

LACYGNE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2020-2021



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MESSAGE FROM THE PRINCIPAL

Welcome Back LaCygne Elementary Families!

July 1, 2020

Welcome to the new 2020- 2021 school year! I couldn't be more excited to start my second year at LaCygne. I know the staff and I are thrilled to see our students this school year. We truly have missed their bright faces and smiles every day!

At LaCygne, we have amazing teachers who work hard on engaging students in purposeful learning. It is our vision that all students reach their full potential. We believe that all of us- the school and the community - must work together in an extended family environment to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

It is important to me that everyone who steps through our doors- teachers, staff, students, parents, and volunteers- are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment.

I look forward to working with the LaCygne Elementary community. Please feel free to call or email me at any time throughout the school year.

On behalf of the staff of LaCygne Elementary, we thank you in advance for your continued support and look forward to having a long and rewarding relationship with you and your family.

Best Regards,

Tiffany Ellett,
Principal

**USD 362 Board of Education
District Mission Statement**

“We enable, educate, and empower those we serve.”

District Exit Outcomes

- 1. The learner will be able to apply knowledge, tools, and technology.*
- 2. The learner will be able to communicate effectively.*
- 3. The learner will be able to function cooperatively.*
- 4. The learner will be able to exhibit self-sufficiency.*
- 5. The learner will be able to solve problems.*

LaCygne Elementary Mission Statement

“Students will master basic academic skills (educate), learn to make logical and responsible choices (enable), and become happy and productive citizens (empower).”

LaCygne Elementary School-Wide Behavior Expectations

- 1. Take care of yourself.*
- 2. Take care of each other.*
- 3. Take care of this school.*

At Our School We:

Use self-**C**ontrol

Act Responsibly

Respect the Rights of others

Everyone learns with best **E**ffort

Knowing our mistakes helps us to learn.

**LaCYGNE ELEMENTARY STAFF
2020-2021**

Tiffany Ellett	Principal
Kylee Capp	Secretary
Connie Kettler	Preschool
Shannon Ballinger	Kindergarten
Megan Vaughn	Kindergarten
Linda Sylva	First Grade
Jenny Fennewald	First Grade
Shelby Northcut	Second Grade
Megan Meads	Second Grade
Jashia Murillo	Third Grade
Debi Horn	Third Grade
Samantha Rockers	Fourth Grade
Jo Wittry	Fourth Grade
Cindy Noel	Fifth Grade
Brandi Staton	Fifth Grade
Annette Viner	Music
Jeff Russell	Band
Sydney Bartley	Physical Education
Tally Fleming	Title I Reading
Kristen Gillespie	Resource Room
Lisa Wallace	Resource Room
Megan Falls	Speech and Language
	ESL and Gifted
Joann Peine	Social Worker
Ginny Scott	Nurse
Olevia Black	Health Clerk
Marie Brennaman	Evening Custodian
Brian Sherman	Day Custodian
Carolyn Daulton	Cook
Jayla Harvey	Cook
	Aide
Ashley Ream	Aide
Jamie Thomas	Aide
Kathleen Hampton	Aide
Shirley Kinder	Library Aide
Carrie Sewell	Aide
Phyllis Bailey	Preschool Aide
Kristy Henricks	Paraprofessional
Kim Brady	Paraprofessional
Kaitlyn Halaquist	Paraprofessional
Janelle Heider	Paraprofessional
Cheyenne Little	Paraprofessional
Julie Moore	Paraprofessional
Shanna Richards	Paraprofessional
Nichole Hale	Paraprofessional
Kim Halaquist	Paraprofessional
Angela Mitchell	School Resource Officer



ALL WEDNESDAYS

U.S.D. 362 Prairie View 2020-2021

Student Days / Contract Days

1st Semester	85.0	93.0
2nd Semester	90.0	94.0
Total	= 175.0	187.0

1 HOUR LATE START

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

- 4-5 New Teacher Inservice
- 6-11 Teacher Inservice
 - 12 Teacher Inservice/ 6th & 9th Orientation
 - 13 First Day of School

September

- 7 NO SCHOOL (Labor Day)

October

- 9 End of First Nine Weeks
- 12 TEACHER INSERVICE - NO SCHOOL
- 26 Parent-Teacher Conferences 4-8pm
- 27 Parent-Teacher Conferences 4-8pm
- 30 NO SCHOOL

November

- 25-27 Thanksgiving Vacation - NO SCHOOL

December

- 17 End of First Semester
- 18 Teacher Inservice - NO SCHOOL
- 21-31 Christmas Break - NO SCHOOL

January

- 1 Winter Break - NO SCHOOL
- 4 Teacher Inservice - NO SCHOOL
- 5 Beginning of 2nd Semester
- 18 NO SCHOOL

February

- 8 Parent-Teacher Conferences 4-8pm
- 11 Parent-Teacher Conferences 4-8pm
- 12 NO SCHOOL
- 15 TEACHER INSERVICE - NO SCHOOL

March

- 12 End of 3rd Nine Weeks
- 15-19 Spring Break (No School)

April

- 2 NO SCHOOL

May

- 16 PVHS Graduation 2:00 p.m.
- 21 Last Day of Classes
- 21 End of Second Semester
- 24 Teacher Workday
- 31 Memorial Day

White	School Not in Session
Green	Class in session
Pink	Teacher Inservice / Work Day - No School
Yellow	Parent Teacher Conferences 4-8pm
Blue	New Teacher Inservice

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Attendance

Regular attendance is vital if students are to keep up with daily work. All attendance records become a part of the student's permanent record. It is highly recommended appointments, doctors' visits, etc. be scheduled outside the school day so minimal instructional time is missed.

Reporting an Absence or Tardy

When a student has to be absent or tardy, the school must receive a phone call or a written note from the parent. Parents should include in the excuse:

- The date of absence or tardiness
- The reason for the absence or tardiness.

Excused Absences

The following excuses are accepted for missing school:

- Personal illness and professional appointments
- Family emergency or funeral
- Obligatory religious observances
- Participation in a district approved or school sponsored activity
- Family activities with prior notification of school administration
- Principals have the final decision on what qualifies as an excused absence.

Parents are allowed to excuse 5 absences per semester. Any additional absences will require a doctor's note or approval of the building principal. After 5 excused absences and without a doctor's notes or approval from building principal, absences will be recorded as an unexcused absence.

A student who arrives after 9:45AM will be counted as a ½ day absent. A student who leaves before 2:15PM will be counted as a ½ day absent.

Unexcused Absences:

Absences other than those listed above, with or without parent notification.

Principals have the final decision on what qualifies an absence as excused or unexcused.

Truancy:

Kansas Compulsory Attendance law that requires every child who is enrolled in school and/or has reached the age of seven years and is under the age of 18 unless excused in accordance with provisions of Kansas law (K.S.A. 72-1113) attend school. Therefore, a student is truant when: He/she is required by law to attend school and is not enrolled. A student is truant when he/she is absent from school for a significant part of the school day. Truancy cases will be reported to the County Attorney's Office. A student is truant if he/she is absent without a an excuse for:

- 3 consecutive unexcused absences
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

Consequences for Absences

1. School work will be made up for all absences. For excused and unexcused absences, the work will be made up at home or during recess time.
2. The parent is contacted, by the truancy officers or truancy delegates of the school, after the child has missed three (3) consecutive days, five (5) in a semester or seven (7) in a school year which are unexcused. This contact may be made by home visit..
3. If more than the numbers specified above are missed, the county attorney and DCF are notified.

