



**Lakin Grade School**

407 N. Main  
PO Box 26  
Lakin, KS 67860  
Phone: 620-355-6191  
Fax: 620-355-6491

Lakin Grade School Principal:  
Keri Petersen

---

Dear Parents,

Welcome to the 2023-2024 school year! The Staff and I are looking forward to partnering with you to ensure your children have a happy and successful year at Lakin Grade School!

The staff and I will do our best to provide a safe and welcoming environment for you and your child. We ask that you do your best to get your student to school on time and ready to learn each day and ask him or her about school at home each night. When you show interest in your student's education it sends the message that you support your child and that doing your best in school is important. Please let us know if your student has any special needs or conditions that will help us to serve him or her as we start the school year.

I am attaching a copy of our school handbook for your review. Please feel free to contact me or your child's teacher if you have any questions or concerns.

The staff and I are excited about the start of the year. We thank you for your support and look forward to working with you.

Sincerely,  
Keri Petersen  
Lakin Grade School Principal USD #215

## Table of Contents

<p>Welcome 1</p> <p>Table of Contents 2</p> <p>LGS Staff 3</p> <p>OCR/VOC Ed Guidelines 4</p> <p><b>Building Hours and Procedures</b> 5</p> <p style="padding-left: 20px;">-Office Hours 5</p> <p style="padding-left: 20px;">-School Hours 5</p> <p>School Attendance 5</p> <p style="padding-left: 20px;">-Importance of Attendance 5</p> <p style="padding-left: 20px;">-Valid Excused Absences 5</p> <p style="padding-left: 20px;">-Truancy 5</p> <p style="padding-left: 20px;">-Tardies 5</p> <p style="padding-left: 20px;">-Make-Up Work 6</p> <p style="padding-left: 20px;">-Transfers and Withdrawals 6</p> <p><b>Enrollment Requirements</b> 6</p> <p style="padding-left: 20px;">-Student Immunizations 6</p> <p><b>Grade Level Requirements</b> 6</p> <p style="padding-left: 20px;">-Kindergarten Requirements 6</p> <p style="padding-left: 20px;">-1<sup>st</sup>- 4<sup>th</sup> Grade Requirements 6</p> <p style="padding-left: 20px;">-Directory Information 6</p> <p><b>Family Educational Right to Privacy Act</b> 7</p> <p><b>School-Wide Policies</b> 7</p> <p style="padding-left: 20px;">-Parental Involvement 7</p> <p style="padding-left: 20px;">-Custody 7</p> <p style="padding-left: 20px;">-P/T Conferences 8</p> <p style="padding-left: 20px;">-PowerSchool 8</p> <p style="padding-left: 20px;">-Field Trips 8</p> <p style="padding-left: 20px;">-Bus Procedures 8</p> <p style="padding-left: 20px;">-USD 215 Bus Rules 8-9</p> <p><b>Procedure if a student receives a bus conduct report</b> 9</p> <p>Bicycles / Skateboards / Rollerblades / Scooters / Roller Shoes 9</p> <p>Traffic Safety 9</p> <p>Valuables 9</p> <p>School Insurance 9</p> <p>Lost and Found 9</p> <p>Smoking on School Grounds 9</p> <p>SITE Council 9</p> <p>Classroom Parties 10</p> <p>Property and Textbooks 10</p> <p>Recess 10</p> <p>Safety and Security 10</p> <p>Crisis Plan 10</p> <p>Drills 10</p> <p>Animals and Plants in School 10</p> <p>Recess/P.E. Excuses 10</p>	<p><b>Health</b> 11</p> <p style="padding-left: 20px;">-Medications 11</p> <p style="padding-left: 20px;">-Screenings 11</p> <p style="padding-left: 20px;">-Communicable Diseases 11</p> <p style="padding-left: 20px;">-Illnesses 11</p> <p style="padding-left: 20px;">-First Aid 11</p> <p><b>Breakfast and Lunch Program</b> 11</p> <p style="padding-left: 20px;">-Negative Balance Policy 11</p> <p style="padding-left: 20px;">-Free and Reduced Meals 11</p> <p style="padding-left: 20px;">-Hot and Cold Lunches 11</p> <p>Emergency School Closing 12</p> <p>Cell Phone / Electronic Device 12</p> <p>LGS Dress Code 13</p> <p>Conduct of Students 13</p> <p>Bullying Policy 14</p> <p>Weapons and Dangerous Items 14</p> <p>Student Conduct Threats 14</p> <p>Damage/Destruction of Property 15</p> <p>Assault / Physical Abuse 15</p> <p><b>Suspensions/Expulsions</b> 15</p> <p style="padding-left: 20px;">-OSS / Hearings 15-16</p> <p>Distribution of Lit./Materials 16</p> <p><b>Academic Procedures at LGS</b> 16</p> <p style="padding-left: 20px;">-Grading System 16</p> <p style="padding-left: 20px;">-Homework 17</p> <p style="padding-left: 20px;">-Curriculum 17</p> <p style="padding-left: 20px;">-ESL 17</p> <p style="padding-left: 20px;">-SIT 17</p> <p style="padding-left: 20px;">-504 17</p> <p style="padding-left: 20px;">-Title I services 17</p> <p style="padding-left: 20px;">-Special Education 17</p>
---	--

