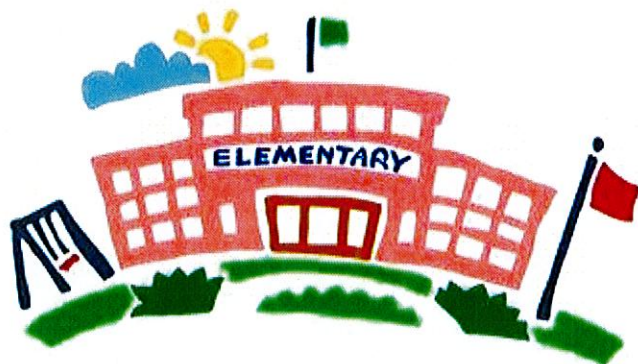


# USD 365 ELEMENTARY STUDENT POLICY HANDBOOK 2023-24



## For Attendance Centers

- Greeley Elementary School
- Garnett Elementary School
- Westphalia Elementary School

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# **Garnett Elementary School Hours**

## **Student School Hours:**

<b>7:30</b>	Door unlocked for breakfast.
<b>7:30-7:55</b>	Students may enter the building through the front (West) doors and proceed to breakfast or to the gym
<b>7:55</b>	Students picked up from the gym by their classroom teacher
<b>8:00</b>	Classes begin. Students arriving after this time will be counted tardy.
<b>10:50-1:05</b>	Lunch
	<b>10:50-11:20 – Kindergarten</b>
	<b>11:05-11:35 – 1<sup>st</sup> Grade</b>
	<b>11:25-11:55 – 2<sup>nd</sup> Grade</b>
	<b>11:40-12:10 – 3<sup>rd</sup> Grade</b>
	<b>12:00-12:30 – 4<sup>th</sup> Grade</b>
	<b>12:15-12:45 – 5<sup>th</sup> Grade</b>
	<b>12:35-1:05 – 6<sup>th</sup> Grade</b>
<b>2:55</b>	Dismissal for bus students
<b>3:00</b>	Dismissal for all other students

## **Staff School Hours:**

<b>7:45-3:45</b>	Teaching staff on duty
<b>7:00-3:45</b>	Office staff on duty

## **Greeley Elementary School Hours**

### ***Student School Hours:***

<b>7:30 am</b>	Door unlocked
<b>7:30-8:00 am</b>	Students may enter the building through the cafeteria doors and proceed to breakfast or to the gym
<b>8:00 am</b>	Morning Meeting
<b>8:05 am</b>	Classes begin. Students arriving after this time will be counted tardy.
<b>11:15 am-12:18 pm</b>	Lunch <b>11:15-11:43 am -- 3<sup>rd</sup>- 6<sup>th</sup> Grade</b> <b>11:50 am-12:18 pm -- K- 2<sup>nd</sup> Grade</b>
<b>3:00 pm</b>	Dismissal

## **Westphalia Elementary School Hours**

### ***Student School Hours:***

<b>7:30 am</b>	Door unlocked for breakfast.
<b>7:30-8:00 am</b>	Students may enter the building through the main entrance doors and proceed to breakfast or to the gym
<b>8:00 am</b>	Morning Meeting
<b>8:05 am</b>	Classes begin. Students arriving after this time will be counted tardy.
<b>11:15 am-12:18 pm</b>	Lunch <b>11:00-11:25 am -- 5<sup>th</sup>- 8<sup>th</sup> Grade</b> <b>11:05-11:30 am -- 3<sup>rd</sup>- 4<sup>th</sup> Grade</b> <b>11:10-11:35 am -- K- 2<sup>nd</sup> Grade</b>
<b>3:00 pm</b>	Dismissal

# **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](mailto: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.

### **Multi-Tiered System of Supports (MTSS)**

Each USD 365 school has implemented the Kansas MTSS system of support in their building. MTSS is designed to provide temporary, short-term extra support in targeted areas of ELA. Your child will attend these roughly 30-minute intervention groups with various support staff as determined by the instructional team. Each grade level has a designated block of time for MTSS to take place. Students in 6<sup>th</sup> grade who are determined to need MTSS intervention may miss band for up to 2 weeks from time to time to attend this intervention time.