Rewards for Exemplary Attendance—Students will be recognized at the end of the year. Teachers may choose to give additional classroom awards.

After School

If a student plans to go anywhere other than home on the bus, he or she should bring a note from a parent, or have the parent call the office. If there is no notification to the school about a change of plans your child will be sent to his normal destination and **will not** be allowed to make a change on their own. If someone other than a parent is to pick up your children, we should be so informed. It is important that you make yourself known to the teachers so that they will know who is picking up whom.

Please know and realize that the above is stressed solely for the safety and protection of your children and not to simply add another burden to both the parents and the school. **The security of the children comes first in all things.**

Attendance—Record Keeping

TARDY: Students arriving from 8:10 a.m.-9:45 will be counted tardy. Excessive tardies are unacceptable. Ten tardies will equal a half day absence.

HALF DAY: If the student arrives after 9:45 or leaves before 2:15 it will be counted as a half day absent.

FULL DAY ABSENCE: If a student arrives after 2:15 they will be counted absent for the full day.

Asbestos Reports

Several years ago the U.S. Congress passed legislation which required school buildings be inspected for asbestos content. Asbestos materials which are friable and capable of being suspended in the air can be hazardous to the health of individuals inhabiting the buildings.

The results of our inspection show that the sprayed ceiling in the lower hall and two classrooms at Prairie View High School contained asbestos fibers. This was discovered during a 1983 inspection and the material was covered with a heavy latex paint so that it would not become friable and enter the air. During the summer of 1993, a suspended ceiling was added to this area for further protection.

Pipe covering at Prairie View contained some asbestos but they are all thoroughly wrapped and sealed.

Vinyl-asbestos tile is present in the Fontana and Prairie View High School buildings. This is not friable and will not become suspended in air unless it is removed. The regular scrubbing, sealing and waxing protects it adequately. Custodial employees have been given training about the dangers of asbestos. Potentially dangerous areas are identified so that employees, students and patrons will be aware of the designated areas. A complete copy of the report is available in the district office.

Band

Elementary Band is offered to the fifth grade students. Band members perform at our Christmas Program. The Spring Concert will be presented in the Prairie View gym by the Prairie View Elementary Band, which is composed of all elementary band students in our district. Other concerts may be scheduled to take place in the Prairie View Performing Arts Center and the elementary building.

Boy/Girl Relationships

Elementary students are strongly discouraged from establishing exclusive boy/girl relationships. Activities such as holding hands, "going together", calling each peer their "boyfriend" or "girlfriend", and giving gifts to each other are not appropriate in the school setting. Your support in this area will be appreciated.

Bullying Prevention Plan

Prairie View School District believes that each of our students has the right to learn in an environment in which they feel safe and free from bullying behavior.

KSA 72-8256 Definition of Bullying-

Any intentional gesture or an intentional written, verbal, electronic or physical act or threat either by a student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that creates and intimidating, threatening or abusive educational environment 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; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bully by use of any electronic communication device through means including by not limited to e-mail, instant messaging, text messaging, blogs, mobile devices, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of US 362 in policies concerning bullying.

Responsibilities Reporting Bullying Incidents –

Students- Students should report behaviors to their parents, teachers, counselor, principal, or other school personnel.

Parents- Parents should pass on student concerns to classroom teachers, counselors, or principal.

School Personnel- School Personnel are responsible for documenting each report of bullying. Report the bullying incident to the principal and counselor.

Disciplinary Consequences

Disciplinary consequences will be applied as appropriate and could include loss of privileges, parent conference, detention, school suspension, involvement from law enforcement, etc.

School District Anti-Bullying Commitment

Prairie View School district provides annual training to staff on bullying. Students are involved in anti-bullying awareness through school activities, counselor activities and school assemblies.

Bus Absence

Please call your bus driver or the transportation office by 7:00 a.m. to let them know that you will not be riding the bus. (Phil Mathews, 913-757-2059)

Bus Rules-Instructions to Students and Parents

(See also USD 362 School Bus Code of Conduct and Expectation in the Appendix)

Please read the following rules over carefully to your child/children. Even though your child may not be a regular bus student, there will be times when he/she will be riding the school bus during the course of the school year.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student. Each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and the bus is not in motion.
3. Pupils must be on time, the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, a student's safety is in their hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw waste paper or their trash on the floor of the bus or out the windows. Help keep your bus clean and sanitary at all times.
8. Students must not at any time extend arms or head out of the bus windows.
9. Students must not try to get on or off the bus or move about the bus while it is in motion.
10. When leaving the bus, students must observe the directions of the driver. **If you cross the road, do so in front of the bus after the driver has given permission.**
11. Any damage to the bus is to be reported at once to the driver.
12. ***Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.***

13. **There will be no profanity, no tobacco products allowed, and no eating or drinking while boarding or being transported.**

PENALTY: ANY VIOLATION OF THE ABOVE RULES WILL BE REPORTED TO THE SCHOOL PRINCIPAL WHO CAN DENY STUDENT THE PRIVILEGE OF RIDING THE SCHOOL BUS.

Cell Phones

Cell phones at school are discouraged. If brought to school, they should be turned off and kept in book bags. If a student is observed using a cell phone at school (calling, texting, picture-sharing, etc.) the phone will be kept in the principal's office until picked up by a parent.

Closings-Emergency School

In the event of a school closing, the Overland Park Police Department will be notified. They will notify all radio and television stations in the metropolitan area. The District website, www.pv362.org, will also carry school closing information as well as Facebook. The automated calling program may also be used to inform parents.

Communications

Communication between the school and home is a vital ingredient to the successful education of your children. Parents are encouraged to contact their child's teacher to discuss problems and concerns. An appointment is necessary so that the visitors do not disrupt the safe and secure learning environment for any child.

Complaints

All complaints regarding the district should be resolved at the lowest possible level. If the complaint is not resolved between the teacher and the parent, the complaint may be taken to the building administrator. If the complaint is not resolved at the building administrator's level, the complaint needs to be made in writing and submitted to the superintendent of schools. Whenever a complaint is received by a board member or the board as a whole, it will be referred to the lowest level.

Computer Use

Use of District Computers

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Privacy Rights

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

Discipline

No student has the right to disrupt the learning of another student or to interfere with the responsibility of the teachers to teach. See Student Conduct Report and Disciplinary Plan in the Appendix. **The principal maintains the final say over all discipline and school matters.**

Discrimination Complaints

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Dress Code

Clothing that may be appropriate to wear elsewhere may not be acceptable or appropriate for wearing at school. All students are encouraged to be neat, clean, and dressed in decent attire, appropriate for the weather. Please review the following guidelines for proper school dress:

- No clothing or jewelry shall be worn with lettering, patches, or drawings that are disrespectful, negative, or offensive to any other person. Examples: alcohol/drug related, tobacco products, firearms, sexual innuendo, etc.
- Shorts are permitted prior to November 1st and after April 1st.
- Students are discouraged from wearing flip flops to school as they can cause injuries at recess.
- Heelies are not permitted.
- State law requires that shirts and shoes be worn.
- Clothing that leaves the midriff exposed and see-through or mesh shirts are not appropriate for school. Revealing tops, thin straps, pajamas, and house slippers are not acceptable.
- Clothing that is designed primarily to be worn as undergarments is not acceptable attire if used as an outer garment.
- Shorts/skirts must be of appropriate length for the individual.
- No caps or hats shall be worn in the school building during the school day.
- Hair color that is deemed by the administration to be inappropriate or creates a classroom distraction will not be allowed.
- Gang-related apparel is not acceptable. Excessively baggy pants, sagging pants, and exposed chains are unacceptable.
- Administration reserves the right to ask a student to change any clothing or jewelry that disrupts, distracts, offends, or is inappropriate.