**Lakin Grade School Staff**  
**2023-2024**

Principal: Keri Petersen

Secretaries: Corinne Guglemeyer and RaeAnn Richter

Kindergarten: Krissie Christiansen and Amanda Michel

First Grade: Lacey Bamberger, Leanne Dunlap and Katie Heier

Second Grade: Bronwyn Main and Keyton McCombs

Third Grade: Ashley Connolly and Debbi Miller

Fourth Grade: Darcy Calkins and Jessica Hash

Preschool: Kayla Davis and Megan Hendricks

Specials: Alyssa Windle (PE), Carly Smith (Music), Melissa Conrady (Art)

Student Support: Megan Hendricks (Librarian), Jessica Lohman-Fuller (Nurse), Maria Ortiz-Smith (ESL)

Paraprofessionals: Larry Berning, Amberlee Hernandez, Ibonne Ornelas, Amanda Ostberg, Araceli Sena, Andrea Kirschenman

**HPEC staff:**

Catherine Brokofsky- School Psychologist

Deb Hughes - EC SpEd Teacher

Shaina Clements - K-2 SpEd Teacher

Stephanie Sullivan - 3-4 SpEd Teacher

SpEd Paraprofessionals: Marilyn Douglas, Keri Hansen, Haley Randolph

# Lakin # USD 215 Grade School Handbook 2023-2024



## **OCR VOC/ED GUIDELINES**

### **Civil Rights Comprehensive Notification for USD 215 Lakin Schools**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964. As amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State School rules, laws, regulations, and policies, the Lakin Schools shall not discriminate on the basis of sex, race, color, national origin or handicap in the education programs or activities which it operates.

It is the intent of USD 215 Lakin Schools of Lakin, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX and Section 504 (handicap) should be referred to:

#### **TITLE IX COORDINATOR**

Ms. Julie Crum  
Superintendent  
Lakin USD 215  
1003 West Kingman  
Lakin, Ks 67860  
620-355-6761

#### **SECTION 504 COORDINATOR**

Ms. Julie Crum  
Superintendent  
Lakin USD 215  
1003 West Kingman  
Lakin, Ks 67860  
620-355-6761

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII  
Office for Civil Rights  
10220 North Executive Hills Boulevard  
Kansas City, MO 64153

## AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Lakin Unified School District No. 215 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding Lakin USD #215's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Superintendent of Schools, Ms. Julie Crum. She can be reached at (620) 355-6761 or at 1003 W. Kingman, Lakin, KS 67860. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.

## **Building Hours and Procedures**

### **OFFICE HOURS**

Lakin Grade School office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Please call as early as possible before or after 7:30 to notify the school if your student is going to be absent. The office phone number is 620-355-6191. If you need to call before or after school hours, voicemail is available.

### **SCHOOL HOURS**

School hours are from 7:55 a.m. to 3:20 p.m. The building will be open at 7:30 a.m. Students eating breakfast at school are to enter through the Main doors no earlier than 7:30 a.m. and go to the cafeteria. Students not eating breakfast will report to an assigned area for supervision. Students should be picked up no later than 3:20 p.m.



## **School Attendance**

### **IMPORTANCE OF ATTENDANCE**

It is important your student is at school on time and ready to learn during the school week. Please notify the office of an absence by 8:30 a.m.

**Tardies and Consequences:** Tardies, in most cases avoidable. Not only is there a loss of learning, but it can cause an interruption in the flow process of learning for all students. When the fourth tardy in a quarter is reached a phone call will be made by the administration and a letter will be sent to the family and proper authorities to try and resolve the problem.

**Parents to Phone School for Absences:** Please notify the school office by 8:30 a.m. if your child will be absent for any reason. Parents should call the office no later than 2:30 p.m. for changes to after-school plans.

