

LINCOLN ELEMENTARY

1020 Grant Street

Clay Center, KS 67432

785 632-2156



**“Empowering lifelong
learners to achieve their
individual successes.”**



**Lincoln Elementary
Apollo II Redesign
Vision Statement**

**2023-24
Student/Parent Handbook**

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Lincoln Elementary School

1020 Grant Ave., Clay Center, KS 67432

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usd379.org/les

Matt Weller, Principal

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Counselor	DeAnna Coughlin		
Nurse	Jessie Smith	Music	Daniel Albertson
Secretary	Jeannie Blake		
	??	Physical Education	Travis Smith
Custodian	Dallas Breen	Gifted	Mary Mellon
	Stephen Waller		
		Librarian/Media Specialist	Lynn Auld
Food Service	Stacie Stewart	Media Center Assistant	Janice Hersberger
	Allyson Turner		
	Shawna Sutton	Instructional Aide	Kristen Avery
	Mary Hunter		Jenna Beaver
			Stacie Chillson
Early Childhood Disabilities	Christa Baumann		Rayleen Dreher
	Kristi Jones		Candace Turner
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Kindergarten	Leah Knitter		Marissa Liddle
	Paige Schmitz		Becky Mutz
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	Megan Siebold		
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1st Grade	Susan Carr		Paula Burwell
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	Kayla Lange		Kathryn Doster
	Cari Pfizenmaier		Mandy Hessling
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2nd Grade	Natalie Schwartz		Austin Hittle
	Krista Thomas		Anna Kelly
	Randi Weller		Tasha Pfizenmaier
	Jessica Young		Patience Sawdy
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3rd Grade	Andy Bent		Lindy Cramer
	Stephanie Brownell		
	Nicole Edwards	Speech Clinician	Chelsie Helms
	Sara Peterson	Speech Para Educator	Theresa Bechard
			Linda Hood
Interrelated Resource Classroom	Jennifer Bruggeman		
	Jana Laffery	School Psychologist	Erika Willmann
	Marcy Schooley	Social Worker	Dana Rott
Title/Intervention	Michelle Coupal	Occupational Therapy	Jacee Rietbrock
	Wendi Fox		
	Shawn Liby	Physical Therapy	Amy Pladson
	Jennifer Swihart		

WELCOME TO LINCOLN ELEMENTARY SCHOOL!

Thank you for your commitment to your child as we enter another school year at Lincoln Elementary. Our goal at LES is to develop a collaborative relationship between parents, children, and staff members to maximize learning opportunities. We also believe that it is extremely important to teach our students how to be leaders in the classroom.

Please read the information in this Student/Parent Handbook. It is also available on the usd379.org website. It will help you to become familiar with policies and procedures. If you have any questions, please contact your child's teacher, the school office, or myself.

There are multiple opportunities at LES for you to be actively involved in the education of your child. Please join us as we embark on another great year!

Matt Weller, Principal

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. Lincoln Elementary School will follow USD 379 district policy guidelines with respect to absences. District policy is as follows:

ABSENCES 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 A.M.

It is the responsibility of the student and parents to obtain the necessary information from teachers with respect to making up the schoolwork lost during the absence.

EXCESSIVE ABSENCES

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 and/or parents. 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 A.M.** 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, students are considered tardy if they are not in the **classroom** by the 8:25 a.m. bell. **Three** of these types of unexcused tardies will be considered as one unexcused absence.

BEHAVIOR/DISCIPLINE

BEHAVIOR EXPECTATIONS

Lincoln Elementary School will provide each student with the maximum opportunity to acquire an education. No student will have the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. Rules and regulations are developed by each classroom and enforced with this thought in mind. School rules apply on the bus, school grounds and at any event where our elementary school is represented, regardless of location. There are four definite school-wide rules:

1. Respect yourself
2. Respect others and allow others to learn
3. Respect your school and staff
4. Follow directions and stay on task

DETENTIONS

Faculty members may detain a student after school when, in their professional judgment, it is necessary for academic or disciplinary reasons. When detention is necessary, the teacher will notify parents in advance so that transportation arrangements can be made for the student.

Detention will be thirty minutes in length. This time will begin when the student reports to the detention room. All students are expected to bring a book or schoolwork and remain silent during this time.