Drugs

A student shall not possess, use, transmit, or be under the influence of any kind of drugs or alcohol in an attendance center, at school-sponsored events, or on the school grounds.

Use of drugs authorized by a medical prescription from a registered physician shall not be considered a violation of this code.

Emergency Drills

Emergency drills, such as, fire and tornado drills will be conducted according to state law. Fire drills will be conducted three times a year, while tornado drills will be conducted once in the fall and twice in the spring. Emergency exits, routes, and procedures are posted in each classroom. Lock-down drills are also conducted at the principal's discretion.

Emergency Numbers

It is *imperative* that all parents provide the school with an *emergency number*. During the course of the school year there may be instances when, due to inclement weather, illness, injury, building malfunction or other unforeseen circumstances, you will need to be notified either that you should come to school to pick up your child or that the busses will be running off schedule. If your emergency number or address changes, please update your information in Skyward and notify the school office.

Extended Learning Time

The school may provide opportunities for students to receive additional instruction after regular school hours. This may be initiated by school staff or parents. Times and dates will be arranged by the teacher and parent. **Transportation will not be provided. It will be up to the parents to see that their child is picked up on time.**

Fees and Meal Balances

At the end of each school year, balances will be checked. If a student has outstanding fees equaling more than \$100.00 they will be sent to the Kansas Set-Off Program for collection if attempts by school administration do not see the debt resolved. If the debt per student is below \$100.00, the debt will accumulate until the student moves to a new school, either in district or out, and then if still unpaid, the bill will be sent to Kansas Set-Off for collection. This includes textbook fees, class dues, technology fees, library fees, meals, and other outstanding debts.

All money due should be paid, before a student is allowed to go on their class trip or participate in other end of the year activities.

Grading Policies

Reporting student progress is an essential part of the communication and partnership between home and school. For this reason, the district has designed a standards-based report card that provides parents with a "snapshot" of each student's progress towards independently mastering learning goals. Students are marked as either mastering these standards or progressing towards mastery of these standards. What is MASTERY? The targeted skill is completed INDEPENDENTLY, EFFICIENTLY, and CORRECTLY. A mastery based report card does not take into account completion of work, participation points, or work corrected with assistance. The 4, 3, 2, or 1 on the report card represents whether the student can complete skills accurately and independently. In order to receive a 4 or a 3, students must complete the skill work without assistance. Students who require one on one help to complete the work to demonstrate mastery of a skill would receive a 2 or lower as a grade on that skill.

Gym Shoes

Students are expected to wear clean soft-soled shoes in the gym for P.E. and recess. Students are expected to bring a separate pair of shoes (These do not have to be new, just a pair they can leave at school.) exclusively for P.E. or indoor recess. If a student does not have soft-soled shoes on a day that P.E. is indoors, the teacher will ask them to sit out.

HEALTH INFORMATION

Health Policies

All students will have their vision, hearing, and teeth screened regularly on a specified schedule as coordinated by the school nurse. Should you have any questions or concerns about screenings or would prefer that your child **not be** screened; you can send a parent note signed and dated requesting this exclusion to school. Otherwise, the screenings will be conducted and results will be documented in Skyward. Referrals for failed screenings will be mailed to parents at the time of the screening. Parents are requested to return completed referral forms to school after the appropriate medical follow up to ensure that your child's school health information is updated.

General Health Guidelines

Healthy habits are learned and children are learning as they grow about what is important. Some habits to start early are:

- Getting plenty of sleep (recommended hours vary by age)

<u>Age</u>	<u>Recommended hours</u>
○ 3-6	10-12
○ 7-12	10-11
○ 12-18	8-9
- Eat a balanced and nutritious diet, including breakfast
- Exercise every day...at least an hour a day
- Personal hygiene issues and being aware of changes as a child matures
- Brushing teeth twice per day and flossing

- Regular check-ups with the doctor and dentist
- Limit screen time to less than 2 hours per day
- Family time is so important and children will begin to establish priorities as they watch what is important to their family.

Illness

When symptoms of illness occur, care should always include efforts to prevent the spread of infection to others. To help maintain wellness the following health policies are regulated by the Board of Education:

1. Keep at home any child who has a fever of 100 degrees or higher. Children who have an elevated temperature combined with a sore throat, upset stomach, or rash should also be kept at home. Students reaching a temperature of 100 degrees while at school will be sent home.
2. Children who are absent from school for any reason are to bring a note from their parent or doctor before being readmitted to the classroom.
3. If you suspect your child of having a communicable disease, please obtain positive diagnosis from your physician and then inform the school nurse so that appropriate measure may be taken at school

Students must remain home until symptoms of illness are resolved for 24-48 hours, without fever reducing medication. This is to ensure the recovery of the sick child, and to minimize spreading illness to others.

Injury Management

State guidelines will be followed for care and management of injuries. In case of a suspected serious injury, we will contact the parent first. If we are unable to reach the parent, we will then call the emergency contact number given to the school at enrollment. For this reason it is a good idea to list more than one contact and always call the school if these numbers change so we can update information. The school does not provide student accident insurance for injuries sustained at school.

Medication Guidelines

In certain circumstances when medication is necessary in order for a child to remain in school, the school staff can assist parents in the supervision of *prescription* and “*over-the-counter*” medications that the student will use. All *prescriptions and over the counter medications* **must** have a **physicians’ order**. Please follow guidelines below:

1. Written requests from the physician or dentist should accompany all prescription and non-prescription medications to be administered at school.
2. The physician’s request form should be dated and include the medication name, dosage, reason for the medication, time of day it is to be given, and anticipated number of days it will be given. **Medication authorization forms are available upon request at school or on the internet at www.pv362.org**
3. Written request from the parent/guardian should accompany all medication. This should identify the students, date permission given, parent signature, and the time the medication was last given including when the medication is to be given at school.
4. The **official prescription container should accompany all medication**. Two containers, one for home and one for school, may be requested from the pharmacist. If the medicine is over the counter type drugs, it should be sent to school in the original container with the label intact. **Medications can only be given out of the original container or prescription bottle.**
5. Any medication changes, (type of drug, dosage and/or time of administration) should be accompanied by physician and parent signatures on a new request form. A newly labeled pharmacy container is necessary.
6. The school will not provide medications for student use. Parents must provide the proper authorization forms and medication as requested, in order for school personnel to administer the medication. Please administer medications at home when possible (once per day doses, twice daily doses, and often three times per day doses can be given at home.) All prescribed medications shall be kept in a locked container in the school health room or office, with the ***exception of individual asthmatics’ inhalers or Epi-pens*** under special self-administered consideration when deemed safe and appropriate.