### **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.

## **Academic Programs continued:**

### **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.

### **Student Intervention Team (SIT)**

Each USD 365 school has a Student Intervention Team or SIT Team that meets periodically to provide interventions and supports for students who need it. This team consists of a representative from various grade levels, principal, counselor, and Special Education staff as needed. Prior to a child being referred to the team, your child's classroom teacher will reach out to you to notify you as well as to share the rationale for the referral. Following the meeting, your child's teacher will follow up with you about the outcome of the meeting and any supports being put in place for your child to help support their success at school.

### **Student Progress Reports/Marking Periods**

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
- / Developing
- 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

Academic/Grading Policies continued:

**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

**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.



Admission Policy continued:

### **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 30 days from school entrance to be in compliance with the child health assessment. After 30 days, the student may be excluded from school until documentation is received.

\*Westphalia Students – Grades 6 – 8, must have a physical to participate in any KSHSAA Activity. This includes Scholar Bowl.

### **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 within 30 days, 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 within 30 days 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 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.

See Health-Medical Section for specific information regarding immunizations.

## **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.

Attendance Policies continued:

### **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.

## **USE OF PERSONAL COMMUNICATION DEVICES**

### **Cell Phone/Communication Device Usage**

Cell phones at school will be kept turned off. The phones may only be used during school hours with teacher permission. The use of smart watches or other personal communication devices is not allowed. Any violation of this rule will result in confiscation of the communication device, along with what other consequences are deemed appropriate by the administrator. These devices may not be used for taking pictures during the school day. Posting pictures on social media, during the school day, is not acceptable.

### **Consequences:**

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

1<sup>st</sup> time: The device is taken and returned at the end of the school day.

2<sup>nd</sup> time: A parent has to come to school to get the device.

3<sup>rd</sup> time: A one hour detention and a parent must pick up the device at school.

Further device 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.

Computer and Networks continued:

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.

#### **Bullying**

Bullying, as defined under state statute, is not allowed in USD 365 schools. If you have a concern regarding bullying, please reach out to your child's teacher, school counselor, and/or school administration. We encourage you to check out the elementary brochure on processes and procedures regarding how bullying is being addressed in USD 365 elementary school buildings.

\*Isolated incidents of poor behaviors does not necessarily constitute bullying or harassment but should nonetheless be promptly reported to an administrator, school counselor, or certified staff member so that it does not become a bullying or harassment situation by being repeated.

### **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 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 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](http://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:

Emergency Safety Intervention continued:

- (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
  - (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.

## Family Educational Rights continued:

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. See also Nutrition and Wellness Policy following.**

### **Breakfast**

Garnett Elementary School — Breakfast at GES begins at 7:30am. Beginning at 7:50am, students wishing to eat breakfast will be served a grab and go style breakfast to be eaten in the classroom.

Greeley Elementary School — Breakfast at GRE begins at 7:45 am.

Westphalia Elementary School — Breakfast at WES begins at 7:30 am.

### **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.

### **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.

Food Service Program continued:

### **Nutrition and Wellness Policy**

Kansas State law requires that all school districts participating in the school meal programs must develop a "school wellness policy." USD 365 has adopted a wellness policy that includes some guidelines for nutritious food in the classroom. The whole policy may be reviewed at the USD 365 District Office.

## **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 School 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.

### **Care of Personal Property**

Bringing personal property such as toys, cards, etc. from home is strongly discouraged unless they are being brought due to a special privilege or for show and tell. USD 365 staff and schools are not responsible for lost, stolen, or damaged personal property that is brought to school in violation of this policy.

### **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.

### **Concerns by parents/guardians**

Any parent and guardian with concerns about their child in the schools of U.S.D. 365 are encouraged to use the following procedures in the order listed:

1. Contact the child's teacher for a conference.
2. Contact the building principal if the parent/teacher conference does not resolve the concerns of the parent.
3. Contact the superintendent only if the problem cannot be resolved at the building level.

### **Daily School Schedules**

See elementary school schedule information and arrival/dismissal information below: For Garnett Elementary School, Greeley Elementary School, and Westphalia Elementary School Hours Schedules, see pages A & B toward the beginning of this handbook.

#### **1. Arrival Information:**

- (a) Garnett Elementary School — The doors at GES open at 7:30am. Students should not arrive prior to this time as supervision is not available. Students entering the building should do so through the west main entrance doors. Students are to either go to breakfast or to the gym to wait for the day to begin.
- (b) Greeley Elementary School – The doors at GRE open at 7:45am. Students should not arrive prior to this time as supervision is not available. K-6<sup>th</sup> Grade students entering the building should do so through the cafeteria doors. Students are to either go to the breakfast line or to the gym to wait for school to begin.