**Returning After an Absence:** If you were unable to call to excuse your child's absence, please send a note upon your child's return to school. If we do not receive a phone call or note, your child will be marked unexcused until the parent/guardian makes contact with the school office.

### **EXCUSED ABSENCES**

The following absences are excused:

- personal illness, family illness, death in the family or of friends, doctor or dental appointments, court proceedings, religious observances, school activities, and other absences which are deemed necessary by the parents/guardians and approved in advance by the principal.

Office personnel will call each day to check unverified absences.

## **TRUANCY**

If your child is sick, we do not want them coming to school. However, the State of Kansas mandates that regular attendance at school is important. Please be advised that if a child has 3 consecutive days of absence, and you have not informed the school, it is considered truancy. **Five unexcused** absences in a semester or **seven days in a school year** are considered excessive and it may be reported to DCF (Department of Children and Families). Additionally, eight (8) accumulated unexcused tardies after 8:00 am in a school year will be considered truant. If any of the above occurs, the parent or guardian will receive notification from the school office concerning the truancy. This information will also be shared with the appropriate authorities. (Statute 72-1113)

## **MAKE-UP WORK**

In general, one day is given to complete daily work missed due to each day of excused absence. For an extended illness, the student will be limited to 5 school days following his or her return to make up work missed. Exceptions to this guideline can be made through special arrangements with the teacher or the administration. Tests that have been scheduled in advance and long-term assignments must be completed upon arrival back to school.

## **TRANSFERS AND WITHDRAWALS**

All students who plan to transfer to another district or who intend to withdraw entirely from the school are encouraged to give advance notice, insofar as this is possible, in order that the school rolls may accurately reflect the current student enrollment of the district. Students who reach ten days of unexcused absences with no parent or guardian contact will be automatically withdrawn from the district.

# **ENROLLMENT REQUIREMENTS**

## **STUDENT IMMUNIZATIONS**

Immunizations set forth by the Kansas Department of Health and Environment are required for each child before attending school. Students must also have a physical when entering Lakin Grade School for the first time. Students are not required to get a yearly physical until they participate in activities or MS Physical Education.

## **GRADE LEVEL REQUIREMENTS**

### **Kindergarten requirements:**

1. Kansas law states that a student must be five years of age on or before Aug. 31st of the current school year.
2. Proof of identity - A copy of an official state birth certificate.
3. K.C.I. (Kansas Certificate of Immunization) pink form, or alternate immunization record, must be signed by a doctor or designee.
4. If under the age of 9 years at the time of enrollment, the Health Examination Report (dated within the past 12 months), must be signed by a doctor. This is a school physical. If the student previously attended a Kansas school, make arrangements for this report to be forwarded within 30 days.
5. Pay enrollment fees.
6. Pay food service fees.
7. Parents need to sign and complete the student health history form and the Immunization statement.

### **First Grade – Fourth Grade Requirements:**

1. Kansas law states that a student must be six years of age on or before Aug. 31st of the current school year.
2. Proof of identity- A copy of an official state birth certificate.
3. K.C.I. (Kansas Certificate of Immunization) pink form, or alternate immunization record, must be signed by the doctor or designee. If previously attended a Kansas school, make arrangements for the form to be forwarded within 30 days.
4. The Health Examination Report (dated within the past 12 months)(physical) must be signed by a doctor, if under the age of 9 years at the time of enrollment. If previously attended a Kansas school, make arrangements for the report to be forwarded within 30 days.
5. Pay enrollment fees.
6. Pay food service fees.
7. Parents need to sign and complete the Student Health History form and the Immunization statement.

## **DIRECTORY INFORMATION NOTIFICATION**

USD 215 reserves the right to release directory information on the students currently and formerly in the district.

The categories of personally identifiable information are as follows:

1. The student's name, address, telephone number, and date of birth.
2. The student's major field of study.
3. The weight and height of members of athletic teams.
4. Dates of attendance.
5. Degrees and awards received.
6. The most recent educational agency or institution attended by the student.

The parent of any student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents wish this information **not** to be released on their child, a written statement should be presented to the principal of the school building where the student attends, prior to the end of the first day of school. This notice has been issued to comply with the federal mandate.

## **The Family Educational Rights and Privacy Act (FERPA)**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days from the day the District receives a request for access.
2. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent/guardian of the eligible student believes is inaccurate or misleading.
4. Parents/guardians or eligible students may ask Lakin School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.
5. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian of the eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue, SW, Washington, DC 20202-4605.

