



**Ft. Larned Elementary School
2023-2024
Student/Parent Handbook**

On behalf of Fort Larned Elementary staff, we appreciate you giving us the opportunity to spend another new and exciting year with your child! We truly value each and every day we have to educate children. We are very eager to start the school year with our students and pick up where we left off.

We continue to focus on developing an environment rich with character, while building relationships and resilience. It is our goal to instill character values in our children and recognize them for their efforts. Our motto is, "Do Your Best, Be Your Best!" We set our expectations high because we know our students will meet them!

We believe that all students deserve a supportive learning environment where a relationship between school and home exists. One vital element in ensuring a child's success in school is to maintain open lines of communication. Research has shown that a child whose parents communicate with the school frequently are more likely to be successful in school. LES Staff, hold this to the utmost importance. It is imperative that we communicate with you regarding any issues and would ask that you do the same. We are more powerful together, than alone.

Our vision at Fort Larned Elementary Schools is to have forward thinking through collaboration, leadership through compassion and respect, embracing the whole child, with success and safety through lifelong learning. We are committed to this vision and seek to fulfill it in everything we do.

Please take a moment to read and review this handbook with your child. Its contents are important and allow us to provide a more efficient and effective learning environment for your child. Together we can make Fort Larned Elementary School the best it can be. Thanks for your continued support.

Yours in education,
Mrs. Catrina McGurk, Principal

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USD 495 2023-2024 SCHOOL CALENDAR (Draft)



JULY 2023							4 Independence Day All District Bldgs. Closed	1-2 Winter Break All Schools Closed	JANUARY 2024						
S	M	T	W	Th	F	S			S	M	T	W	Th	F	S
						1			1	2	3	4	5	6	
2	3	4	5	6	7	8			7	8	9	10	11	12	13
9	10	11	12	13	14	15			14	15	16	17	18	19	20
16	17	18	19	20	21	22			21	22	23	24	25	26	27
23	24	25	26	27	28	29			28	29	30	31			
30	31														

AUGUST 2023							1 10 & 11 Month First Day	3 Enrollment Day	16 ½ Student AM/ ½ Teacher Professional Dev. PM	FEBRUARY 2024						
S	M	T	W	Th	F	S				S	M	T	W	Th	F	S
			1	2	3	4	5					1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10			
13	14	15	16	17	18	19	11	12	13	14	15	16	17			
20	21	22	23	24	25	26	18	19	20	21	22	23	24			
27	28	29	30	31			25	26	27	28	29					

SEPTEMBER 2023							4 Labor Day All Schools/Offices Closed	8 End of 3 rd Quarter- ½ Teacher Workday ½ Day No School PK-12	11-15 Spring Break/No School	MARCH 2024						
S	M	T	W	Th	F	S				S	M	T	W	Th	F	S
						1	2						1	2		
3	4	5	6	7	8	9	3	4	5	6	7	8	9			
10	11	12	13	14	15	16	10	11	12	13	14	15	16			
17	18	19	20	21	22	23	17	18	19	20	21	22	23			
24	25	26	27	28	29	30	24	25	26	27	28	29	30			

OCTOBER 2023							12 ½ Student AM/ ½ Teacher Professional Dev. PM	1 Teacher Prof. Dev. Day No School PK-12	APRIL 2024						
S	M	T	W	Th	F	S			S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	21	22	23	24	25	26	27		
29	30	31					28	29	30						

NOVEMBER 2023							10 Veterans Day Substitute	17 Senior Last Day	18 HS Graduation	21 Last day of school	22 End of Second Semester- Teacher Workday	MAY 2024						
S	M	T	W	Th	F	S						S	M	T	W	Th	F	S
			1	2	3	4					1	2	3	4				
5	6	7	8	9	10	11					5	6	7	8	9	10	11	
12	13	14	15	16	17	18	12	13	14	15	16	17	18					
19	20	21	22	23	24	25	19	20	21	22	23	24	25					
26	27	28	29	30			26	27	28	29	30	31						