## General Information Procedures/Daily School Schedules/Arrival Information continued:

Greeley Preschool students enter through the preschool doors on the east end of the building.

Morning Class- Doors open at 8:00 am

Afternoon Class- Doors open at 12:00 pm

(c) Westphalia Elementary School — The doors at WES open at 7:30 am. Students should not arrive prior to this time as supervision is not available. Students entering the building should do so through the main entrance doors. Students are to either go to the cafeteria for breakfast or to the gym to wait for school to begin.

### 1. Dismissal Information:

(a) Garnett Elementary School — Students at GES who ride the bus will meet in the Purple Pod and be dismissed to their buses beginning promptly at 2:55pm. It is critical that students riding the bus head directly to the pod to wait for their bus so they do not miss it. Students who are being picked up may be picked up either in the front (west) loop, or the back (east) loop. Students who are walking or riding bikes are dismissed to the trail with a staff member. All students should be picked up no later than 3:15pm daily.

(b) Greeley Elementary School — All K-6<sup>th</sup> Grade students meet in the gym prior to dismissal. Bus students are dismissed first, followed by the students who are being picked up. Students who are walking are dismissed last. Preschool students are dismissed through the preschool doors on the east end of the building.

(c) Westphalia Elementary School — All 3<sup>rd</sup>-8<sup>th</sup> Grade students meet in the main hallway prior to dismissal. Bus students are dismissed first, followed by the students who are being picked up. Students who are walking are dismissed last. K-2<sup>nd</sup> students ride the buses from the primary building to the main building for dismissal with the 3<sup>rd</sup>-8<sup>th</sup> Grade students.

### **Emergency/Fire/Tornado Drills**

Fire drills are held as required during the 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 drill. Emergency and tornado preparedness drills will be held as mandated per year. It is important to remain calm whether it is a drill or an actual emergency. School personnel will be familiar with procedures for 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.

### **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.

### **Student School Hours**

For Garnett Elementary, Greeley Elementary, and Westphalia Elementary School Hours Schedules, see pages A & B toward the beginning of this handbook.

### **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.

PE Shoes - Students are expected to bring a pair of shoes appropriate for gym class to be kept at school at all times. Students are expected to change shoes prior to attending gym class.



## **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.

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

## Health-Medical/Communicable Diseases continued:

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 childcare 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 childcare 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 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:** (Guidelines Updated 10/16/2019)

1. If a student has an active (live) case of head lice, the parent or guardian will be notified to pick up the student from school for the remainder of that school day.
2. After treatment with an antiparasitic shampoo, the student may return to school.
3. Upon returning to school the school nurse or designated appointee will perform a head check and if the student no longer has an active (live) case of head lice, the student may return immediately to class.
4. Students who have been sent home with an active case will be checked at school at regular intervals for up to two weeks until nits are no longer viable/hatching.
5. If the student continues to display an active (live) case, the student must return home for additional treatment.

Kansas Department of Health and Environment [http://www.kdheks.gov/c-f/head\\_lice.htm](http://www.kdheks.gov/c-f/head_lice.htm)

\*\*\*\*\*Please note these are KSDE GUIDELINES. The state no longer has any regulations regarding head lice in schools. These are strictly recommendations. School districts can adapt their own policy.

**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

#### Health-Medical/Exclusion from School/Scabies continued:

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:

- Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4<sup>th</sup> dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older. A single dose of Tdap is required at entry to 7<sup>th</sup> grade.
- Hepatitis A:** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between 1<sup>st</sup> and 2<sup>nd</sup> dose. (Provisional based on expected revision to K.A.R. 28-1-20 prior to school year)
- Hepatitis B:** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.

#### Health-Medical/Immunization Schedule continued:

- Measles, Mumps, and Rubella:** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- Meningococcal (Serogroup A,C,W,Y):** Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, only one dose is required. (Provisional based on expected revision to K.A.R. 28-1-20 prior to school year)
- Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3<sup>rd</sup> dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- Varicella (chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2<sup>nd</sup> dose may be administered as early as 3 months after the 1<sup>st</sup> dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

\*\*Additional information regarding Kansas School Immunization Requirements can be found at:  
<http://www.kdheks.gov/immunize/schoolinfo.htm>

Health-Medical continued:

#### 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](http://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 **GES/Greeley/Westphalia** 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

Title I Annual Notification/Parents Right-To-Know continued:

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