

GARFIELD ELEMENTARY STUDENT HANDBOOK



MISSION STATEMENT

We value the success of ALL students
now and in the future!

2023-2024

4 Redesign Principles:

- Real→ Real World Application
- Students→ Student Success Skills
- in a Personalized→ Personalized Learning
- Community→ Community Partnership

GARFIELD'S WHY:

We value the **success** of **all** students
now and in the **future**!

Garfield's E³ Vision:

1. Engaged in Learning
2. Equipped for Achievement
3. Empowered to be Successful



Garfield Elementary School815 4th Street

Clay Center, KS 67432

Phone: (785) 632-2125

www.usd379.org/garfield

Principal	Stefanie Lane
Counselor	Sarah Cott
Secretary	Amy Sutton
Custodian	Starr Gordon
Nurse	Suzanne Ahlberg
Psychologist	Jennifer Begnoche
Social Worker	Dana Rott
4 th Grade Teacher	Angela Ferguson
4 th Grade Teacher	Kelby Wichman
4 th Grade Teacher	Jennifer Pfizenmaier
4 th Grade Teacher/Project LEAD Director	Tracy Wohler
5 TH Grade Teacher	Melissa Shivers
5 TH Grade Teacher	Rachael Roberts
5 TH Grade Teacher	Denise McFall
5 TH Grade Teacher	Nicole Schurle
IRC Teacher	Jodi McManus
IRC Teacher	Anna Knepper
Intervention Teacher	Kris Galindo
Art Teacher	Sherry McGuire
Band Teachers	Daniela Thrasher and Eric Tinkler
Librarian/Media	Stefanie Lane
Physical Education Teacher	Mikhaela Craig
Vocal Music Teacher	Daniel Albertson
Gifted Educator	Mary Mellon
Speech Teacher	Shanna Freeman
Speech Para Educator	Linda Hood
Instructional Aide	Sara Bulk
Instructional Aide	Kris Steenbock
Para Educator	Ashlee Baker
Para Educator	Ann Hogan
Para Educator	Jennifer Shivers
Para Educator	Marilyn Roth
Project LEAD Director	Tracy Wohler
Project LEAD Site Director	Stephanie Brownell

ATTENDANCE

Regular attendance at school has a positive effect on a child's academic progress. To promote this progress the faculty discourages absences for reasons other than illness. Garfield Elementary School will follow USD 379 district policy guidelines with respect to absences. District policy is as follows:

ABSENSES AND EXCUSES

The principal of each attendance center shall be assigned the responsibility of determining acceptability and validity of offered excuses for students in their respective attendance center. The principal shall obtain a written excuse from the parent or guardian of any student who has been absent from school or shall have the parent or guardian telephone the school. If there are extenuating circumstances in the judgment of the principal, a one-day period of grace may be allowed for the student to produce the written excuse or to have the parents or guardian telephone the school. If your child is not in school, and the school has not been notified, parents will be contacted by 10:00 am. It is the responsibility of the student to obtain the necessary information from teachers with respect to making up the schoolwork lost during the absence.

EXCESSIVE ABSENSES

If a student has missed an excessive amount of school in a semester the following procedure may be utilized:

After the 6th absence (all types) of a semester, a letter may be sent to parents/guardians of the student and a conference may be held between the principal and the student. Any future absences will only be excused with written documentation from a doctor, county health personnel or the school nurse.

NOTE: School activities are exempt from the above procedure and will not count as absences.

NOTE: Should a student miss an excessive number of days because of a serious illness, injury, personal or family crisis, and these absences are verified by the building administration, the above procedure may be waived.

If your child is ill, you need to telephone the school office by 8:25 am that morning so that we can notify the teacher and arrangements can be made to make up work missed. If, for some reason, you know in advance your child will need to be absent, please send a note to the teacher so that class work can be made up before the child leaves. **NO CHILD SHOULD BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD OF TIME WITHOUT THE PARENT CONTACTING THE PRINCIPAL.**

For the safety of your child the staff will take the following steps:

1. We will not release a student to anyone other than the parent/guardian without authorization of the parent/guardian.
2. We will not allow a child to leave the campus during the school day unless accompanied by the parent or an authorized individual.