Head Lice Information:

- Lice are spread mainly by head-to-head contact.
- Lice can only crawl. They can neither fly nor jump
- Lice are species-specific. You can only get human lice from another human not an animal.
- Transmission is rare, but possible, from hairbrushes, pillows, and sheets.
- School is an unlikely source of transmission. Much more common are family members, overnight guests, and playmates.
- Hygiene makes absolutely no difference.
- You get lice by close personal head-to-head contact with someone else that has lice, not by being dirty.
- The three stages of the louse life cycle are egg/nit, nymph, and adult, and altogether the life cycle lasts approximately 45 days.
- The adult louse lays up to 8-10 brown to yellowish colored eggs per day, which are cemented to the base of the hair shaft, most commonly found behind the ears or at the nape of the neck.
- Because of the cement-like attachment, nits cannot “fall” off and are very hard to remove.
- Nymphs hatch in about one week, leaving behind a non-viable white-colored shell or nit.
- Newly hatched lice, (nymphs) must find a head quickly or will die.
- The nymph stage is also about one week in length, going through three molts to achieve adulthood.
- The adult is the size of a sesame seed, is brown to gray or whitish in color, and will live for as many as 30 days.
- The presence of a live louse is considered the gold standard for an active infestation, not the mere presence of nits.
- Live lice must be treated before school attendance.
- A viable (live) nit is one that is closer than six millimeters (mm) to the scalp.
- Most experts concur that nits found farther than one-fourth to one-half inches (6-12 mm) from the scalp are non-viable and since they are already hatched, they pose no risk to others.
- Lice live only 1-2 days off the head. Each louse only lives about 30 days on the head.
- Only the person with lice should be treated.
- Household members and close contacts should be checked, but only treat those who actually have lice.
- Lice shampoos are INSECTICIDES and can be dangerous if used incorrectly or too frequently.
- Classroom transmission is exceedingly rare. Head checks will include family members and close playmates.

Source: Pediatric Nursing, Demystifying Pediculosis: School Nurses Taking the Lead, by Deborah J. Pontius/September-October 2014/Vol.40/No.5

Immunization Requirements

See Appendix.

If I can assist you with school health issues, please contact me. Your child's health is important to us.

-Pam Johnson, R.N., USD 362 District Nurse

Hours

The School building will open at 7:45 a.m. Students will go to their classrooms when the 8:00 bell rings. The school day will officially begin at 8:10 a.m. and end at 3:30 p.m. Preschool hours are 8:10-11:00 am. Monday, Wednesday and Friday and 8:10-1:00 Tuesday and Thursday.

Every Wednesday of the school calendar (the first excepted) school will start exactly one hour later and buses will run exactly one hour later. Please do not drop off students before 8:45. Supervision will not be provided at school for any student arriving before the late start time.

Kindergarten Round-Up

Kindergarten Round-Up takes place around the middle of April and is very important. Because we have several specialists on site during Round-Up, each prospective Kindergartner has the opportunity to visit with our speech therapist, psychologist, and nursing staff to have their vision and hearing tested. Parents will also receive forms that are mandatory for enrollment in August.

Children must be five prior to August 31st to be eligible for this evaluation and to start Kindergarten.

Library

LaCygne Elementary School library is open every day for the students' use. Students may check out 1, 2, or 3 books for one week. Books can be renewed for another week (or longer).

Policy on damaged and lost books

- Students are responsible for taking good care of library materials that they check out. Books need to be protected from dogs, babies and wet weather.
- Damaged or lost books need to be paid for by the person checking them out. The library needs to be notified (note, in person, called) about damaged or lost books. The librarian will determine the price, ranging from \$1.00 and up.
- Damaged books are kept by the person paying for them. If lost books are found later, they should be returned to the library and money will be refunded.

Lunches / Breakfast

Please pay for your child's meals in the office. Meals must be paid for in advance. Your child will be notified before he or she runs out of paid meals or milks.

Once a student reaches a negative balance of \$15.00, they will be served an alternative meal until such time as the debt is paid or for a maximum of 10 days, after which the student will need to provide their own meals. No negative balances will be allowed after May 1st of any year.

Messages and Deliveries

If you have a message for your child or items that need to be delivered to the classroom, please leave them in the office so as not to interrupt instruction. Children will be discouraged from calling home to have parents bring library books or homework to school that they have forgotten.

Students may not use the telephone after school or during the school day to seek permission for other students to accompany them home or to request permission to go somewhere other than home. These plans should be made before school as they sometimes delay the busses from leaving and student calls tie up the telephones preventing other parents from getting messages to the school.

On special occasions students sometimes receive flowers delivered to the school. In these cases, the flowers will be **kept in the office until the end of the day**. The student will be notified of the flowers and may pick them up at the end of the day. Please do not send flowers in glass vases.

Nondiscrimination

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination shall be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration up to and including suspension or expulsion from school.

Note Policy-Community Groups

If as a member of a community group, you have a message that you want distributed to our students, please follow these guidelines:

1. Either call the school principal or drop by to let the principal know the message content prior to running your copies.
2. Bring sufficient copies of the note to school, counted out for each class.
3. Make sure your note identifies the **sponsoring group** for any event, a contact person for more information, and a telephone number(s) if more information is needed. This is limited to non-profit groups.
4. Give the secretary your notes, preferably a day in advance of when you want them distributed.
5. Community groups are expected to pay their own copying expenses and will be asked to presort, staple, etc. notes for students if not prepared in advance.

6. The school reserves the right to reject any notes because of their timeliness or appropriateness.

Parent/Teacher Conferences

Conferences take place twice a year. We encourage all parents to make contact with their child's teacher at conferences. Notes will be sent home informing parents of appointment times. If you are unable to keep your appointment time, please let us know. Hopefully, we can reschedule your time. Our goal is to have 100% participation at Parent-Teacher conferences.

Parent Visitation

Parents are welcome to visit their children's classrooms during the year. Please contact your child's classroom teacher first before visiting your child's classroom to arrange a convenient time. Also, give notification to office personnel and building principal upon entering the school building. **All visitations must be approved by the building principal.**

Parents are welcome to join their children for lunch on one occasion per semester, other than the National Hot Lunch Week for parents. Please call the office by 9 a.m. or send a note to your child's teacher to let us know the day you plan to be here.

Parties

School parties will be held for Halloween, Christmas, and Valentine's Day. Recognition of birthdays and sharing of treats should be limited to the last fifteen minutes of the day.

Personal party invitations will not be distributed at school unless all in the class are invited.

Pictures

Individual school pictures will be taken in late August or early September. A note will be sent home with the exact date prior to that time. Group/class pictures will be taken in the springtime.

Programs After School

Students are occasionally asked to participate in afterschool programs (e.g. Christmas, band, vocal concerts). Students who cannot attend are expected to bring a written excuse from a parent prior to a performance. Unexcused absences may result in a grade being lowered a step on a student's report card.

Promotion Retention

The following items will be considered in the decision to promote or retain students:

- Grades
- Attendance
- Teacher recommendations
- The grade level of the student's work
- State Assessments and local tests
- Parental Concerns

The final decision for promotion or retention lies with the principal.

Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. Any violations of this policy (See District Policy JGECA) should be reported to proper authority.

Recess / Inclement Weather

If it is raining, the temperature is a “real feel” below 20°, or the wind chill is below 10°, students will remain indoors at recess and during P.E.

Referrals and Placement in Special Classes

Parents or teachers can refer students for testing for special classes such as speech, learning disabilities, gifted, and behavior disordered. Referral forms are available in the office. Parental permission is necessary for a comprehensive testing. Parents who have a child tested will receive a report from school personnel at which time placement possibilities in special classes are considered.