## **School-Wide Policies**



## **PARENTAL INVOLVEMENT**

Children are given opportunities to assume responsibility for their own education and are guided to develop strong study skills, use time efficiently, and complete tasks. We value each child's uniqueness and try to build on his/ her strengths. Parents are our partners in the important job of educating the children of this community. Our school has an active SITE council that provides feedback to LGS. Opportunities are provided for volunteers to work in the schools. We consider parent-teacher communication to be of great importance. Because of this we use multiple forms of communication depending on specific teacher, classroom, and student/family

needs. Communication between home and school is vital, and information is shared via SeeSaw or email on a regular basis. Please be sure to sign up for SeeSaw access at the beginning of each school year.

## CUSTODY

If you have a court order limiting the rights of one parent/guardian (visitation, custody), the school must have a copy of the legal document on file; otherwise we must provide equal rights and access to both natural parents.

## PARENT/TEACHER CONFERENCES

School wide conferences occur once per semester. All parents/guardians are encouraged to attend. In addition, parents are encouraged to contact the teacher for a conference any time there is a concern. Conferences will be scheduled by the teacher when deemed necessary. If there is a concern about what is going on in your child's class, please contact the teacher first.



## POWER SCHOOL

The PowerSchool *Guardian/Student* system is intended to provide parents, students and teachers with a tool to communicate student performance. It is a Web based application that may be accessed from any place the parent/guardian or student can access the Internet.

Items to be considered:

- Please be patient when waiting for grades to be submitted.
- Regular education classroom teachers are expected to enter two grades/week for reading and math.



## FIELD TRIPS

Field trips will be of an educational nature and a parent consent form are part of the enrollment process. The classroom teacher will notify parents/guardians of planned field trips. School buses will be used when necessary to transport students on field trips. Parents/guardians who are assisting as chaperones, are not to bring siblings.

## BUS PROCEDURES

Bus routes, drivers and the schedules are determined by the transportation director, Mr. Randy Richter. Any questions regarding busing should be directed to the **Transportation Department at 355-6591.**

## USD 215 BUS RULES

Bus service is a continuation of school policy and procedures.

1. The driver is in full charge of the bus and pupils. Pupils must promptly obey the driver when a request is made.
2. Students must remain seated at all times while riding the bus.
3. Voices must be off at all railroad crossings.
4. Students are to assist in keeping the bus clean by keeping waste paper off the floor. Pupils will not be allowed to throw refuse out of the windows.
5. Students need to ask the driver prior to opening a window. The window must be closed before exiting the bus.



6. Upon entering or exiting the bus, each student having to cross the road will cross in front of the bus, in clear view of the driver, crossing when consent from the driver is given.

7. Each student must see that his/her books and personal belongings are kept out of the aisles.

8. If your child must ride a different bus, or is to be picked up after school, please call before 2:30 p.m. or send a note with your child for the teacher to share with office staff. No student will be allowed to change schedules without permission.

11. No eating or drinking is allowed on the school bus.

12. No student shall at any time extend his/her head, hands or arms out of the window.

13. Students should treat others the way they want to be treated while riding the bus. No inappropriate actions will be tolerated.

### **PROCEDURE IF A STUDENT RECEIVES A BUS CONDUCT REPORT**

1. First Report – The result will be a three day bus suspension.

2. Second Report – The result will be a five day bus suspension.

3. Third Report - The result will be a ten day bus suspension with possible removal from the bus for the remainder of the school year.(Discretion of the principal/transportation).

### **BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS / ROLLER SHOES**

All bicycles and scooters are to be parked at the bicycle racks on the school grounds. There will be no riding of bicycles, roller blades, roller shoes, skateboards, or scooters on the school grounds during the school day. The district will not be held responsible for damage to or theft of bicycles or other items left after school hours.

### **TRAFFIC SAFETY**

Please help prevent serious injury.

1. The bus unloading and loading zone is in the designated area directly south of the school. Please do not park in the bus-loading zone.
2. Students are to use the designated crosswalks at all times.
3. Follow the directions of the crossing guards.

### **VALUABLES**

Students should NOT bring money to school unless for school related expenses. Students should not bring non-educational items to school. Any playground equipment must be marked clearly with the student's name and must be approved by the classroom teacher before the item is brought to school.

### **SCHOOL INSURANCE**

School accident insurance will not be offered by the district.

### **LOST AND FOUND**

Please be sure to mark your child's items with their name. Any article that is lost or found should immediately be reported to the office. The school will not assume responsibility for lost items.

### **SMOKING ON SCHOOL GROUNDS**

The use of tobacco products in any form is prohibited in all district buildings owned, leased or rented by the district. The use of tobacco products in any form is **prohibited on all school property**.