TRUANCY

The following procedures shall be used in determining truancy in USD #379 (reference from Kansas Statutes Annotated KSA 72-111 and KSA 72-1113):

- A. Whenever a child is required by law to attend school and such child is not enrolled in school such child is truant.
- B. A student is truant from school if he/she is unable to provide a bona fide parental excuse. If a student is absent from school (without a valid excuse) for three consecutive days, five or more days in any semester, or seven days in a year or students who are absent for a significant part of school day (three hours past the start of school). The student shall be reported to the county attorney (if student is over 13) or Social and Rehabilitation Services (SRS) (if student is under 13).
- C. A valid excused absence is parental consent for absence from school for the following reasons " Illness " Funeral of family member " Doctor's appointment " Attendance at school approved and/or related subject " Other reasons, which in the judgment of the principal, are reasonable and necessary " The principal in consultation with the school nurse will determine exceptions.

TARDIES

For the purpose of determining truancy, **unexcused tardies** will be defined as being 15 or more minutes late to school at the beginning of the day. **Three** of these types of unexcused tardies will be considered **one unexcused absence**.

BEHAVIOR/DISCIPLINE

SCHOOL EXPECTATIONS

1. Students are always expected to show respect to every person in the school including students and adults.
2. Students are expected to be responsible, turn in assignments and follow directions.
3. Students are expected to display self-control, safe/appropriate behaviors, and pay attention throughout the school.
4. Students are expected to be honest.

GUIDELINES FOR A SAFE ENVIRONMENT (WEAPONS)

A student shall not knowingly possess, handle or transmit any object that can be reasonably be considered a weapon (including firearms, explosives, firecrackers, bullets, knives and lasers):

- On the school grounds during, before or after school hours.
- On the school grounds at any other time when the school is being used by any school personnel or school group or;
- Off the school grounds at a school activity, function or event.
- In school provided transportation

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion.

GUIDELINES FOR IN-SCHOOL SUSPENSION

Should a serious behavioral infraction occur, in-school suspension is one option that may be identified as an appropriate consequence. In-school suspension is served on school grounds in an area of the building isolated from the other students and supervised. Students are expected to complete and are given credit for all of their assignments for the day. Participation in activities such as recess, music or PE is not allowed.

HARASSMENT

Bullying

Bullying shall not be tolerated at school or school activities. Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, electronic or written interactions. Bullying can cause undue anxiety relative to attending school, participating in co-curricular activities, attending activities, or riding the bus. Bullying will not be tolerated in USD 379 or at Garfield Elementary School.

Examples of bullying include but are not limited to:

1. Intimidation – either physical or mental.
2. Threats of any kind.
3. Assault-verbal, physical, or mental.
4. Battery is the intentional physical contact of another in a rude or insulting manner.

As a school, we enforce the following rules on bullying:

1. We shall not bully other students.
2. We shall try to help students who are bullied.
3. We will include everyone in all school events and activities.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home. Students must understand that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will be grounds for disciplinary action, including suspension or expulsion. Students may also be reported to law enforcement, since bullying may be, in some circumstances, a criminal act. Garfield Elementary School will make every effort possible to be aware of and intervene in any activities perceived to be bullying. Parents are encouraged to communicate with teachers and other school officials to learn more about what they can do as parents to prevent bullying. Awareness and intervention are positive ways we can work together.

Sexual Harassment

District employees shall not sexually harass, or permit sexual harassment of a student another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the

superintendent. The board shall hear complaints against the superintendent.

Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment about a student’s grades or status in any activity; or
- Sexual assault or battery as defined by current law.