1. The referral is initiated by the classroom teacher, parent, or Principal. Referral forms are available in the principal's office.
2. The completed referral form is forwarded to the building principal who then forwards the referral to the Special Education teacher, speech clinician, or school psychologist, who will initiate appropriate educational assessment.
3. If it is determined that a comprehensive evaluation is necessary, written parental permission must be obtained.
4. Coordination of the comprehensive evaluation is the responsibility of the school psychologist. He/she will receive all relative information and an appropriate comprehensive evaluation will be carried out.
5. After completion of the comprehensive evaluation, a staffing will be held which will include all persons who have participated in the evaluation and any other persons who are directly or indirectly involved in the child's educational success. This group has the responsibility for recommending to parents the appropriate placement of this child and also developing an educational plan.

Release of Students from School

If a student plans to go anywhere other than home on the bus, he or she should bring a note from a parent or a parent should call the office. If there is no notification to the school about a change of plans, your child will be sent to his normal destination and will not be allowed to make a change on his own. All students who need to leave school during the day must check-out through the office accompanied by a parent. The building administrator will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the building administrator or upon written or verbal requests of a lawful parent or custodian.

Resident Students

- **Resident Students** - Resident students who are expected to be enrolled in school for the following year will have the privilege of a pre-enrollment period usually beginning in July of each year.
- **New Resident Students** -New resident students are urged to contact the building administrator as soon as possible after establishing residence in the district.
- **Non-Resident Students** -Non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. In no event will a student be admitted who is under suspension or expulsion from the schools of another district, or who has voluntarily withdrawn from the schools of another district due to poor academic performance, except with the prior approval of the board.
- Any non-resident student who desires to be admitted to the schools of the district will make an application to the superintendent and be approved by the board. All non-resident students should submit a letter of application yearly to the superintendent each May.

Safe Environment

All educators and staff will exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible. Reasonable physical restraint may be used by a school employee to maintain a safe and orderly environment.

School Admissions and Enrollment

The school board's procedures for admission of students will be announced well in advance of each school term. The superintendent, with the cooperation of the building administrators, shall establish enrollment time and dates for all students and communicate the information through the news media.

School Safety Hotline

HB 2558 establishes a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report "impending school violence". Student calls will be received by a single statewide highway patrol dispatch center; then transferred to local law enforcement who will relay information to the local school administrator. As of July 1, 1999, the toll-free *Kansas School Safety Hotline* number will be 1-877-626-8203.

Searches of Property

Principals and the superintendent are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches shall be carried out in the presence of another adult witness.

Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. Any violations of this policy (See District Policy JGEC) should be reported to proper authority.

Social Worker, L.S.C.S.W., L.M.F.T

School social workers are a part of the total educational team of a school, working together with teachers, administrators, counselors, nurses, psychologists, speech therapists and other staff. The school social worker is available to help your children have a successful school year. The school social worker fills a supportive and educational role with students, parents and teachers by providing various services. These services include:

- Individual counseling
- Small group counseling
- Teacher consultation
- Parent consultation regarding concerns about their children
- Participation in parent/teacher conferences
- Classroom activities
- Information services
- Collaboration with/referral assistance to other agencies and services
- Planning school wide activities and projects
- Personal body safety program in April (dealing with sexual abuse, good and inappropriate touching).
- Parent support group.

As your school's social worker, I look forward to meeting you and your children. If you have any questions, or concerns about your child, please call me at Parker Elementary (913-898-3160) or LaCygne Elementary (913-757-4417).
- Joann Peine, LSCS

Student Accident Insurance

The Prairie View School District carries only a catastrophic accident medical policy on its Prairie View athletes. This is a \$10,000 deductible with up to \$5,000,000 medical for an unlimited time period in excess of other valid and collectible insurance. No other insurance of any kind is carried for students attending Prairie View. Description of coverage is available upon request.

Student Assistance Plans and Team Meetings

LaCygne Elementary places a strong emphasis on solid core academic instruction for all students and research-based interventions with regular progress-monitoring for those students who demonstrate need for either remediation or enrichment.

Student Assistance Teams meet regularly to generate appropriate interventions and to gauge their effectiveness. These teams may vary in their composition but generally consist of the student's regular classroom teacher, the special education teacher, the principal, the school psychologist, the school social worker, the school nurse, speech and language specialists, and appropriate support staff. Parents, teachers, or the principal may request that a meeting be convened. Once met, the team may decide upon three courses of action after data-sharing and discussion: (1) continue current interventions and progress-monitoring, (2) change or modify current interventions and continue progress-monitoring, or (3) refer the student for an initial special education evaluation. It is expected that before making a referral for evaluation that the child was provided appropriate instruction in the regular education setting by qualified personnel and data supports the need for further assessment.

If a decision is made to refer a student for a special education evaluation, the school psychologist will obtain written permission from the student's parents (usually within 15 school days). The evaluation will be conducted within 60 school days and a meeting with the parents and relevant school personnel will be convened to share results, recommend placement, and to develop an educational plan.

Student Record Policy

THE REQUIRED ANNUAL NOTIFICATION IS AS FOLLOWS:

Notice on privacy rights - annual notification
Parent(s), guardian, and/or "eligible student"

This notice informs parents and eligible students (those 18 or older) of their rights concerning access to educational records. Limitations in disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976 Federal Register.

The law and regulations published by the Department of Health, Education and Welfare, require educational institutions to:

Provide parents and eligible students the opportunity to inspect student educational records. That can be done by contacting the school principal.

Provide parents opportunities for a hearing to challenge the content of the student's educational record when they believe it contains information that is inaccurate, misleading, or in violation of the student's right to privacy. (Grades are NOT subject to challenge)

Limit disclosure of information from the student's record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials, those of other schools in which the student seeks to enroll, and under certain conditions and for specific purposes, local state and federal officials.

1. Parents of dependent students will have access to the education record. This agency will assume that the student is dependent on the Parent(s) (claim as a tax exemption) until we are otherwise notified.
2. This agency may publish directory information, collective, or individually unless a parent/eligible student, within ten days after this notice, notified the privacy officer, in writing, that any or all of the categories listed below (directory information) should not be released without prior consent.

DIRECTORY INFORMATION

- 1) Name and Address
- 2) Telephone listing
- 3) Date and place of birth
- 4) Major field of study
- 5) Participation in officially recognized activities
- 6) Student's picture
- 7) Student's parent or guardian's name

- 8) Weight, height, participation in and eligibility for officially recognized activities and sports
- 9) Date of Attendance
- 10) Degrees
- 11) Awards received
- 12) Most recent previous educational institution attended

3. Policy Available - Copies of district policy and implementation procedures are available upon request from the superintendent.

4. Parents or eligible students may file a complaint with HEW, if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to: F.E.R.P.A., HEW Room 514e, 200 INDEPENDENCE AVE., S.W., Washington, D.C. 20201.

*Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

STUDENT RULES

Hall and Restroom rules

1. Walk to and from class and the restroom in an orderly manner.
2. Be quiet in the hall and the restroom when classes are meeting.
3. Hands should be kept off other people.
4. Lingered and playing are prohibited.
5. Flush the stools after using them.