DECEMBER 2023							19 End First Semester	20-31 Winter Break All Schools/Offices Closed	28 11 Month Last Day	JUNE 2024										
S	M	T	W	Th	F	S				S	M	T	W	Th	F	S				
						1	2							1						
3	4	5	6	7	8	9								3	4	5	6	7	8	
10	11	12	13	14	15	16								9	10	11	12	13	14	15
17	18	19	20	21	22	23								16	17	18	19	20	21	22
24	25	26	27	28	29	30								23	24	25	26	27	28	29
31														30						

2023- 2024 LES School Supply List

FORT LARNED ELEMENTARY SCHOOL - USD 495 2023-2024

Preschool

2 glue sticks
Boys: 1 box gallon sized Ziploc bags
Girls: paper plates
1 family size box of Kleenex
1 box Crayola crayons (24 count)
1 package of baby wipes
1 box Crayola washable markers
1 pkg thin Expo dry erase markers
1 pkg plastic sheet protectors
Clorox Disinfectant Wipes
Change of Clothes (shirt, pants, socks, underwear)

Kindergarten

Boys: 1 box gallon sized Ziploc bags
Girls: 1 box sandwich sized Ziploc bags
4 boxes of 24 Crayola crayons
6 glue sticks
1 white glue (8 oz.)
2 pink erasers
1 pair blunt tip Fiskars scissors
1 pkg. 3x5 index cards (no lines)
1 white 1-inch binders (with clear view covers)
1 box Crayola washable markers
1 set of watercolor paints
2 family size boxes of Kleenex
2 pkg. of plastic page protectors
1 pkg. #2 yellow pencils
1 container Clorox wipes
1 Pair of Headphones
(No pencil sharpeners or pencil boxes)



1st Grade

2 pkg of yellow #2 pencils
2 boxes of 24 crayons
2 pink erasers
1 small bottle of white glue
6 glue sticks
Fiskars scissors
water paints (8 colors)
plastic school box, cigar box size
2 family sized boxes of Kleenex
2 composition notebooks (wide rule)
1 Pair of Headphones

2nd Grade

1 box of 24 crayons
2 pkgs. of yellow #2 pencils
2 erasers
6 glue sticks
1 pair pointed tip Fiskars scissors
Crayola water paints (8 colors)
1 plastic school box, cigar box size
2 family sized boxes of Kleenex
1 pkg. colored pencils
2 composition notebooks
1 pkg. black dry erase markers
1 Pair of Headphones

3rd Grade

1 box gallon or sandwich Ziploc bags
1 dry erase eraser (can be an old sock)
1 box of 24 crayons
2 pkg. of #2 pencils
1 eraser
1 white glue (8 oz.)
3 glue sticks
1 pair of pointed scissors
4 - 2 pocket folders
1 pkg. of markers
2 spiral notebooks
1 pkg. wide-lined notebook paper
1 highlighter
3 family size boxes of Kleenex
1 pencil box
1 pkg. Large Dry Erase Expo Markers
1 Pair of Headphones

4th Grade

1 box gallon or sandwich Ziploc bags
1 large package of #2 pencils
4 glue sticks
1 pkgs. wide-lined notebook paper
1 pair of pointed scissors
6 - pocket folders
4- 2 pack Black Expo Markers
1 pkg. of colored pencils with sharpener
4- 1 subject spiral notebooks
1 pack of highlighters
3 family sized boxes of Kleenex
1 ruler
1 set of watercolors
1 pk of sticky notes
1 set of crayola washable markers
1 Pair of Headphones

5th Grade

1 set of watercolor paints
1 box of crayons
2 pkgs. wide-lined notebook paper
4 pkgs. #2 pencils
1 colored pencils
1 pencil box
1 Packages of pencil top erasers
1 pair of scissors
3 family sized boxes of Kleenex
1 - 4 pack Expo Markers
2 Spiral Notebooks
2 Glue Sticks
1 Pair of Headphones

DAILY DETAILS

Arrival

- Students should arrive no earlier than 7:30 a.m.
- Breakfast is served from 7:30 a.m. to 7:55 a.m.
- Students who do not eat breakfast will meet in designated areas in the Gym or Kindergarten Camp until 7:55 a.m.
- Tardy Bell is at 8:00 a.m.
- Students arriving after the tardy bell will be counted tardy and need to sign in at the office.
- Parent transportation is encouraged.
- Please see parent pick-up/drop-off information for procedures.
- AM Preschool- 8:00am-11:00am Breakfast served/ PM Preschool- 12:00pm-3:00pm Optional Lunch served at 11:00am Monday-Thursday

Absences

- Parents/Guardians are to notify the school office before 9:00 a.m. when their child is ill.