### **SITE COUNCIL**

A site council shall be established in each building in the district. Each council shall be responsible for providing advice and counsel

for evaluation of state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school site to meet these goals and objectives. The membership of each council shall include, at a minimum, the building principal, and representatives of:

1. Teachers and other school personnel;
2. Parents of pupils attending the school;
3. The business community;
4. Community leaders.

## **CLASSROOM PARTIES**

Organized classroom parties are planned by the classroom teachers and volunteering parents.

The purpose of classroom parties is to allow students the opportunity to celebrate special occasions but should not interfere with the instructional environment of the school. Classroom parties shall not exceed one (1) hour.

For the Fall Costume Parties, participating students should bring their costumes to school. Costumes will be put on prior to each classroom's party and the school-wide parade and should be something that is easy to put over the child's clothing. Please use discretion when choosing your child's costume. Students are not permitted to bring or wear scary masks, make-up, or ghoulish costumes. Students are also not allowed to bring any type of play weapon. If you do not want your child to participate in a Fall Costume Party and parade, please notify your child's teacher, so they can plan an alternate activity for your child.

Students may celebrate their birthdays in the classroom, but parents must contact the classroom teacher regarding appropriate time and treats. If the treats provided require napkins, cups, plates or eating utensils, it is the responsibility of the parents to provide these items. Treats that are brought to school must meet the following guidelines below. **If the treats do not meet these guidelines, they will not be allowed to be taken to the classroom.**

1. **Treats can be brought in if they are bought from a business with a licensed kitchen, are in the original packaging and unopened.**
2. **All treats must have an ingredients label.**

## **PROPERTY AND TEXTBOOKS**

Students should take pride in their school. There will be NO marking in books, on desks, chairs, or walls. In the event textbooks, library books or school property is lost, damaged or destroyed the student and parent are responsible for its repair or replacement.

## **RECESS**

All students have recess. The number of recesses will vary by grade level. Outdoor recess is preferable and we encourage all students to go outdoors, but if weather is prohibitive, recess will be indoors in the classroom. Dress your child appropriately during the cold weather months. They should wear heavy coats or jackets, gloves or mittens, and/or hats. During the winter months, the school guidelines for outdoor activities are as follows:

1. Students are allowed limited time outdoors when the wind chill is 21-35 degrees, and
2. No outside activity is allowed when the wind chill factor is 20 degrees or less.
3. Please make sure your child has appropriate footwear for outside play.

\*If your child must miss outdoor recess for two or more days, he/she must have a written request from the doctor.



## **SAFETY AND SECURITY**

The district shall make reasonable efforts to provide a safe environment for student and employees.

## **CRISIS PLAN**

In support of student safety, the district has established school emergency procedures when dealing with specific emergencies. These procedures will be reviewed with staff at the beginning of each school year. Guidelines on how emergencies are to be handled will also be provided and posted in each room.

## **DRILLS**

As required by law, staff and students will have four fire drills each year and two tornado drills during the school year. Crisis drills will

also be practiced periodically.

## **ANIMALS AND PLANTS IN SCHOOL – KSA 21-4310**

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

## **RECESS/P.E. EXCUSES**

Outdoor recess is strongly encouraged for ALL children. If a health condition necessitates your child to remain inside at recess, you must send a written excuse for the first day. After that, please call the school nurse to discuss the situation. If your child must continue to miss P.E., he/she must have a doctor's note.

## **HEALTH**

### **MEDICATIONS**

Medications will be given at school only with a written note from the parent/guardian and doctor. This must be updated every year in order for the nurse to administer the medication. If your child will be taking medication regularly at school, please see the school nurse concerning school policies regarding medications. The school will not provide students with over the counter or prescription medications. This includes Tylenol, cough medicines, inhalers and cough drops.

### **SCREENINGS**

A vision screening test is provided for children in ECSE, K, 1, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> grades. Children in other grades may be referred by their teacher, parent/guardian or the nurse. If your child appears to be having a vision problem anytime during the school year, please notify the nurse. A hearing screening is provided for children in ECSE, K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade, and children in other grades if referred by their teacher, parent/guardian, or the nurse. If a vision or hearing problem is noted, parents/guardians will be notified of the necessary referral via telephone or mail. Dental screening is provided for all students in grades K-4. If your child is taken to the dentist, please return a dental card to the nurse or school secretary.

### **COMMUNICABLE DISEASES**

Please report all communicable diseases, including cases of strep, pink eye, chicken pox, head lice and fifth's disease to the office. If your child is absent from school due to a communicable disease, he/she may be required to have a doctor's note to return to class and/or be readmitted by the school nurse.