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

SOCIAL MEDIA/EMAILS

Disciplinary action may take place with the following circumstances (disciplinary action taken is in parenthesis):

- Inappropriate emails, social media postings, photos, videos etc. that occurs outside of school hours but disrupts the normal school day’s activities (**consequences will vary depending on severity**)
- Inappropriate, vulgar, or insensitive emails, social media postings, photos, videos, etc. that occurs using personal or school issued devices (**device taken away and/detention/ALC depending on severity**)
- A threat towards another student or staff member using social media that occurs during or outside school hours (**out of school suspension; law enforcement will be contacted.**)

REPORTABLE CRIMES

The following incidents are those that are to be reported to the local law enforcement agency at their request:

- Any incident involving a deadly weapon e.g., guns, knives, bludgeon, or explosive.
- Any incident involving illegal drugs.
- Any theft of property.
- Any other felony crime.
- Any battery, towards student or staff, which results in a visible injury (including blood).
- Any alleged crime when the victim desires to file a police report. An unexcused absence or several absences where there is at least a possibility that the excuse may be fraudulent.

Level	Examples include (but are not limited to...)	Consequences
<p>Level 1 (mild) infractions:</p> <p>Minor misbehaviors that can be adequately corrected at the time and in the setting, they occur.</p> <p>Behavior that does not require formal documentation and only affects the misbehaving student.</p> <p>Any staff observing this behavior can and should correct it when the behavior is observed.</p>	<ul style="list-style-type: none"> -Hallway misbehavior -Voice level violations -Personal space issues -Excessive talking -Being off task -Excessive talking -Dress code 	<p>Level 1 consequences will vary by teacher, but may include:</p> <ul style="list-style-type: none"> -Conference with teacher -Moved to a new seat -School issued consequence -Non-Social lunch -Loss of recess -Detention <p>*Severity of consequences may increase if behavior continues</p>
<p>Level 2 (moderate) infractions:</p> <p>Does not require immediate administrative involvement but is behavior that interferes with the teaching or learning of others</p> <p>Does require formal documentation to be filled out by the witnessing staff. Student and documentation are to be sent to the office and parent notification if necessary.</p>	<ul style="list-style-type: none"> -Throwing things -Outburst/making noises -Non-physical horseplay -Failure to comply with reasonable request -Defiance/Disrespect -Verbal threats* -Inappropriate language -Repetitive occurrence of level 1 infraction 	<p>Level 2 consequences will consist of an incident report being sent to the office. It may also include:</p> <ul style="list-style-type: none"> -Parent contact -Meet with student advisor -Non-Social lunch -Detention -Behavior contract written -Loss of recess -School issued consequence -Verbal reprimand Timeout in office <p>*Severity of consequences may increase if behavior continues or escalates.</p>
<p>Level 3 (severe) infractions:</p> <p>Serious misbehaviors that require immediate administrative involvement and written documentation.</p>	<ul style="list-style-type: none"> -Profanity -Cheating -Theft -Inappropriate technology usage -Physical Horseplay -Verbal threats* - Racial Remarks/Threats -Repetitive occurrence of level 1 or 2 infraction 	<p>Level 3 consequences will consist of an incident report being sent to the office. It may also include:</p> <ul style="list-style-type: none"> -Parent contact -Non-Social lunch -Detention -School issued consequence -Loss of privilege -Loss of recess -ISS -Point reduction <p>*Severity of consequences may increase if behavior continues or escalates.</p>
<p>Level 4 (severe) infractions:</p> <p>Serious misbehaviors that require immediate administrative involvement and written documentation.</p> <p>Includes behaviors that are intended to threaten or cause physical and/or mental harm to others.</p>	<ul style="list-style-type: none"> -Fighting -Drugs -Alcohol -Physical aggression -Weapons -Destruction of school property -Threats 	<p>Level 4 consequences will consist of an incident report being sent to the office. It may also include:</p> <ul style="list-style-type: none"> -Parent contact -Loss of recess -Time out in office -ISS -OSS <p>*officers may be called to assist</p>

**All disciplinary actions are subject to change based on administration input.

BREAKFAST/LUNCH

LUNCHROOM POLICY

All food and drink is to be consumed in the lunchroom. This includes food and drink brought in sack lunches. Do not carry food or open drink containers from the lunchroom into the hallways or gymnasium. It is not permissible to have food or drink delivered to you at the school from a food establishment. No fast food or pop is allowed in the lunchroom during the breakfast or lunch serving periods.