Lunch Schedules

Preschool PM- 11:00-11:30/Recess 11:30-12:00

Kindergarten- Recess 11:00-11:20/Lunch 11:20-11:40

1st Grade- Lunch 11:15-11:35/Recess 11:35-11:55

2nd Grade- Recess 11:25-11:45/Lunch 11:45-12:05

3rd Grade- Lunch 11:35-11:55/Recess 11:55-12:15

4th Grade- Lunch 11:25-11:45/Recess 11:45-12:05

5th Grade- Recess 11:30-11:50/Lunch 11:50-12:10

Dismissal

- The school day ends at 3:30pm.
- **Please call the office by 3:00pm with any changes to student dismissal.**
- Please see parent pick-up/drop-off information for procedures.

Attendance

Regular attendance is very important to your student's academic progress. Good school work and regular attendance are closely related. If it becomes necessary for your child to be absent, it is the parents responsibility to please notify the office by phone by **9:00 am** the day of the absence. If notification has not been received by 9:30 am a notification will be sent to parents of unexcused absence. The principal is responsible for determining whether the absence is excused or unexcused. Any parent who does not contact the school by 10:00 am of the day of absence will be marked unexcused. After 9 absences, a doctor's note must be provided to excuse absences due to illness.

All parents are required to read and electronically sign an attendance contract at enrollment. State Law requires school districts to report excessive absences. Accordingly, any student that receives any **3** consecutive unexcused absences, any **5** unexcused absences in a semester, or **7** unexcused absences in a school year (whichever comes first) will be reported to the proper authorities as truant.

Bus Transportation

Safety is of the utmost importance. Students riding city buses, rural buses, or buses on a field trip must understand and sign a contract concerning conduct. Students not complying with the rules and regulations of the contract may be issued a "Bus Conduct Notice" and/or may be denied the privilege of riding the bus. If a student is denied bus privileges, it becomes the responsibility of the parents to get him/her to school. Absences due to loss of bus privileges will be recorded as unexcused. It is the responsibility of the parents to contact the Transportation Department if a child will not be riding the bus. The Transportation Department can be reached at (620) 285-8492.

Cancellation of School

On rare occasions it may be necessary to dismiss school because of adverse weather conditions. We are aware of the hardship that can be caused by an abrupt cancellation; therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Parents are advised to tune to the local radio, TV stations, or the website at www.usd495.com, for details regarding possible school closing. You will also receive a message from SchoolMessenger in the event of school closing. Please have a prearranged plan with your child as to exactly what he/she is to do in the event of closing during school hours. As a parent, you have the right to keep your child home if you feel that the weather conditions make it unsafe for travel. An absence such as this will be an excused absence.



Change of Address/Telephone

Please notify the school office of address or telephone number changes as soon as possible. You can do this through a note to the school, a phone call, or by accessing your child's Skyward account on the Internet. This will allow us to handle emergencies, maintain communication, and keep our records current. In an emergency situation, it is imperative that we are able to contact parents.

Conferences/Reports to Parents

Students are issued grade cards at the end of each nine-week period. Parent conferences are scheduled in the fall for ALL parents and in the spring by parent and/or teacher request. These conferences are important to the success of your student. Communications between home and school can only strengthen your student's chance of becoming academically successful. Parents are welcome to make an appointment with the teacher any time the need arises.

Student grades and other information can be accessed over the Internet for third through 5th grades. Please contact your student's school for more information about Skyward.

Family Educational Rights and Privacy Act (JR)

The Family Educational Rights and Privacy Act of 1974, grants privacy rights to parents of students enrolled in any educational institution receiving federal funds. The law P. L. 93-380 states that the *parents have a right to inspect their child's records* within a reasonable length of time and receive an interpretation of those records if they so desire. They have a *right to challenge the validity of those records* in a due process hearing if they so desire. They have a *right to know who has had access to those records*. A *parental release* is required for any *third party request* for records or access to the records with certain exclusion such as school personnel working with the child.