### **ILLNESSES**

If your child has a fever of 100 degrees or above, or has vomited in the past 24 hours, please do not send him/her to school. Students with these symptoms need to be at home so they can recover. You will be contacted to pick your child up from school if he/she has a temperature of 100+ and /or is otherwise ill. ***Students should not return to school until 24 hours after a fever breaks without the use of fever reducing medications, vomiting has ceased, or until 24 hours of antibiotic therapy treatment is completed.***

### **FIRST AID**

First aid will be given for minor injuries only. If injuries are serious, the parents/guardians will be contacted, but if we are unable to reach them, the student will be taken to the hospital at the expense of the parents/guardian. If a child becomes ill at school, parents will be called. **Please be sure your correct emergency, work and home phone numbers are reported to the school office.**

### **BREAKFAST AND LUNCH PROGRAM**

USD 215 has a no "negative" food service balance policy. This means that no student or adult may eat a meal, get seconds, or get extra milk without adequate funds in their lunch account prior to eating. A meal may also be purchased with cash in the meal line. A food service account with a \$15.00 balance or below will receive a daily notice by email or paper statement.

As per KDHE and Wellness programs, students are not allowed to bring nor have meals delivered that have been purchased from a fast food or other restaurant during breakfast or lunch periods. Personal sack lunches from home are allowed. In addition, no carbonated beverages can be sold or consumed during school meal periods. Weekly menus are published on the Nutrislice App and are available on the district website.

## **FREE AND REDUCED MEALS**

Free and reduced meals are available to qualifying households. An application may be obtained at any time during the school year from the school or district offices. Federal guidelines require verification of income. We encourage every family to complete the application.

## **EMERGENCY SCHOOL CLOSING / INCLEMENT WEATHER PROCEDURE**

If USD 215 needs to announce the closing of some or all schools in the district for any emergency reason (including weather disruption, fuel problems, etc.) the media outlets listed will be notified. Generally the decision to close will be made by 6:00 a.m. In the event school is closed, cancellation would apply to any scheduled event for that day to include evening programs or activities, conferences, or meetings scheduled before or after school. If school remains open, parents who choose to keep their children at home should notify the school. In the event the school day would need to be shortened due to bad weather or emergency, an announcement will be made over the designated radio/TV stations to inform the parents. Announcements will also be made through the following social media platforms: Lakin Broncs app, Lakin Broncs Facebook page, Lakin Broncs Twitter page, Lakin Grade School USD 215 Facebook page and SeeSaw.

In the event severe weather conditions are present or forecasted for our area, the district policy for dismissal and event cancellation is as follows:

1. Under a Tornado Watch (conditions are favorable for tornado or severe weather), weather information will be monitored in the district and building administrative offices. School will be conducted as scheduled. Activity schedules will be considered by the building administrators following consultation with weather departments of the National Weather Service or media.
2. Under a Tornado Warning (tornado may be imminent), students will proceed to designated positions at the direction of school staff. Schools will not be dismissed and students will not be released until the warning has expired. No buses will begin their route or activity runs.
3. If a Tornado Warning is received while route buses are operating, the driver will take students to an appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus and will have students lie in a ditch, on their stomachs, with their arms over their heads, until the emergency has passed. All USD 215 buses will maintain radio communications with the buildings and the transportation department. If parents have additional questions regarding severe weather procedures, please contact your building principal or the central office.

### **If there were to be a disaster during school hours, parents will need to do the following:**

1. DO NOT GO TO THE BUILDING UNTIL DIRECTED TO DO SO from district administration. .
2. Listen to the radio or television for instructions on where and when to pick up your child.
3. Bring legal form of identification in order to sign out your child.

## **CELL PHONE/ELECTRONIC DEVICES POLICY**

Cell phones and/or Apple Watches (or similar devices) are not allowed to be used during regular school hours by students (Regular school hours are designated as 7:30 a.m. – 3:20 p.m.)

### **Consequences:**

If the cell phone/electronic device is confiscated and it is the student's first offense, the parent will be notified and the student may pick it up at the end of the school day. With a second offense, the cell phone/electronic device will be returned to the parent/guardian after the building principal contacts the parent(s)/guardian(s) regarding the incident. Additional offenses will result in a conference with the parent/guardian and building administrator.