We expect Garfield students to be able to manage themselves at breakfast and lunch. The demonstration of appropriate behaviors reflects on the child as one who can accept responsibility. Table manners and behaviors that are not acceptable include:

- Spitting
- Throwing or trading food
- Foul language/gross conversation
- Physical contact with other students
- Insubordination to any adult

MEAL POLICY

All students are issued a Power School number when starting school. This number is also their Power Lunch number. Balances on lunch accounts may be obtained the same way as checking on grades. Lunch money will be collected by the classroom teacher. There is no need to send separate money for breakfast and lunch. Extra milk purchases will be taken out of the child's lunch account.

Students will be allowed to charge a maximum of \$20.00. Notices will be sent home daily when their account is low. If there is no response, a letter will be sent home and the parent/guardian will be given one week to make restitution or they will need to send a sack lunch with their student until the account is paid.

Application forms for free and reduced lunches and breakfasts are available in the Garfield school Office or at the Stuart Administrative Center.

If any questions or concerns about the Lunch program, please contact Kim Gregory, Director of Food Service at 632-2133 or kimgregory@usd379.org

DAY-TO-DAY ACTIVITIES AND PROCEDURES

ARRIVAL TIME

Student supervision will begin at 7:55 am. The first bell of the day is at 7:55 am, when students are allowed into the building. Upon entering the building, students will report to **their classroom. They can choose to go outside, eat breakfast, go to the library or stay in their homeroom.**

VISITING SCHOOL

If there are questions concerning student progress, the teacher welcomes the opportunity to talk over achievement as well as difficulties with you. We do ask your cooperation in visiting school:

1. **Please make arrangements with the teacher before you visit.**
2. **All visitors should report to the main office to sign-in, and receive a visitor's badge.**
3. **If you are coming as a volunteer, you must have your volunteer badge approved and present.**
4. **Due to the possible disruption of the learning process, we do not allow visitation by friends or relatives of the students.**

DRUGS AND ALCOHOL

DRUG FREE SCHOOLS

As a condition of continued enrollment in USD 379, students shall abide by the terms of this policy during the school year.

The use, possession, distribution and/or sale of illicit drugs, drug paraphernalia, improper use of legal drugs, other controlled substances or materials (facsimiles) that give appearance of use by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of or use illicit drugs or controlled substances on school district property, or at any school sponsored activity or while traveling to and from any school sponsored activity as part of any official school group. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials.

Violators will be subject to sanctions that include up to a 186-day expulsion. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and/or alcohol education and rehabilitation program at an acceptable institution at the expense of the student.

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If the student is involved in extracurricular activities at the time of the violation, the student shall be suspended from student activities, until such time as the student is reinstated in school and in accordance with the school activities code.

USE OF TOBACCO, ALCOHOL or CONTROLLED SUBSTANCES

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana or anabolic steroids is prohibited for students involved in extracurricular activities or athletics. If any student violates this rule, the violation must be substantiated by the law enforcement official, faculty member or school administrator. If a source other than those listed signs a written statement about a student's violation of this policy, the validity of the allegations will be screened by the administrator and the coach/sponsor, and if the allegations are substantiated to a reasonable degree of satisfaction to the administration and coach/sponsor, then the appropriate action will be taken.

The administration will request any information on violations of this policy which occur outside the school jurisdiction from law enforcement officials. This request should be made at the beginning of each school year for the entire year.

- **FIRST OFFENSE:** The student will lose eligibility for the next seven calendar days or two interscholastic events, whichever is greater. Appropriate counseling will be recommended and future infractions and penalties will be discussed and provided to the student and parent/guardian in writing. The student will be encouraged to continue practicing with the team or activity during his/her suspension from activities participation.
- **SECOND OFFENSE:** The student will lose eligibility for the next 14 calendar days or six interscholastic events, whichever is greater. Before readmission into any extracurricular activity, the student will show evidence, in writing, that he/she has received appropriate counseling from a qualified professional. The student will be encouraged to practice and participate with the team or activity during his/her suspension from activities participation.
- **THIRD OFFENSE:** The student will forfeit eligibility for the remainder of the school term.