A *parental notice* may be given for information to be released to another school in which the student intends to enroll. The rights of the parents pass to the students when they become 18 years of age or are attending a post-secondary institution.

If you have any questions concerning school records contact either the Building Principal.

Illness Policy

Please see USD 495 Return to School Plan regarding current exclusion and returning to school after exclusion plans.

Although some illnesses do not require exclusion, sometimes illnesses require a student to be excluded from school to prevent the spread of infection to other students and staff. Exclusion allows the student time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that may or may not require exclusion.

Temporary Exclusion is recommended when:

1. The illness prevents the student from participating comfortably in activities as determined by staff.
2. The ill student requires more care than the staff can give, which may result in compromising care for other students.

The student has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

- Appears to be ill with or without a fever: pale, fatigued, and unable to participate in usual activities.
- Abdominal pain (persistent): the pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Conjunctivitis (Pink Eye): exclude for bacterial conjunctivitis (red eyes, green or yellow discharge) may return 24 hours after treatment has started and are able to participate in activities.
- Coughing: exclude for severe, uncontrolled coughing or wheezing, rapid or difficulty breathing.
- Diarrhea: defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. May return once the reason for change in bowel has been resolved for 24 hours and if the change is not due to Salmonella,
- Shigellosis or E. coli infections.
- Fever: (temperature of 100° Fahrenheit or higher) exclude until fever free without the aid of any medication (acetaminophen, ibuprofen, Tylenol, Advil, etc) for a minimum of 24 hours.
- Impetigo/ MRSA/ Staph: exclude until 24 hours after treatment has begun and wound can be covered on all four sides.
- Mouth sores: exclude if coupled with drooling.
- Rash: any rash that spreads quickly, has open weeping wounds or is not healing needs to be excluded until evaluated by a healthcare provider.
- Streptococcal pharyngitis (Strep Throat), excluded until 24 hours after treatment has been begun and no fever for 24 hours.

- Vaccine preventable diseases: (measles, mumps, whooping cough, varicella, hepatitis A, etc.) exclude until a healthcare provider has determined the illness is not infectious.
- Vomiting: exclude if has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Any student with the above signs and symptoms will be separated from the group and taken care of by school personnel. The parent/guardian or emergency contact will be notified by the school to pick up the student.

Following an illness or injury, the student will be allowed to return to school when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. If a child has a suffered broken bone, a doctor's note is required to release him or her to return to regular activity.

Conditions that do not require exclusion:

When a student becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion.

- Common Colds, runny noses, and mild coughs.
- Coxsackie virus (hand, foot and mouth disease) unless has mouth sores and is drooling.
- Ear pain unless cannot participate in usual activities or is accompanied by a fever of a temperature of 100° Fahrenheit or higher.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with bacterial conjunctivitis.
- Thrush (i.e., white spots or patches in the mouth).
- Fifth Disease (slapped cheek disease, parvovirus B19)
- Roseola unless has a fever or unable to participate in usual activities.
- Ringworm: only exclude if student keeps touching the area and it cannot be covered with a dressing.

Medication (JGCD & JGFGB)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication of the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of the licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

When medication is necessary, the staff may cooperate with parents in the administration of the medication. Medication forms are available in the office. The following guidelines and process must be observed:

1. Parents must submit a medication form to the office requesting the school's cooperation in the administration of medication.
2. A medication form for prescription medication must be signed by a licensed medical person and submitted to the school. The order must clearly describe the medication, when it is to be given, and the dosage to be given.
3. Parents must also submit a medication form for nonprescription medication which requires only parental signatures.
4. Medication must be turned in at the school office at the beginning of the day. It will be the student's responsibility to report to the office at the proper time to take the medication.
5. Medication brought to school must be in its original container, and must be properly labeled.
6. Documentation of the student's name, time etc. will be logged.