Lunchroom rules

1. Go to the restroom and wash your hands before lunch.
1. Speak softly and politely to others.
2. No throwing or playing with your food.
3. No trading of food.
4. Don't leave your seat without permission.
5. All food is to be eaten in the lunchroom.
6. Please clean up food and paper where you sit at lunch.
7. Keep your hands to yourself at all times.
8. Hold positive conversations

Playground rules

1. Do not run under or around the swings. Do not swing sideways, sit with your bottom in the swing seat. Do not climb the swing poles.
1. Slide rules: No standing on the slide, use the steps to climb up the slide (***don't walk up the slide***).
2. Do not stand on top of any of the bars.
3. No tackle football.
4. Do not bring hardballs (baseballs) to school.
5. Do not throw rocks, sticks or snowballs.
6. Shoes must be worn on the playground.
7. Do not play with animals on the playground.
8. Stay in sight of the supervising teacher at all times. Don't leave the school grounds, even to get a stray ball.
9. No arguing or tattling.
10. No tag on the equipment.

Crosswalk

1. Stop on the curb at the crosswalk. Wait for the crossing guard to signal that it is safe to cross.
2. Walk across the crosswalk

3. Do not attempt to come back across the street unless you are in the crosswalk and have been signaled by the crossing guard that it is safe to cross.
4. All bicycles must be walked, not ridden, across the crosswalk and down the sidewalk.
5. Even those students accompanied by a parent or guardian must cross in the crosswalk.

Other School Rules

1. Gum chewing is not allowed at school except at parties.
2. Students are to be respectful of each other and adults at school
3. Demonstrate good citizenship and pride in our school. If you are aware of any vandalism, report it to either parents or school personnel.
4. Enter and exit school in an orderly manner.
5. Students are to go home after school, not remain on the playground.

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal, and others. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. (See District Policy JDD and JDD-R)

Teacher Qualifications

(Parents Right to Request Information)

As the parent of a student attending a school that receives federal funds under the "No Child Left Behind" act, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers.

- Whether the teacher is certified by the State of Kansas to teach the grades and subjects he or she teaches;
- Whether the teacher is teaching under an emergency or other provisional certificate;
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees; and
- Whether aides or paraprofessionals provide services to your child and, if so the qualifications of the aide or paraprofessional.
- If you would like to receive any or all of this information, please call the Prairie View USD #362 District Office at (913) 757-2677.

Title IX Notice

The following is the adopted policy of Prairie View USD362:

Students, their parents, and employees of USD362 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment activities. Any person having inquiries concerning USD362's compliance with Title IX is directed to contact Rex Bollinger, 13799 KS Hwy 152, LaCygne, KS 66040 (913) 757-2677. Rex Bollinger has been designated by USD362 to coordinate the school district's efforts to comply with Title IX.

The Prairie View Board of Education has adopted the following grievance procedure regarding Title IX: Certified employees should follow the grievance procedure outlined in the current Negotiated Agreement. Parents, students, and classified employees should direct grievances first to the building principal responsible for the student activity. If the grievance is not resolved, a written grievance should be filed with the district coordinator for Title IX. The statement must contain the nature of the grievance. If the grievance is not resolved by the district coordinator, the grievance shall be filed with the Board of education for resolution. The district coordinator for Title IX will make the necessary arrangements for the complainant's appearance before the Board of education if such is needed or desired.

Tobacco Use

State law requires the Board of Education to institute this policy, **"There shall be no use of tobacco products in buildings owned by the Prairie View district.** This will create some inconvenience to district patrons who use tobacco. However, the board feels the overall effect on the health of other patrons outweighs the inconvenience to those few people who would care to use tobacco products in our buildings. The board has long forbidden the use of tobacco products by students in our buildings or on the school grounds. Adults will be permitted to use such products on school grounds outside our building.

Toys

Toys, games, cd players, mp3 players, pets, trading cards, or other personal items may not be brought to school without permission from the teacher. Any items in violation of this policy will be held in the office until a parent can pick it up.

Trips

To the best of our ability, parents will be notified whenever their child's class is taking a trip. Students must have written permission from their parents for trips outside the school district. Field trips are for the enjoyment of students in a class. Therefore, siblings of students and non-students are not allowed to participate in these activities.

Truancy

The building principal or counselor shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Prior to reporting to either SRS (if student is under 13) or the county or district attorney (if the student is over 13) a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Weapons

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 includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling, or use of any weapon may result in suspension or expulsion from school.

APPENDIX

SCHOOL SUPPLY LIST



LaCygne Elementary School Supply List 2020-21



PRESCHOOL:

- \$25 Snack Fee - paid at enrollment
1. School Box
 1. Box of Crayons - 16 Colors
 1. Set of (8) Water Colors
 6. Elmer's Washable Glue Sticks
 2. Dry erase markers
 - 2pk of Mr. Clean Magic Erasers
 1. Pair of **Elabor** Scissors
 2. Pocket Folders
 1. Boxes of Tissues
 1. Roll of Paper Towels
 1. Container of Clorox Wipes
 1. Backpack
 1. Set of Underwear & Toy Container **expose**
- Pencils are provided at school

KINDERGARTEN:

- \$30 Snack Fee - paid at enrollment
1. School Box
 1. Box #2 Ticonderoga Pencils
 1. Box Crayola Crayons - 24 Colors
 1. Set of Water Colors
 12. Glue Sticks
 1. Pair **Elabor** Scissors
 1. Box 10 Classic Broad Line Markers
 4. Dry Erase Thin Markers
 2. Plastic folders with Bands - 1 Red and 1 Blue
 2. Boxes of Tissues
 6. Containers of Clorox Wipes
 1. Backpack
 1. Set of Underwear & Play Clothes in Ziploc
 1. Pair P.E. Shoes w/ Velcro
 1. One-Inch White Three-Ring Binder
 2. Hand Sanitizers
 1. Set of Computer Headphones (no earbuds)

1st GRADE:

- 36 - #2 Pencils
1. Pink Rubber Eraser
4. Boxes of Crayons - 24 Colors
1. Small plastic 3 ring binder
1. Box 10 Classic Broad Line Markers
2. Packs 4x6 Index Cards
12. Glue Sticks
1. Pair **Elabor** Scissors
4. Dry Erase Markers (Black)
2. Highlighters
3. Plastic Pocket Folders w/ Band Fasteners (1 Green, 1 Blue, 1 Red)
2. Composition Notebooks
- 1pk tab dividers
- 1pk pencil top erasers
1. School Box
2. Boxes of Tissues
2. Boxes Ziploc Bags (snack, sandwich quart or gallon)
1. Backpack
1. Pair of P.E. Shoes w/ Velcro
2. Sets of Computer Headphones (no earbuds) lab and classroom

3rd GRADE:

1. School Box
- 24- #2 Pencils
2. Pink Rubber Eraser
2. Highlighters
1. Box of Crayons - 24 Colors
4. Dry erase markers
2. Sets Colored Pencils
2. Sets of markers
1. Glue Bottle
1. Glue Stick
1. Pair **Elabor** Scissors
1. Set of Watercolors
1. One-Inch Three-Ring Binder
1. Package of 5 subject dividers
1. Composition Notebook
2. Boxes of Tissues
1. Container Clorox Wipes
1. Pair of P.E. Shoes
2. Sets of Computer Headphones (no earbuds) lab and classroom

2nd GRADE:

1. School Plastic Box
- 24 - Pre-sharpened #2 Yellow Pencils
1. Pink Rubber Eraser
1. Pkg. Pencil Cap Erasers
3. Boxes of Crayons - 24 Colors
2. Boxes of Markers (washable)
12. Glue Sticks
2. Sets of Colored Pencils
1. Pair **Elabor** Scissors
1. Set Water Color Paints
3. Plastic Pocket Folders-Plum
4. Dry Erase Markers - Black
2. Highlighters
1. One-Inch Three-Ring Binder (Plum with clear pocket front)
2. One Subject Wide Rule Notebooks
2. Boxes of Tissues
3. Container of Clorox Wipes
1. Box **Elabor** Bags (Gallon)
1. Backpack (No Wheels)
1. Pair of P.E. Shoes
2. Sets of Computer Headphones (no earbuds) lab and classroom

4th GRADE:

- 12- #2 Pencils
1. Pink Rubber Eraser
1. Box of Crayons - 24 Colors
1. Box of Markers - Washable
1. Pair **Elabor** Scissors
3. Different Colored Highlighters
4. Dry Erase Markers- Expo Low Odor
1. Pkg. Notebook Paper - Wide-Ruled
1. One Inch Three-Ring Binder
1. Plastic Pocket Folder
3. Paper Pocket Folders
2. Composition Notebooks
2. Red Pens
2. Glue Sticks
2. Boxes of Tissues
1. Pair of P.E. Shoes
2. Sets of Computer Headphones (no earbuds) lab and classroom

5th GRADE:

- 24- #2 Pencils
1. Pink Rubber Eraser
2. Box of Crayons
1. Set Water Colors
1. Set Colored Pencils
1. Boxes of Markers - Washable
4. Glue Sticks
2. Glue Bottle
1. Pair **Elabor** Scissors
6. Dry Erase Markers - Expo
2. Yellow Highlighters
4. Composition Notebooks
4. Pocket Folder - Not Plastic
1. Boxes of Tissues
1. Container Clorox Wipes
1. Pair of P.E. Shoes
- 2- 40985K pencil pouch
- Please no binders
2. Sets of Computer Headphones (no earbuds) lab and classroom

Note:
Please note this list is as complete as possible. However, teachers may make special supply requests throughout the school year. Please take the time to mark your child's name on all supplies.

PRAIRIE VIEW UNIFIED SCHOOL DISTRICT 362
DISTRICT K - 12 DISCIPLINE POLICY

DEFINITION OF DISCIPLINE:

A process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

BELIEF STATEMENTS:

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
 - a) will not be allowed to interfere with the learning opportunities of another student.
 - b) will not be allowed to interfere with the teacher's responsibility to teach all students.
 - c) will not excuse the misbehaving student from successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine -- not a disruption of the daily routine.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

EXPECTATIONS:

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom and at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

LEVELS OF UNACCEPTABLE BEHAVIORS

Level 4: Safe environment -- Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

- Weapons (possession or use of)
- Theft
- Fighting -- assault or battery of any kind
- Intimidation / extortion / threats
- Gross disrespect toward an adult (cursing, name calling)
- Defiance
- Alcohol / Drugs (possession, sale or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Destruction or defacement of property
- Tobacco (possession or use of)
- Gambling
- Filing false emergency reports

Minimum Consequence:

In School Suspension

Maximum Consequence:

Expulsion for 186 school days

LEVEL 3: Orderly Environment -- Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment.

Examples are:

- Disruptive behaviors in the hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors at a school activity
- Disruptive behaviors before or after school
- Absence / skipping / tardiness / truancy
- Being in the hallway without a pass
- Inappropriate use of a motor vehicle
- Solicitation (selling unauthorized items at school)
- Inappropriate literature
- Inappropriate display of affection
- Dress code violations

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Out of school suspension and/or alternative learning center

LEVEL 2: Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Examples are:

- Failing to follow reasonable request of the teacher
- Talking out
- Horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect / defiance
- Improper use of equipment

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

In school suspension

LEVEL 1: Product Personal Environment -- Behaviors that occur in the classroom but affect only the misbehaving student. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework / failing to complete assignments
- Failing to dress out for Physical Education class

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Principal - teacher - parent conference

CONSEQUENCES

Consequences: The following are the consequences used in this district, in order of severity from minimum to maximum.

Least severe

- Looking in the vicinity of the misbehavior
- Walking toward the area of misbehavior
- Verbal reprimand
- Informal talk
- Counselor referral
- Isolation
- Teacher-parent conference
- Behavior contract
- Detention
- Referral to principal
- Principal-teacher-parent conference
- Restitution
- In-school suspension
- Removal from school bus
- Suspension from school-related activities
- Out-of-school suspension and/or alternative learning center
- Referral to local agencies
- Long-term suspension and/or alternative learning center
- Expulsion for the remainder of the school year
- Expulsion for 186 school days

Most Severe

NON-NEGOTIABLE DISTRICT RULES

VIOLENCE FREE POLICY

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

Consequences: Suspension with the possibility of five (5) day suspension with a due process hearing for possible expulsion and possible notification of the police. Possession of a firearm of any kind will result in a five (5) day suspension with a due process hearing with the recommendation for expulsion and notification of the police.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

Consequences: Five (5) days out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

Consequences: Out-of-school suspension and/or alternative learning center for at least one (1) day with the possibility of five (5) days suspension and/or alternative learning center with a due process hearing for possible expulsion and possible notification of the police.

D. Assault or Intimidation of an Individual (s)

Definition: Any physical attack or threat of a physical attack on another individual (s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-of-school suspension and/or alternative learning center for at least one (1) day with the possibility of a five (5) day suspension and/or alternative learning center with a due process hearing for possible expulsion and possible notification of the police

NON-NEGOTIABLE CLASSROOM RULES

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately. If the student stops the behavior, the teacher will continue with the learning activity. If the student does not immediately respond to the teacher's request, he/she will be asked to leave the classroom.
2. The student will be expected to go to the Time Out Area. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom.
3. The student will be brought to the principal's office.

Minimum Consequence:

Principal-parent-teacher-student conference.

Maximum Consequence:

Out-of-school suspension and/or alternative learning center for one to three days.

ALTERNATIVE LEARNING POLICY

The student will be expected to report to the designated area at the assigned time.

If a student is sent to the Time Out room, he / she is expected to go directly to the Time Out room.

The student will be expected to follow all rules and procedures.

The student will be expected to be on task at all times.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence:

The student will be asked to leave the learning activity with the invitation to return if he or she has been assigned another day.

Maximum Consequence:

The student will be exempt from any future participation in any of the alternative learning activities.

USD # 362 PRAIRIE VIEW

STUDENT CONDUCT REPORT

STUDENT NAME _____ GRADE _____ DATE _____ TIME _____
CLASS/TEACHER _____ REFERRING STAFF'S SIGNATURE _____
LOCATION OF INCIDENT (CIRCLE ONE) bus, classroom, hall, restroom, cafeteria, recess, music/band, p.e., extra curricular

LEVEL 1 - PRODUCTIVE PERSONAL ENVIRONMENT

In class behaviors that only affect the misbehaving student
CONSEQUENCES: minimum - proximity to student
maximum - before/after school detention

- (WITHOUT APPROPRIATE EQUIPMENT AND MATERIALS
- (SLEEPING
- (BEING OFF TASK, DISTURBING OTHERS
- (FAILING TO TURN IN/COMPLETE SCHOOLWORK
- (FAILING TO DRESS OUT FOR P.E.