ALCOHOL/DRUG TESTING

In cases where school officials determine there is a reasonable suspicion that a student is under the influence of alcohol on school property at any time or at any school activity (even off school property), the officials may direct the student to undergo an alcohol breath test. The test will be administered/monitored by a school administrator. Refusal by the student to agree to take the test will result in immediate suspension from school for 5 days.

USE OF DRUG DOGS The Clay County Sheriff has school board permission to conduct periodic, unannounced random searches of school facilities, classrooms, personal belongings and the parking lot for illegal drugs using trained drug dogs. Students in possession of illegal drugs, which includes student lockers, will be turned over to law enforcement authorities.

ALCOHOL AND TOBACCO The use and/or possession of alcohol or tobacco, (chewing or smoking), is not permitted in school buildings, on school grounds, on a school bus, or at any school activity by students.

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials if it is suspected a law has been violated. Students who violate this policy during the school year will be treated as outlined below:

- FIRST OFFENSE – 2-day out-of-school suspension
- SECOND OFFENSE – 3-day out-of-school suspension
- THIRD OFFENSE – 5 day out-of-school suspension and complete a tobacco and/or alcohol cessation program at the student's expense. If a tobacco and/or alcohol cessation program is not completed or in the process of being completed, a hearing for long-term suspension will be recommended.

Students shall not distribute or sell alcohol or tobacco of any sort on school property, or at any school sponsored event students violating this policy will be subject to the penalties outlined under drug free schools, paragraph 4 (above), including up to a 186-day expulsion.

MEDICAL NEEDS

MEDICATION AT SCHOOL

Diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel, including school nurses without proper authorization. The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. In circumstances when medication is necessary for the student to remain in school, we will assist in dispensing medication to a student. Before any medication will be given to a student, the following procedures must be followed:

1. Permission document must be on file at the school where student is attending. (These can be picked-up in the office or from the school nurse)
2. In lieu of a physician's written prescription, the following information must be included on the bottle label: a) Name of student b) Prescription number c) Name of medication and strength d) Dosage and directions for administration e) Date prescription was filled f) Prescribing physician's name g) When applicable --expiration date and storage directions
3. Parental permission and a newly labeled pharmacy container shall accompany any changes on type of drugs, dosage and/or time of administration.

Exclusion from School

Whenever the school principal or teacher in any public school has reason to suspect that a student is suffering from or has been exposed to any infectious, contagious, or communicable disease required by the rules or regulations of the State Board of Health to be excluded from school; such teacher or principal will send such child home and any student so excluded will not be permitted to attend school again until such qualified physician acting by consent of the health officer states that the child is not suffering from any infectious, contagious, or communicable disease. Students with head lice fall within this rule.

NURSES

Two school nurses are assigned to serve the entire school district. In addition to handling various health and accident emergencies, the school nurses are responsible for carrying our health related programs by the state of Kansas. The school nurse is not in the Garfield building on a daily basis.

HEALTH PHYSICALS

Subject to the provisions of subsection (d) and subsection (g) of K.S.A. 1993 Supp. 72-5214 Section 1:

On or after July 1, 1994, every student up to the age of nine years who has not previously enrolled in any school in the state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician.

IMMUNIZATIONS

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby amended to read as follows:

1. In each school year, every student enrolling or enrolled in any school for the first time in Kansas shall present prior to admission to and attendance at school certification from a physician or local health department that the student has received inoculations as are deemed necessary by Secretary of Health and Environment.
2. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series.
3. Failure to timely complete all required series should be deemed noncompliance.
4. As an alternative to the above required certification a student shall present:
 - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child.
 - b. A written statement by one parent or guardian that the child is adherent of a religious denomination

whose religious teachings are opposed to such inoculations.

If a student transfers from one school to another, immunization records must accompany the student's transcripts.

PARENT COMMUNICATION

INDIVIDUAL TEACHER REQUESTS

Many factors are reviewed in the placement decision of each student, including but not limited to academic and social considerations, total class size, male/female ratio, and heterogeneous groupings. Because of this, we do not allow parents to make specific requests for teacher placement before the beginning of the year.

The final decision on all student placements rests with the principal. If there are legal or health issues regarding your child's placement, please set up a time to meet with the principal. Parents will be notified of their child's assignment in August.

