Parents will be contacted to take the child home.

If your child is ill due to a communicable disease such as chicken pox, etc., please notify the nurse or school office so other cases may be diagnosed. Do not allow your child to return to school until all risk of transmittal of the disease is past. If your child is absent for three consecutive days, the principal may require a permit from the doctor.

In the event of an injury, the student's parents will be notified. If medical attention is required, it will be the responsibility of the parent or at the parent's request.

If your child has a medical condition such as an allergy, epilepsy, etc., of which the classroom teacher, PE instructors, and the nurse should know, please let them know in writing of such conditions.

SPECIAL SERVICES (BOE Policy JG)

The following personnel are available for student services in our building: nurse, psychologist, counselor, gifted teacher, speech clinician, physical therapist, hearing impaired, and homebound instructor. Information about these services is available from the school office.

STUDENT IMPROVEMENT TEAM PROCESS

The Student Improvement Team (SIT) approach is a comprehensive systemic process that connects students, in all grade levels, with developmentally and educationally appropriate services to help them achieve their greatest academic, social, and personal well-being. The Student Improvement Team process brings together different systems, organizations and resources to maximize youth academic performance and resiliency.

The Student Improvement Team process is designed to assist all students. It does not limit services to students who have been identified as “as-risk.” While students who are referred may have shared or demonstrated certain risk indicators, the primary purpose for the referral is the observed behavior – not the fact that a student may or may not be considered “at-risk.”

SIT REFERRAL PROCESS

Students can access the process in three different ways: (1) they can be referred by a teacher, staff person, parent, or community member; (2) they can refer themselves to the process; and/or (3) they can be referred by an administrator if they violate the student code of conduct and are referred as part of a disciplinary action. Parents access the process in two ways: (1) they can refer their child if they have concerns; and/or (2) they can be requested to provide the team with additional information and support in the intervention of their child. School staff accesses the process by making a request for assistance to the team, completing the Request for Information forms, providing any additional needed information regarding a student, and by communicating with the team. Community members and other concerned persons can access the process by completing a Request for Assistance form and submitting it to the team upon request from the team for additional support.

SIT REQUEST FOR ASSISTANCE

Requests for assistance may be necessary when a student is displaying significant academic or behavioral problems. Students can be encouraged to self-refer. Certain other behaviors may also raise red flags to indicate a request for assistance is appropriate. Those making requests do not need to know what is going on with the student; they simply act as concerned advocates. Requests for assistance are open to anyone, for any reason, and are never judged.

Requests for assistance are made by completing a Request for Assistance form. Assistance forms are available to teachers and support staff in FileMaker Pro. Persons outside of the school can also make a request by contacting the Principal, classroom teacher, SIT members or the School Counselor.

Requests for assistance are made out of concern for a student and on observed behavior and academic performance indicators not on accusations. The Request for Assistance forms will clarify if a pattern or trend in behavior or academic performance is consistent with the request. Communication with your students(s) to promote an understanding of the process will also assist in minimizing a students’ negative response.

SCHOOL CHILD NUTRITION PROGRAM (BOE Policy JGH)

Your child’s school offers nutritious meals every school day. These meals prepare children to learn and do their best at school.

The meals available and the prices charged are as follows:

Grades KG – 5:

Full Price Lunch Fees:

Lunch Fee: **\$2.45**

Adult Fee: **\$3.70**

Full Price Breakfast Fees:

Breakfast Fee: **\$1.60**

Adult Fee: **\$2.50**

****Milk is 60 cents extra for adult lunch and breakfast.***

(Prices are subject to change)

No lunch money is handled in the school office.

Money may be deposited into students' accounts before school in the cafeteria. Students who do not deposit money into their account need to bring money each day and pay as they go through the lunch line.

Charging Meals: Three charges are allowed. Payment reminders are sent home daily when a student's meal account reaches \$6.00 in grades K thru 5. Reminders continue until payments have been made to the account. Students are allowed three meal charges. When a student reaches the three meal charge limit graham crackers and juice will be given for breakfast, a peanut butter/jelly sandwich, milk and an apple are given for lunch.

No charges will be allowed after the first week of May.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected yearly by the Kansas Department of Health and Environment. The cafeterias follow the guidelines set forth by the KDHE pertaining to safety and sanitation. Nutrition employees, students and paying patrons are the only persons allowed access to the serving lines and eating areas.

All schools are registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily.

Parents are welcome to eat with their student(s). Prior arrangements should be made by calling the school lunchroom before 9:00 a.m.

Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is 227-1630.

DIETARY INFORMATION

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

- **Medical Statement for Student with Special Dietary Needs Due to Disability:** If the student has a disability that affects his/her diet; a licensed physician must complete this form.
- **Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance:** If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

The appropriate medical statements may be obtained in your school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs, a **Discontinuation of Special Diet** form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the district Nutrition Office.

SCHOOL TRANSPORTATION (BOE Policy JGG)

Bus service is available for students who live outside the walk boundary set by the Board of Education. Each elementary school will have its own unique boundary. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook that you will receive prior to receiving transportation. Please review the handbook with your student and return the signed acknowledgement page to your driver within 10 school days to continue uninterrupted transportation service. Additional copies are available in the Transportation Department or at www.usd443.org. Discipline procedures will be enforced when a student fails to comply with these rules. Information regarding schedules and bus times is available through the Transportation Department at 620 227 1613.

BULLYING

Bullying is prohibited in USD #443. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #443 will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.



USD 443 Non-Discrimination Statement

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

Grievance Procedure

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 471-2111.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the appropriate Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint [form](#) is available.
- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the

USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

Emergency Safety Interventions (BOE Policy GAAF)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

- “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- “Incident” means each occurrence of the use of an emergency safety intervention.
- “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster

parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
- “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school

employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may

agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- a copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period.

Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Policy References: GAO, JRB, JQ, and KN

Adoption Date: 8/12/2013, **Revised:** 3/3/2014; 08/10/2015; 08/08/2016

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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