If a student has a conflict with his/her detention (doctor's appointment, illness, funeral to attend, etc.), they shall have two school days to make up that detention. A note or call from home will be required proof of this conflict.

If a student's behavior is reported to the principal the parent/guardian will be notified through the mail (and by phone when appropriate). Administrative discretion will apply to any and all rules at any given time.

SEVERE CLAUSE

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 pupil is an adult, constitutes the commission of a felony or, if the pupil 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 pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil 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.

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 by a certified teacher. 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.

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, which results in a visible injury (including blood) towards students or staff.
- ◆ 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.
- ◆ Conduct that is harmful or disrespectful to others will not be permitted. Dishonesty and cheating are not permissible.

BULLYING

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

GUIDELINES FOR A SAFE ENVIRONMENT (WEAPONS)

A student shall not knowingly possess, handle or transmit any object that can 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.

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 in which 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 tardies • Cheating • Inappropriate language 	<p>Level 1 consequences will vary by teacher, but may include:</p> <ul style="list-style-type: none"> • Refocusing mats • Conference w/ teacher • Moved to a new seat • Loss of recess time <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 witnessing staff. Student and documentation are to be sent to the office/</p> <p>Parent notification is 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 • 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 Counselor • Refocusing mats • Non-social recess or lunches • 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> <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 • Racial Remarks/Threats • Destruction of School Property 	<p>Immediate attention of an administrator who will apply the appropriate level of consequences, which could include</p> <ul style="list-style-type: none"> • Time out in the office • ISS • OSS • Time in the Refocusing Room <p>* SRO may be called to assist</p>
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BREAKFAST/LUNCH/MILK BREAKS

MEAL POLICY

**Due to the increased enrollment, parents/guests who wish to eat lunch with students should notify the office by 9:00 a.m. on the day that they wish to come. This allows ample time for planning and preparation. **

EE - Food Service Management

- Food Service Management - A supervisor may be hired by the board to oversee the district's food service program.
- Sanitation Inspections - The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.
- Records - The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations. The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.
- Meal Prices - Meal prices shall be determined by the board.
- Free and Reduced Price Meals - Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges - 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 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 of 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 online through powerschool efunds. 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.

All students are issued a PowerSchool 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.

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. 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 period.

District-wide menus appear on the Lincoln website monthly. Application forms for free and reduced lunches and breakfasts are available in the Lincoln School Office or at the Stuart Administrative Center.

LINCOLN SCHOOL MILK BREAK

Lincoln does not offer a milk break for LES students. Milk is provided for paid school breakfasts and lunches or individually for \$.35 during lunches.

EXPECTED LUNCHROOM BEHAVIOR

*Students are **not** allowed to bring fast food or pop into the lunchroom. *

We expect Lincoln 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
- ◆ Inappropriate language
- ◆ Physical contact with other students
- ◆ Insubordination to any adult

DAY-TO-DAY ACTIVITIES AND PROCEDURES

ARRIVAL TIME

Lincoln doors open for students at 7:45 a.m. Bus supervision begins shortly after that time.

ARRIVAL AND DISMISSAL TIMES FOR STUDENTS

Grades Kindergarten, 1, 2, & 3	Classes begin	8:25 A.M.
	Classes dismiss	3:35 P.M.
A.M. Preschool	Classes begin	8:30 A.M.
	Classes dismiss	11:00 A.M.
P.M. Preschool	Classes begin	12:00 P.M.
	Classes dismiss	3:30 P.M.
All Day Preschool	Doors open	7:30 P.M.
	Classes begin	8:25 A.M.
	Classes dismiss	3:30 P.M.
	Doors close	5:30 P.M.

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 at least 24 hours in advance before you visit.
2. **ALL VISITORS MUST SIGN IN / OUT IN THE OFFICE.**
3. Unless you are a Watch D.O.G.S. volunteer, classroom volunteer, or it is the discretion of the principal, please plan on limiting your visit to a maximum of **2 hours** in the classroom.
4. **If you are coming in to volunteer, you must have your volunteer badge approved and present.**
5. Due to the possible disruption of the learning process, we do not allow visitation by friends or relatives of the students.