POWERSCHOOL

PowerSchool is a website that allows you to access your student's grades and attendance via the internet. The PowerSchool website location is <http://usd379.powerschool.com/public> PowerSchool can also be accessed through the Lincoln website at <http://www.usd379.org/garfield/> Please call Garfield School office at 632-2125 if you need your student's password and ID.

REPORTING PUPIL PROGRESS

Report cards will be sent home electronically at the end of the first three quarters. At the end of the school year, report cards will be mailed home. Progress reports will be issued the fourth week of the quarter to all students electronically. District policy indicates the parent must be informed any time a student is receiving a "D" or an "F". The school would encourage a line of communication any time a student is not working to their potential.

PARENT TEACHER CONFERENCE

We encourage all parents to plan to attend the parent-teacher meetings to gain better insight on their child's progress and to maintain an open line of communication with the school. You will receive communication from school prior to the conference. This notice will inform you of the time reserved exclusively to discuss your child's progress. Please feel free to request a conference with the teacher and/or principal throughout the school year should you have questions or concerns regarding your child's progress.

PHONE CALLS

Please understand that the individuals within our building are teaching and learning. This can best be accomplished with the fewest interruptions. General messages will be taken and relayed to the individual at the end of school. Calls that need a return message will be made at recess or lunch break. Emergency calls will be referred to the individual immediately.

APPOINTMENTS

Children who need to attend an appointment during the school day must be picked up and signed out by their parents/relatives. **We cannot dismiss children to walk to an appointment between 8:30-3:30.**

GENERAL SCHOOL POLICIES

ANIMALS AT SCHOOL

Pending approval of the principal and in agreement with the Board of Education Policy, pets may come to school for an educational purposed with a guardian.

BIKE REGULATIONS

Students riding bikes to Garfield may park their bikes in the bike racks. At the end of the day, students are to walk their bikes off of school grounds. If there are problems with the students' bikes we will warn them, but if the problems continue, they may be told to leave their bikes at home and parents will be notified.

BOOK RESPONSIBILITY

Students are responsible for any textbook or library book checked out in their name. If any damage or loss occurs,

they will be required to pay for it.

BUSSING

Students using bussing will abide by the bus driver and loading area rules. If there are problems, the following steps will be taken:

1ST Incident – The student will be issued a warning. The student and parent will be notified by letter as to what happened.

2ND Incident – The student will be removed from bussing for a period of time determined by the principal. Parents will be notified in writing.

3RD Incident – The student will not have bussing privileges for the remainder of the school year.

DRESS CODE

Student attitude is a critical factor in a learning situation. Appearance is an indicator of student attitude and guidelines regarding student appearance are the purpose of this policy. **It is the responsibility of the parents to see that their children are suitably dressed for school attendance.** Clothing should allow the student to function without interfering or disrupting the education of other students. If a student's mode of dress or personal grooming habits are disruptive to the educational process steps will be taken to eliminate the source of the disruption. The following standards will be established:

1. Clothing that is revealing is inappropriate (This includes mesh shirts, halter tops, muscle shirts, bare midriff shirts, very short or tight skirts).
2. Clothing with a **drug, alcohol, or violence** theme and/or **objectionable language or graphics** is inappropriate.
3. Shoes must be worn at all times. Flip-Flop shoes are not recommended. P.E. is scheduled daily, each child should have tennis shoes for playing in the gym.
4. Caps, stocking caps, hats or sunglasses are not to be worn in the building.
5. Pants, shorts, overalls or sweats must be worn at the waist. "Sagging and Bagging" is not permitted.
6. Clothing that has straps or suspenders must be fastened over both shoulders.
7. Shorts may be worn. Shorts that are too short, tight, cut up the side or distracting in any way are not to be worn. All shorts must be hemmed. Spandex shorts may only be worn under another pair of shorts. Walking length shorts are suggested.
8. Students need to report to school in the clothes that are to be worn all day. Only in the case of an emergency will a student be allowed to change his/her clothing during the school day.