LEVEL 2 - PRODUCTIVE CLASSROOM ENVIRONMENT

In-class behaviors that interfere with other's learning
CONSEQUENCES: minimum - proximity to student
maximum - in school suspension

- (TALKING OUT
- (HORSEPLAY
- (DISTURBING ANOTHER STUDENT IN ANY WAY
- (BEING OUT OF SEAT WITHOUT PERMISSION
- (SHOWING DISRESPECT TO ANOTHER
- (IMPROPER USE OF EQUIPMENT

LEVEL 3 - ORDERLY ENVIRONMENT

Behaviors outside of class that negatively affect orderliness
CONSEQUENCES: minimum - proximity to the student
maximum - out of school suspension

- (DISRUPTIVE BEHAVIOR IN THE HALL
- (DISRUPTIVE BEHAVIORS IN THE CAFETERIA
- (DISRUPTIVE BEHAVIORS AT A SCHOOL ACTIVITY
- (DISRUPTIVE BEHAVIORS BEFORE OR AFTER SCHOOL
- (ABSENCE/SKIPPING/TARDINESS/TRUANCY
- (LEAVING CLASS WITHOUT PERMISSION/PASS
- (INAPPROPRIATE USE OF A VEHICLE/BICYCLE
- (SOLICITATION (SELLING UNAUTHORIZED ITEMS AT SCHOOL)
- (INAPPROPRIATE LITERATURE/USE OF INTERNET
- (INAPPROPRIATE DISPLAY OF AFFECTION
- (DRESS CODE VIOLATION
- (SHOWING DISRESPECT TO ANOTHER
- (USE OF PROFANITY

LEVEL 4 - SAFE ENVIRONMENT

Behavior intended to mentally or physically harm &/or illegal
CONSEQUENCES: minimum - in school suspension
maximum - 186 days expulsion

- (WEAPONS (POSSESSION OR USE OF)
- (THEFT
- (FIGHTING - ASSAULT OR BATTERY OF ANY KIND
- (INTIMIDATION/EXTORTION/THREATS
- (GROSS DISRESPECT TOWARD AN ADULT (CURSING, NAME CALLING, ETC.)
- (DEFIANCE OF AUTHORITY
- (ALCOHOL/DRUGS (POSSESSION, SALE OR USE OF)
- (SEXUAL HARASSMENT OF ANY KIND
- (ARSON
- (EXPLOSIVE DEVICES (POSSESSION OR USE OF)
- (DESTRUCTION OR DEFACEMENT OF PROPERTY
- (TOBACCO (POSSESSION OR USE OF)
- (GAMBLING
- (FILING FALSE EMERGENCY REPORTS

(SEXUAL MISCONDUCT **CONSEQUENCES**

1. IN SCHOOL CONF. W/ STUDENT
2. ISOLATION
3. REFERRAL TO COUNSELOR/SOCIAL WKR.
4. BEHAVIOR CONTRACT
5. PARENT CONFERENCE
6. BEFORE/AFTER SCHOOL DETENTION7. REFERRAL TO PRINCIPAL
8. RESTITUTION/REPAIR
9. ISS (1 HR.) + PLAN
10. ISS (1/2 DAY) + PLAN
11. ISS (1 DAY) W/ P/T CONF.
12. REMOVAL FROM SCHOOL BUS13. SUSPENSION FROM ACTIVITIES
14. OUT OF SCHOOL SUSPENSION
15. REFERRAL TO LOCAL AGENCIES
16. RECOMMEND LONG TERM SUSPENSION
17. RECOMMEND EXPULSION (END OF YEAR)
18. RECOMMEND EXPULSION (186 DAYS)
19. RECOMMEND ALTERNATIVE PROGRAM

Parent Signature & Date

PRINCIPAL'S SIGNATURE & DATE

Addition to the USD #362 discipline policy

Bullying, cyber-bullying and hazing shall be a level 3 violation--Orderly Environment Behaviors in or outside of class that negatively affect orderliness.

Consequences: Minimum - proximity to the student

Maximum - out of school suspension and /or alternative learning center.

Bullying will not be tolerated in the school district.

It is the responsibility of every adult in the school to recognize, prevent and intervene in every incident possible.

Bullying -is repeated physical, verbal, sexual or psychological attacks or intimidation. This can include, but is not limited to; teasing, taunting, threatening, hitting and stealing. It may also include spreading rumors or enforcing social isolation.

Cyber-Bullying -involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, defamatory personal websites, blogs, etc. to support, deliberate, and hostile behavior by an individual or group that is intended to harm others.

Hazing - is any humiliating or dangerous activity expected of you to join a group, regardless of your willingness to participate.

Alternative Learning School

Students who misbehave and are sent home during the day may be asked to come back after school from 3:45 - 5:00 to make up any assignments that they missed for that particular day(s). If parents or emergency individual are not available to pick up the student that day, then the following day will begin the student's alternative learning. Again, **Transportation will not be provided. It will be up to the parents or emergency individual to see that child is picked up on time.**

KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12 IMMUNIZATION REQUIREMENTS FOR 2019-2020 SCHOOL YEAR

Immunization requirements and recommendations for the 2019-2020 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the minimum interval schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A. 72 - 6261 K.A.R. 28-1-20 June 26, 2008 Kansas Register-Kansas Statutes Related to School Immunizations Requirements and defines the immunizations required for school and early childhood program attendance published in the .

- **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 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A single dose of **Tdap** is required at entry to 7th grade.
- **Hepatitis A:** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd 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.
- **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 7th grade (11-12 years) and 11th 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 3rd 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 2nd dose may be administered as early as 3 months after the 1st 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.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262.

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination *recommended* for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communities from vaccine preventable diseases. Thank you for your dedication.

USD 362 School Bus Code of Conduct and Expectations

It is the goal of the USD 362 Transportation Department to provide safe and reliable transportation to and from school for school age children. Students and parents should understand that the responsibility for seeing that students are at school rests with the parents, regardless of whether or not the student may ride the bus. **Riding the bus is a privilege and not a right.**

It is the responsibility of the driver to operate the bus in a safe manner, be on time each day, pick up and discharge students only at designated stops, maintain proper discipline on the bus, and obey all traffic laws and regulations.

1. Students are expected to observe the same conduct on the bus as if they were in the classroom.
2. Any act or behavior deemed dangerous to the safety of others on the bus (not following bus rules, fighting, roughhousing, and physical or verbal abuse) could result in the suspension of bus riding privileges.
3. The consumption of food or beverages is not permitted while riding the bus to or from school.
4. The bus driver is authorized to assign seats for any or all students as they deem necessary.
5. Students are expected to board the bus at their regular stop each day unless prior arrangements have been made with the driver. Likewise, students will only be discharged at their regular unloading stop unless they have specific written permission from a parent or guardian and authorization by school personnel.

Student Name _____

Student Signature _____

Parent or Guardian Signature _____

Date _____

Emergency Safety Interventions

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

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

Definitions (See K.A.R. 91-42-1)

“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.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

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

ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). **Our district policy is available on our website at www.pv362.org and in our student handbooks.** In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

- I have been informed of the district’s policy, and I do not want a copy of the policy.
- I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

PARENT SIGNATURE

DATE