USD 495 Head Lice Procedures

The KHDE's (Kansas Department of Health and Environment) Office of Surveillance and Epidemiology regulates the Kansas Administrative Regulations, including KAR-28-1-1, relating to lice treatment. The regulation states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated." (1)

Therefore, the USD 495 School Board approved the following procedures, which will be followed for all students in attendance in USD 495 schools:

* A student infested with lice will be excluded from school until treated with an antiparasitic drug (i.e. an over-the-counter lice shampoo) AND shows a significant reduction in the number of nits present as determined by a school official.

* After readmission to school, the student will continue to be reassessed daily until the student is determined to be nit-free. Subsequently, frequent follow-up assessments may be performed by a school official to ensure that a re-infestation does not occur due to inadequate treatment of personal items (i.e. hats, brushes, pillows, etc.)

(1) KDHE ZIPS article, "No Nit Policy Regulation Changed" vol. 5, no. 8, August 2007.

Personal Belongings

Students are responsible for personal belongings. Please label all wearing apparel, lunch boxes, book bags and school supplies with your child's name. Many items go unclaimed in the "Lost & Found" each year. A child's personal toys, dolls, balls, and other objects should not be brought to school unless used for sharing time or other educational purposes. The school is not responsible for the costs of personal belongings.

PROGRAMS AND ACTIVITIES:

English Language Arts

We recently adopted a new English Language Arts program, Into Reading. Your child will be exposed to many reading activities daily through HMH- Into Reading. Your support will be a necessary component to help model appropriate reading, as well as aid your child when he/she is ready to read.

Into Reading incorporates both explicit instruction and self-actualization. The program has built in growth mindset skills too. The materials include questions, tasks, lessons, and practice that support students' development of reading, writing, speaking and listening, and beginning to think critically.

Materials include foundations for students to study topics and develop research habits, as well as practice different types of speaking and writing about different topics.

Science/Social Studies

We teach the required standards for science and social studies. Your child will regularly be exposed to these areas with the focus on skills such as observation, data collection, analyzing information, drawing conclusions, comparing, and other essential skills. We use both Mystery Science and Foss currently.

Math- Ready Math

Ready Common Core Mathematics helps teachers create a rich classroom environment in which students at all levels become active, real-world problem solvers. Through teacher-led instruction, students develop mathematical reasoning, engage in discourse, and build strong mathematical habits. The program's instructional framework supports educators as they strengthen their teaching practices and facilitates meaningful discourse that encourages all learners. We also have an i-Ready pathway for individualized intervention.

Technology

Your child will regularly be exposed to technology through a variety of activities from whole class activities to independent projects. As our society becomes more technologically advanced, we have the responsibility to teach our students the skills they will need in the future.

You signed an appropriate use contract at the beginning of school. This is to remind students and parents about the Internet, email, and other technological aspects that can assist in academics when utilized properly. Deliberate acts of negligence of technology will result in consequences and may even lead to loss of the privilege of using the computers at school.

PE/Music

Your child will participate in PE/Music throughout the week. These important experiences enhance the mind through exploration and practice for the mind and body. Please be sure your child is dressed appropriately for PE with gym shoes and comfortable clothing. If for any reason your child cannot participate in PE, please send a doctor's note as this is a required part of our day for good physical fitness and it is necessary to form healthy lifelong habits.

****Required activities, such as the endurance run/walk are necessary and also require a doctor's note if a student is medically unable to participate.**

Band

Band is offered for students in 5th grade only, but it is not a requirement. Class will be 7:55-8:30am so it is important your child is timely to school.

Fort Larned USD #495 Student Meal Policy

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the

district. Students may charge no more than \$20 worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Recess

Recess is an important part of the educational process. Students will play outside, except in adverse weather so they need to dress appropriately. If the temperature "real feel" is below 20 degrees, we will stay inside.

If a student is unable to go outside due to a health reason, he/she must have a note from his/her parent or guardian.

PETS

Domesticated pets may be brought to school if the teacher and principal have given prior permission. All pets must be current on all shots including rabies. The pet must be kept under control at all times. Parents must bring the pet to school and take it home after showing it to the class.