DRILLS

Tornado Drills

A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado, because any delay could mean the difference between injury and safety.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There should be no talking during the course of a tornado drill. Students should move quietly and quickly to their assigned areas of safety so they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon following these rules.

Fire Drills

A fire drill plan is posted in each room. Students should become familiar with the plan. A fire drill will be 4 times a year school is in session. Students will proceed quietly according to the plan to evacuating the building when the fire alarm is sounded.

Lock Down Drills

A lock down will be practiced throughout the year and is a response to a variety of situations that could occur inside or outside of the building including a loose dog on the playground, chemical spill, intruder, and/or medical emergency. Students and staff should be familiar with our district plan.

FIELD TRIPS

To support our curriculum and enrich our instructional program, field trips may be taken periodically throughout the school year. Anytime a student leaves the school campus, the teacher organizing the excursion will inform parents in writing. **In order for a student to participate in any school-sponsored activity-taking place off school grounds, a field trip permission slip must be on file.** In order for students to participate in school sponsored field trips, the student must have all missing and incomplete work handed in, and be a student in good standing at Garfield. Permission slips must be updated annually and signed in the presence of a USD #379 employee or notarized.

ITEMS AT SCHOOL

- Consumption of food, candy, gum and beverages are distracting so they will only be allowed in the classroom **with the teacher's permission.**

- Skateboards, radios, cameras, rollerblades, electronic games and items of this nature are not permitted at school. They disturb classes and may be lost or stolen. Such items will be taken by staff and turned in to the office for parents to pick up.

LOST AND FOUND

All articles found on the playground or in the school building will be turned into the school office. Children should come to the office to look for missing articles. Parents can help by properly labeling all items of wearing apparel. At the conclusion of each quarter, items remaining in the lost and found will be donated to charity.

PLANNER EXPECTATIONS

- Students are expected to bring their planners every single day to every single class.
- Students are expected to legibly fill out their planner during every single class period every single day.
- Students must list every class they are enrolled in, including P.E., Art, etc.
- Students are expected to list specific and detailed assignments, homework, due dates and tests/quizzes each day for every single class including P.E., Art, etc.
- Students are expected to keep and maintain their planners. All pages must remain intact.
- If a student is absent, he/she is expected to get missed assignments from a classmate or a teacher.
- If a planner is lost or stolen, the student has three days to retrieve it. If not, they will be asked to pay \$5 to replace the lost planner.

The following behaviors will result in a conference with the parents, school counselor, teacher, and principal. As stated in K.S.A. 72-8901 these behaviors may be subject to suspension or expulsion:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) Conduct which, if the student is an adult, constitutes the commission of a felony or, if the student is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the student is an adult, constitutes the commission of a misdemeanor or, if the student is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

SEVERE WEATHER INFORMATION

Unfortunately, there is a time of year when we have severe weather. Every precaution will be taken to protect the students. In the event of weather necessitating the closing of school, parents should listen to KSAL (1150 AM) Salina, KCLY (100.9 FM) Clay Center, and WIBW-TV (Channel 13) Topeka.

STUDENT SAFETY HOT LINE

To insure the safety of the students of Kansas, the Kansas State Highway Patrol will man a 24-hour hot line to allow **any** citizen to report their knowledge of possible future school violence. If you are made aware of this possibility, please inform the principal and/or report this information to this toll free number: 1-877-626-8203

SUSPECTED CHILD ABUSE AND/OR NEGLECT

The Kansas Child Protection Act requires that suspected cases of child abuse and/or teachers and school personnel to the Department of Social and Rehabilitation Services must report neglect.

TECHNOLOGY

Students can have cell phones and smart watches at school. Cell phones should remain in backpacks during school hours. Watches should be used primarily in "watch mode." All communication home should still go through the office or homeroom teacher from both the student and guardian. Watches and cell phones should not be used as recording devices for any purpose.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applications for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Clay County School District are hereby notified that this District does not discriminate based on race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs, and activities. Any person having inquiries concerning the Clay County School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Brett Nelson, Superintendent, 807 Dexter, Clay Center, KS 67432, 785-6323176 who has been designated by the Clay County School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

GARFIELD ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

GENERAL EXPECTATIONS

Lincoln and Garfield Elementary School agrees to implement the following statutory requirements:

- Lincoln and Garfield Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Lincoln and Garfield Elementary School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Lincoln and Garfield Elementary School will make the Parental Involvement Policy available to the local community.
- Lincoln and Garfield Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Lincoln and Garfield Elementary School will adopt the school parent compact as a component of its Parental Involvement Policy.
- Lincoln and Garfield Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning another school activities, including ensuring –

- (a) Parents play an integral role in assisting their child's learning;
- (b) Parents are encouraged to be actively involved in their child's education at school;
- (c) hat parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child;
- (d) The carrying out of other activities, such as those described in section 1118 of the ESEA

Lincoln and Garfield Elementary School will implement required school parental involvement policy components as follows:

1. Lincoln and Garfield Elementary School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
Gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy, the School's Parental Involvement Policy, the school-parent compact, and Parent Notices from the Table on page 45 of the Title I, Part A Non-Regulatory Guidance. These materials will be disseminated to parents at regular Title I parent meetings, School Site Council meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, School Site Council meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.
2. Lincoln and Garfield Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:
 - ▶ *The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.*
 - ▶ *The policy will be posted on the school web site.*
 - ▶ *Parents of new participating students will receive the policy upon registration if eligible for Title I.*
3. Lincoln and Garfield Elementary School will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
 - ▶ *School Site Council meetings*
 - ▶ *Regular Title I meetings*
 - ▶ *PEP meetings*
 - ▶ *General School meetings*
4. Lincoln and Garfield Elementary School will convene an annual meeting to inform parents of the following:
 - ▶ *That Lincoln and Garfield Elementary School participates in Title I,*
 - ▶ *The requirements of Title I*
 - ▶ *Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and*
 - ▶ *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, and the automated phone system.*

5. Lincoln and Garfield Elementary School will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:

To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.

Lincoln and Garfield Elementary School will provide information about Title I programs to parents of participating children in a timely manner through the automated phone system, memos, newsletters, and the web page.

Lincoln and Garfield Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- ▶ *The annual Title I parent meeting*
- ▶ *Regular parent/teacher conferences*
- ▶ *Title I meetings and Family Nights throughout the year*

- (a) If requested by parents, Lincoln and Garfield Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

- ▶ *Through prearranged meetings with the Title I Coordinator*
- ▶ *Through meetings with the student's teacher which may include the Title I Coordinator, the principal, and other staff as appropriate*

- (b) Lincoln and Garfield Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:

- ▶ *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I Coordinator, the principal, or the appropriate department within USD 379, Clay County.*

RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Lincoln and Garfield Elementary School will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:

- ▶ *Parent training*
- ▶ *Family Nights*
- ▶ *Parental access to the Teacher/Parent Resource library and other resources such as web sites, parent organizations, etc.*
- ▶ *Parent Partnership*

2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

- ▶ *The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.*
- ▶ *During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*
- ▶ *As needed, the school-parent compact will be included in school newsletters along with the School Parental Involvement Policy.*

3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- ▶ *The State's academic content standards,*
- ▶ *The State's student academic achievement standards,*
- ▶ *The State and local academic assessments including alternate assessments,*
- ▶ *The requirements of Title I,*
- ▶ *How to monitor their child's progress, and*
- ▶ *How to work with educators:*

Parents will receive training and necessary information on the topics above through:

PEP workshops, School-Parent Compact, highlights of the standards, list of web sites, school sponsored trainings and workshops.

4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by:

Holding regular Title I meetings, Family Nights, and encouraging parental participation in Parent Volunteer Program

5. The school will, with the assistance of the district and parents, educate its teachers, student services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.

6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.

EMERGENCY SAFETY INTERVENTION (ESI)

In the event that ESI restrictions are used on your child for their safety, the parent will be notified in writing within two days of the incident.

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 conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions

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

"Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's movement.

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

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

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

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

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

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 721046 (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" 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.

"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 used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

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

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

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in the case of an 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 and shall be well ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, deescalation 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 classified 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 of Documentation

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

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

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

Approved: July 11, 2016

August

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September

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October

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November

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December

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January

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February

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March

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April

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May

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