CHILDREN LEAVING THE BUILDING

Whenever a student is either dropped off late to school or picked up early, a parent or guardian will need to sign the child in/out at the office. This policy helps us ensure the safety of our students as well as maintaining accurate attendance records.

RECESS EXPECTATIONS

Recess is an important time of day for children. It provides an outlet for each child to release energy. There is a definite correlation between physical and mental health. All students are expected to play in a respectful manner. If it is wet, or unusually cold, recess will be shortened or held inside. Please make sure your child has appropriate attire for recess, especially during the winter months with a winter coat, hat, and gloves/mittens. Students should adhere to the following:

- *All students will be safe and respectful while having fun during recess.
- *Students will play safely on the playground.

- *Students will show respect for other adults and students.
- *Students will follow any directions by staff.
- *Students will stay outside unless they have permission to re-enter building.
- *Students will stay away from puddles, mud and water.
- *Students will stop what they are doing and line up quickly when the whistle blows.

Students that choose to jeopardize the safety of others or show disrespect for another student or adult will be held accountable for their actions.

DISCRIMINATION/HARASSMENT POLICIES

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 on the basis of 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, 785-632-3176 who has been designated by the Clay County School District to coordinate the District's efforts to comply with the regulations implementing Title VI, and Title IX.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of 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 with regard to 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.

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 Communities Act P.L.102-226, 103 St. 1928

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. 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 law enforcement official, faculty member or school administrator must substantiate the violation. If a source other than those listed signs a written statement about a student's violation of this policy, the administrator and the coach/sponsor will screen the validity of the allegations, 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.

1st 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.

2nd 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.

3rd 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:

1st Offense – 2 day out-of-school suspension

2nd Offense – 3 day out-of-school suspension

3rd Offense – 5 day out-of-school suspension and complete a tobacco and/or alcohol cessation program at the pupil'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 pupil
 - 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 pupil 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 pupil 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.

IMMUNIZATIONS

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

In each school year, every pupil 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 pupil has received inoculations as are deemed necessary by the Secretary of Health & Environment.

Pupils 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 pupil has received the most recent appropriate inoculations in all required series.

Failure to timely complete all required series should be deemed noncompliance.

As an alternative to the above-required certification a pupil shall present:

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.

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.

HEALTH PHYSICALS

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

1. On or after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this 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.

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/lincoln/>. Please call Lincoln School office at 632-2156 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 CONFERENCES

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.**

SPECIAL ACTIVITIES

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. Permission slips must be updated annually and signed in the presence of a USD #379 employee or notarized.

PARTIES

Classroom parties will be scheduled throughout the school year. Classroom teachers will ask for volunteer sign-ups on visitation day and/or at Open House. Please contact your child's classroom teacher prior to scheduling birthday parties. Please do not send party invitations to school unless everyone in the class receives one.

TITLE SERVICES

TITLE I BUILDING WIDE SCHOOL

Beginning in 2010-2011, Lincoln Elementary was designated as a building wide Title I School. What does this mean?

1. Parents must be informed that all teachers, paraprofessionals, and instructional aides are highly qualified to work with all students, and may request teacher, paraprofessional, instructional aide
2. qualifications that include: teacher certification, college degree(s) and major, and the qualifications of classroom paraprofessionals.
3. Lincoln school must provide yearly assessment results that monitor educational progress in meeting state curriculum standards.
4. Parental involvement efforts will include activities, programs, and procedures with the "meaningful consultation" of parents.
5. English proficiency of all students with limited English proficiency must be assessed annually for at least three consecutive years, and information will be provided to parents about the programs that are available as well as their right to refuse services.
6. AYP (Adequate Yearly Progress) must be tracked and reported annually. The standard to meet AYP increases each year to ensure that all students are proficient by the 2013-2014 school year. Schools that do not make AYP for two consecutive years will be required to create an improvement plan.
7. Lincoln School will conduct an annual evaluation of the content and effectiveness of parent involvement and the educational program to revise if necessary.

Our intent is to keep you fully informed on your child's educational program that will continue to meet his/her academic needs. With your continued support, we will continue to make decisions that will help your child to be successful in school.

TRANSPORTATION

STUDENT TRANSPORTATION

When a student is to change transportation plans at the end of the school day from what has been arranged at the start of school, a note or phone call is necessary. For example, if a student normally rides the bus but is to be picked up by the parents, we need to be notified of the change prior to 3:00 p.m.