Telephone/Cell Phones

Parents are encouraged to make arrangements with the students before coming to school. However, when the need arises, parents should call the school. Teachers will be given messages so they may return a call during their planning period or at the end of the day. Students will be allowed to use the telephone in emergency situations only. Students will be given messages at the end of the day, unless the situation warrants an earlier notification.

While we understand cell phones are valuable communication tools, we must insist that cell phones not be utilized during the school day by students of any age. Phones can be disruptive to the learning environment and pose potential legal issues for students. To protect academic learning time and to maintain an appropriate learning environment, cell phones must remain off. Violations of this rule will result in confiscation of the cell phone with more severe consequences for further incidents.

Dress Code

Appropriate clothing and good grooming is essential for a proper educational environment. While the primary responsibility of appearance does lie with the parents and student, it is important for the school to help promote this concept as well. Dress codes at school also help students understand the importance of their appearance as they grow and mature for self-confidence and success later in life. Unfortunately, personal appearance and hygiene can be a distraction in the classroom. For these reasons, the school dress code must be followed.

Student's attire should be appropriate for the classes and activities during the school day. Weather conditions, decency, health and safety also must be considered. The school dress code is as follows:

- No hats/hoods, sunglasses, sweatband/bandana, gloves, or chains
- No visible underwear
- No visible midriffs or open backs - shirts must be long enough to cover the belly button
- No saggy jeans or shorts
- Shorts and skirts must reach at least to the tip of the fingers when the arm and hand are fully extended to the side of the body
- Spaghetti straps are not allowed and other tank top style shirts must have straps that are at least three fingers wide (your child's fingers)
- Undershirts are not allowed to be worn as a shirt
- No mesh clothing unless appropriate clothing is worn underneath the mesh clothing
- No clothing that advertises tobacco, alcohol, drugs, or other inappropriate materials
- No shoes with wheels (or the capability of having wheels) will be allowed

Classroom Parties

We encourage children to celebrate their birthday at school! Students may bring **pre packaged** treats. However, if a party is planned outside of school hours, please make sure party arrangements are made outside of school. **NO PARTY INVITATIONS** will be distributed at school. This eliminates anyone's feelings from being hurt or feeling left out. Please check with teachers on any food allergies.

Discipline/Expectations

LES has created a Behavior Expectation Matrix for students. This has expectations on how to Act Responsible, Be Safe, and Care for Others. See Matrix at the end.

Good discipline is essential to promoting an atmosphere conducive to learning. All district staff are responsible for dealing with discipline concerns in a professional manner. Various consequences can be used by the staff and principal. These consequences will be determined by each unique situation. USD 495 has established a discipline plan that addresses major behavioral issues.

Possession of Dangerous Devices

This includes: weapons, knives < 2 1/2 inches, explosive devices such as firecrackers, stink bombs, etc.

1st offense: 3 days out of school suspension

2nd offense: 4 days out of school suspension

3rd offense: 5 days out of school suspension

Tobacco, Alcohol, Drugs, and Paraphernalia (JCDA-R)

Possession of such products are prohibited in any attendance center, on school grounds or at any school-sponsored activities. Clothing or other articles that promote such products are not in good taste and will not be allowed at school.

Bullying (JDDC)

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of the policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Sexual Harassment (JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should

discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incident of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for any employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Emergency Safety Intervention (GAFF)

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

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

Definitions

"Campus Police officer" means a school security officer designated by the board of education of any school district pursuant to KSA 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior

or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in KSA 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

"Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

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

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

ESI Restrictions

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

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

Use of Seclusion

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

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

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

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of the subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification form from the school for multiple incidents occurring on the same day.

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

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and

(4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

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

designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

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

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

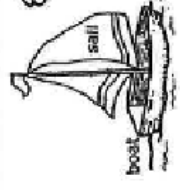
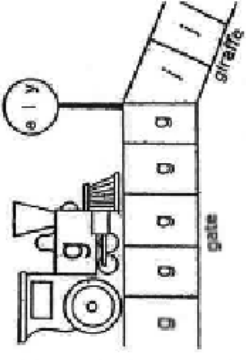
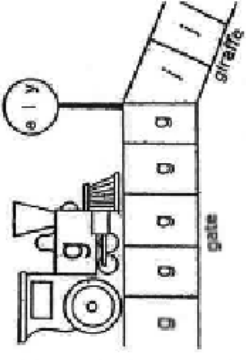


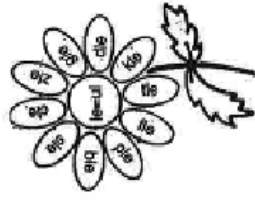
Box Tops for Education

Money from the company is used to purchase useful items for our student's benefit. Recently, they updated the way they collect box tops, so you can either scan your receipts and upload through the Box Tops for Education app, or send in receipts to school to scan.