## **THE “BRONC LOOK” - LGS DRESS CODE**

Our school authorities have an obligation to the school community to enforce standards of decency, cleanliness, and safety. USD 215 schools expect student dress and grooming to reflect high standards of personal conduct that promotes a positive, safe, and healthy atmosphere at school, which is not a distraction from the educational process.

1. Apparel should not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and/or would disrupt or interfere with the school environment or activity and/or education objectives.
2. Apparel should not present a physical safety hazard to self, students, staff, and other employees.
3. Apparel should not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
4. Apparel should not advertise products dealing with alcohol, tobacco, drugs, or suggestive slogans are unacceptable.
5. Clothing should be modest. Shorts, skirts, and dresses must be at least fingertip length. Shirts should cover the student's stomach and have shoulder straps two inches wide. Wearing shorts or tights underneath skirts or dresses is encouraged.
6. For the comfort and safety of students shoes or sandals will be required.
7. Students should not wear hats, visors, and sunglasses in the school building.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction.

Note: At times conditions of extreme heat, school activities, and other special events, will create a need for a special dress code to be in effect. In these cases the appropriate teacher, administrator, or school personnel will announce the action to be taken.



## **CONDUCT OF STUDENTS**

Students are expected to share in the responsibility for maintaining an atmosphere conducive to effective teaching/learning situations in all school-sponsored classes and activities in which they participate.

To assure that every student attending Lakin Grade School has the opportunity for the education he/she deserves, appropriate behavior will be expected. Therefore, any type of misconduct towards another student or teacher will not be tolerated. This includes, but is not limited to, all forms of bullying behavior.

Students choosing not to follow the school rules will receive:

1. Reprimand by teacher, administrator or other school personnel.
2. Removal from class or activity for a certain period of time.
3. Assignment to school counselor for conference.
4. Assignment to school principal for conference, reprimand or consequence.
  - a. Unsatisfactory conduct report will be sent to parents on the first offense reviewing the disciplinary action. (With the exception that fighting will not be tolerated and parents will be notified immediately to come to school for a conference.) If the parent cannot respond, the student will be placed in in-school suspension until a conference can be held.
5. In school suspension.
6. Suspension from school.
7. Expulsion from school.
8. Prosecution in a court of law when civil law has been broken or a criminal act committed.

\*Steps are not necessarily followed in order dependent upon the seriousness of the offense.

## **BULLYING POLICY**

The Board of Education prohibits bullying in any form, including any electronic means, on school grounds or while using property, in

a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. When appropriate, students who violate the policy prohibiting bullying shall be reported to local law enforcement.

**Kansas Association of School Board Definition of Bullying:**

1. Any intentional gesture of any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that 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:

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

2. Any form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 772-8205, and amendments thereto.

School vehicle means: any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

**WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon, or any facsimile of a weapon. This policy also includes any type of laser pointer.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

**STUDENT CONDUCT THREATS**

Lakin USD 215, in its desire to provide a safe environment for all students, will not allow students to threaten physical violence to another student or staff member.

Threats may include, but are not limited to the following: An expression of intention to inflict or cause injury, harm or damage to another person or property; disturbing or tormenting either singularly or in a group; extortion; intimidation; hitting; shoving; and innuendo, overt or implied threat to cause physical harm or creating a hostile school environment; or any action that causes the other person to fear or be afraid for his or her person while at school or attending any school activity.

If a student is found guilty of threatening another within the school year by a school administrator, the following penalty procedure will be followed:

- 1. First offense- The student will be warned, the parents will be notified and/or the police may be notified, depending on the severity of the incident. The student will be placed on probation at this level for a minimum of 30 days.
- 2. Second offense- The offender may be suspended from school for up to 10 days, as determined by the building principal, and placed on probation at this level for a minimum of the remainder of the semester.
- 3. Third offense- The student will be suspended or expelled from school for a minimum of the remainder of the semester or the remainder of the school year. Assurances by the student and his/her parents, as determined by the building principal,

must be made before the student will be allowed to re-enroll in the school system following the completion of the suspension/expulsion.

Any or all of the steps may be skipped depending on the severity of the incident. Students should be aware that legal action may be initiated by the person offended.

### **DAMAGE OR DESTRUCTION OF PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to school or private property or steal school or private property either on or off the school grounds at school activities, function, or events. Damage or theft involving school or private property shall be a basis for long-term suspension or expulsion from school.

### **ASSAULT OR PHYSICAL ABUSE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that might cause physical injury to a school employee, pupil, or any other person in or on school property during and immediately before or immediately after school hours, at any other time when the school is being used by a school group, or off school property when such student is a participant in 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.