We discourage the riding of bicycles to Lincoln School. Due to the amount of bus and car traffic around the Lincoln building before and after school, we feel that bike riding is not the safest method of transportation for our students. If you as a parent give permission for your child to ride his or her bike to school, please see that bicycle rules and safety are clearly understood.

Skate boards, scooters, roller blades, etc. will not be allowed on the school grounds during school hours or in the building at any time.

DROPPING OFF AND PICKING UP STUDENTS

Parents who bring students to school or pick them up after school are asked to observe the following procedure: All drivers of cars either letting students out or picking students up are asked to be in the **eastbound lane on Grant Avenue**. This procedure will allow for the maximum safety of the children, as they will not have to cross the street. Students who walk are to cross Grant Street directly in front of Lincoln School at the Crosswalk. Supervision of the crosswalk will be from 8:05 a.m. - 8:30 a.m. and 3:30 p.m. - 3:45 p.m.

Note: No parking at any time in the recessed area on the south side of grant avenue. only parallel parking will be permitted on grant avenue. no parking in any yellow areas at any time.

BUSSING EXPECTATIONS

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.

VOLUNTEERS

BACKGROUND CHECKS

USD 379 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers by using their Secure Volunteer technology. It is the policy of the district to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer.

To see a detailed list on what past offenses would prevent a potential volunteer from “passing”, refer to the Past Offenses Guideline at the districts website: <http://www.usd379.org>, click the Parent & Community tab and look under the Volunteer heading. The process should only take a few minutes to complete and all information gathered will be kept confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student, for instance to have lunch with them. To see a more detailed list of what makes you a volunteer vs. a visitor review the Visitors Vs. Volunteer document under the Volunteer tab. To get started with volunteering, go to the USD 379 website and under the Parent & Community tab, click the Volunteer, then on “I want to Volunteer,” to begin. There is no cost to the volunteers to complete this process!

OTHER 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.

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.

BUILDING SECURITY

To monitor traffic through out school and to ensure safety for everyone, all exterior door will remain locked during the school day. Anyone that desires entrance into Lincoln Elementary will have to buzz in and ask permission to enter the building. Someone in the office will unlock the door and allow entrance. All visitors should report to the office and receive a visitor’s badge.

CELL PHONES

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.

DISHONESTY

Academic dishonesty is not acceptable. Plagiarism defined as the use of another person’s original ideas or writing without giving credit to the true author, and cheating, including but not limited to the act of copying another student’s work and submitting it as your own, are both prohibited practices. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

FOOD ITEMS AND PERSONAL 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.

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.

SITE COUNCIL

The LES Site Council is made up of parents, community representatives, and members of faculty and staff of Lincoln Elementary. The purpose of the Council is to provide advice and counsel to the school in evaluating performance goals and objectives and to serve as a liaison between the school, school organizations, community, parents, and the USD 379 board of education. The Site Council will meet the second Tuesday of each month after school.

LOST AND FOUND

All articles found on the playground or in the school building will be turned into the Lost and Found. Children should check the Lost and Found to look for missing articles. **Parents can help by properly labeling all items of wearing apparel.** At least four times a year, items remaining in the lost and found will be donated to charity.

PARENT VOLUNTEERS

If you have an interest in working with the students or helping a teacher, you must first go through a background check and obtain a volunteer badge.

SEVERE WEATHER INFORMATION

Unfortunately, there is a time of year when we have severe weather. Every precaution will be taken to protect the pupils. 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. A PowerAnnouncement will also be sent out to notify parents of any school delay or closing.

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

WEARING APPAREL

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 and weather. Clothing should allow the student to function without interfering or disrupting the education of other students. If a students' 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. All Kindergarten-3rd Grades will have PE several times per week and recess daily. Safety for our students is a priority. **Our recommendation is that flip-flops not be worn to school.**
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. In the case of an emergency, a student will be allowed to change his/her clothing during the school day.

LINCOLN 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 and other 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) That 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: ØØ The School Parental Involvement Policy will be distributed to parents at Title I parent meetings. ØØ The policy will be posted on the school web site. ØØ 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, pupil 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)

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)

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. 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" 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*:
 - o 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;
 - o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - o 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, 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 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