USD 495 does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to, or treatment of employment in its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be directed to:

Title IX Coordinator, 120 E. 6th Street Larned, KS 67550 620-285-3185

Lindamood Bell Grid for Phonemic Rules

<p>final e</p> <p>e -jumps over to the vowel and makes it say its name-</p> <p>ape cake</p>	<p>2 vowels go walking....the 1st one does the talking-</p> <p>boat sail gray</p> 																
<p>1 vowel ck 2 vowels k</p> <p>sick seek duck leak</p>	<p>1 vowel tch 2 vowels ch</p> <p>witch peach</p>	<p>qu = kw</p>  <p>queen</p>	<p>(X)</p> <table border="1"> <tr> <td>beginning</td> <td>middle</td> <td>end</td> </tr> <tr> <td>z</td> <td>executive ks gz</td> <td>ks fox</td> </tr> <tr> <td>xena</td> <td>extra</td> <td></td> </tr> </table>	beginning	middle	end	z	executive ks gz	ks fox	xena	extra						
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<p>(y)</p> <table border="1"> <tr> <td>beginning</td> <td>middle</td> <td>end</td> </tr> <tr> <td>ee-uh yellow</td> <td>ie gym dye</td> <td>ee ie monkey why</td> </tr> </table>	beginning	middle	end	ee-uh yellow	ie gym dye	ee ie monkey why	<p>When a word with one vowel ends in t, s, l, or z double it.</p> <table border="1"> <tr> <td>r</td> <td>puff</td> <td>grass</td> <td>s</td> </tr> <tr> <td>i</td> <td>call</td> <td>buzz</td> <td>z</td> </tr> </table>	r	puff	grass	s	i	call	buzz	z	<p>Defender "d"</p>  <p>judge</p> <p>won't let the "e" make the vowel say its name</p> <p>dge = /j/</p>	
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ee-uh yellow	ie gym dye	ee ie monkey why															
r	puff	grass	s														
i	call	buzz	z														

The In's & Out's Of Parent Drop Off & Pick-Up

-These ONLY happen in the front of the building: the main entrance on Broadway Street.
The back entrance (Toles Street) is for BUS traffic only.

- **Student Drop-Off Procedure:**
 - This is ONE-WAY traffic only
 - Vehicles are to enter only through the south driveway and proceed through the drive-through and exit via the north driveway.
 - An adult will be at the entrance and with visitors not allowed, parents will not be able to walk students to doors.
- **After School Parent Pick Up Procedure:**
 - **Student Dismissal Time:**
 - PreK- 3:00pm
 - K-5- 3:30pm
 - If a K-5 student has a PreK sibling, the parent is to wait until 3:30pm dismissal time to pick up the other child(ren).
 - **Name Plates:**
 - Each family will be given a paper with the student's name for your dashboard. This can be put in the glove compartment when not in use for safety reasons.
 - For safety reasons, we are able to print off enough copies for all authorized pick-ups.
 - Please call the school to let us know how many you need.
 - **The Drive-Through Parent Pick Up Line:**
 - Please **DO NOT PARK** in the pick-up lane and come to the door to wait for your student..
 - There will be adults outside managing the drive-through line. Your name will be entered as you pull through. Your child will then be dismissed.
 - In an effort to load students quickly and safely, please pull forward into available space. This allows us to load more cars at one time.
 - Students will NOT be permitted to load south of the main door entrance.
 - As soon as you have your student you may slowly and safely leave through the west lane of traffic. You do not have to wait for the line to continue moving forward.
 - **Safety is our main priority when dismissing students. Please be patient and cautious while picking up students.**