### **SUSPENSION AND EXPULSIONS**

The board of education extends its authority to suspend and expel any student as authorized by law to the superintendent of school and the building principals. Building principals have the authority to determine whether they will enforce in-school or out-of-school suspension.

A pupil or student may be expelled or suspended if guilty of one or more of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
2. Conduct, which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct, which substantially impinges upon or invades the rights of others.
4. Conduct, which has resulted in conviction of the pupil or student of any offense, specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of an order, teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial material impingement upon or invasion of the rights of others.

### **OSS**

Students that have been given an Out-Of-School suspension will not be eligible for participation in or attendance at any school functions during the entire duration of the suspension. Students will be given the opportunity to do missed class-work for credit during the suspension time and take any missed tests immediately upon return to school, but will not be afforded extra days to make up the class-work.

### **Hearing**

K.S.A. 72-8902: A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

Except as hereinafter authorized, no suspension for short term shall be imposed upon a pupil or student without giving the pupil or student notice of the charges and affording the pupil or student a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements:

1. The right of the student or pupil to be present at the hearing.
2. The right of the student or pupil to be informed of the charges.
3. The right of the student or pupil to be informed of the basis for the accusation.
4. The right of the student or pupil to make statements in defense or mitigation of the charges or accusations.

A short-term suspension may be imposed upon a pupil or student forthwith, and without affording the pupil or student or the parents or guardian thereof a hearing if the presence of the pupil or student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short term suspension and the reason therefore shall be given to the pupil or student involved and to the parents or guardians thereof within 24 hours after the suspension has been imposed and in the event the pupil or student has not been afforded a hearing prior to any short term suspension and informal hearing shall be provided as soon thereafter as practicable but in no event later than 72 hours after such short term suspension has been imposed.

No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil or student. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to the parents or guardians thereof.

Any notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than 10 (ten) days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under KSA 72-8903.

Upon the conclusion of any formal hearing, which results in a suspension for an extended term or an expulsion, the person or committee who conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled and if the pupil or student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the pupil or student. If the pupil or student has attained 18 years of age, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil or student only upon written consent of the pupil or student.

Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to classes by the student or pupil, pending any appeal or during the period allowed for notice of appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others, in which case the student or pupil may return to regular classes until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified, the report of the hearing shall provide that the suspension shall continue until appeal there from is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Whenever any written notice is required under this act to be given to parents or guardians of any student or pupil, it shall be sufficient if the same is mailed to the residence of the parents or guardian at the address on file in the school records of the student or pupil. In lieu of mailing the written notice, the same may be personally delivered.

#### **DISTRIBUTION OF LITERATURE AND MATERIALS ON SCHOOL DISTRICT PROPERTY**

Materials such as pamphlets, cards, printed publications and recordings, which originate from sources outside the school district shall not be distributed to students, teachers or homes, unless such distribution is authorized by the district administration. Requests for distribution of non-school sponsored material will be reviewed by the district administration for approval. Copies shall be delivered to district administration by the donor organization no less than 24 hours prior to the requested distribution time.

## **ACADEMIC PROCEDURES at LGS**

### **GRADING SYSTEM**

The grading system is designed to enhance instruction and assessment. The curriculum has been written to include all state and national standards and the students are assessed on how they perform on the curriculum. In recognition of the multiple learning styles of the students, a variety of assessments are administered. These include parent-teacher conferences, checklists, observations, rubrics, percentage scales, student work samples, etc. It is the student's responsibility to complete and turn in their work each day with encouragement from parents and teachers. Assignments which are late due to unexcused absences may receive 10% deduction daily from the total grade, not to exceed 50%.



## **HOMEWORK**

The use of homework as a means to discipline students is prohibited. Homework shall be assigned on an as needed basis and shall never exceed student's capacity to complete within a reasonable time.

## **CURRICULUM**

The curriculum utilized at LGS is research-based instructional material aligned with the Kansas state standards.

## **SPECIAL PROGRAMS**

### **English Language Learner**

The district uses a home language survey to identify students who may be limited in their English language proficiency.

### **Student Intervention Team**

On occasion, classroom interventions may not be enough to meet the needs of a student. When this occurs, the classroom teacher, or parent may refer the student to SIT.

### **Section 504**

The school district has responsibilities under Section 504 of the Rehabilitation Act of 1973 which include the obligation to identify, and evaluate students' eligibility under Section 504, and if the student is determined to be eligible, to afford access to appropriate educational services.

### **Title I**

Lakin Grade School is a designated Title I Schoolwide school.

### **Special Education**

USD 215 is a member of the High Plains Educational Cooperative.