

**Frank Layden Elementary School  
Handbook  
2018-19**

**THE MISSION OF  
U.S.D. #249 SCHOOLS**

**USD #249 IS DEDICATED TO PROVIDE AN  
EDUCATIONAL FOUNDATION TO DEVELOP  
STUDENTS' POTENTIAL IN CREATING A  
POSITIVE IMPACT ON SOCIETY.**

**THE MISSION OF  
FRANK LAYDEN ELEMENTARY SCHOOLS  
U.S.D. #249**

**FRANK LAYDEN ELEMENTARY SCHOOL WILL  
PROVIDE STUDENTS THE OPPORTUNITY TO  
STRIVE FOR THEIR MAXIMUM LEARNING  
POTENTIAL.**

**NOTICE OF NONDISCRIMINATION**

Frontenac Unified School District #249 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## **ADMISSION OF STUDENTS**

Entrance age for admission to the Kindergarten is five (5) years of age on or before August 31 of the school year. Kindergarten training is not required for entrance into the 1st grade.

Entrance age to the 1st grade shall be six (6) years of age on or before August 31 of the school year. Birth certificates are required for all Kindergarten and 1<sup>st</sup> grade enrollees as proof of age, unless such students are in the custody of the secretary for the Department of Children and Families, in which case a copy of the court order placing the child in the custody of the secretary will suffice. Birth certificates presented as proof of age will be returned to the parents after the required date is recorded on the permanent school report. Students enrolling in any of the grades 2 through 12 may provide a certified transcript or other similar student records and/or data as proof of identification.

Students entering the Frontenac Schools from a private, parochial, or another public school should submit evidence of the grade last attended. If an elementary student, grade placement in the Frontenac Schools most often will be based upon an examination of his previous school record, but may be based on achievement tests administered by the Frontenac Staff.

## **FAMILY EDUCATION RIGHT AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 249. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered “directory information” and you have not objected to the release of such information; or
  - c. Disclosure without your prior consent is permitted by law.

The custodian may lawfully disclose students' education records maintained in places other than a statewide longitudinal data system to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;

Note: A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- Officials of other schools or school systems in which the student intends to enroll;

Note: The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Note: When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 249 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of Unified School District No. 249 policies for complying with FERPA. A copy may be obtained from: Unified School District No. 249 District Office, 208 S. Cayuga, Frontenac, KS 66763.

Directory Information: For purposes of FERPA, Unified School District No. 249 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent unless otherwise provided in board policy IDAE. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 249's elementary principal within 10 days of the beginning of the school year. If a refusal is not filed within that time frame, Unified School District No. 249 assumes you have no objection to the release of the directory information designated.

Before any school records will be released to third parties (other than those specified above) who have requested copies of your child's records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before the custodian will release them. Such consent must include:

- (A) A description of the specific records to be released;
- (B) The reason for such release;
- (C) The name of the party or agency to whom the records will be released;

(D) And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.

The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:

- (A) Cumulative educational records;
- (B) Health records;
- (C) Cumulative attendance records;
- (D) Records on disciplinary action;

The chief administrator of each attendance center has been designated by the school district as custodian of student records.

The school district will follow the following procedures in the case of reviewing and expunging the student records:

Each record shall be reviewed at least annually by the attendance center administrator and purged of information which is no longer needed or of lasting value.

When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parents' income tax form.

## **USD #249 SAFETY PLAN**

The Board of Education and Administration of USD #249 understand the need to provide a safe and violence free environment for students, patrons, and staff in order to achieve the mission and goals of the school district. In an effort to provide this safe and violence free environment, the following district level safety plan has been adopted.

1. All students, staff, and patrons will be asked to enter the elementary school through the main north entrance and high school through either the east or west entrances. All other entrances will be secured, and staff will be provided a key for their professional use.
2. All visitors will be required to sign in at each building and will be issued a visitor badge. All staff and students will be asked to report any visitor not wearing a badge to the office.
3. The visitor screening will consist of signing a register showing time of arrival, business at the school, and full name. When business at the school is complete, the visitor must return the visitor badge and sign out.

## OUT-OF-DISTRICT STUDENTS

1. A written statement is to be submitted to administration by the parent(s) or guardian(s) stating the reason for requesting attendance of a school outside the student's residence boundary. The statement shall also include student(s) name(s), grade(s), and address.
2. Students desiring to enroll at Frontenac USD 249 must do so on or before September 20 for the first semester or within the first week of the second semester. Frontenac USD 249 will not accept students outside this time period except on a case by case basis to be determined by administration.
3. Any student who has been suspended or expelled in their home district will not be admitted into USD 249 until the period of such suspension or expulsion has expired.
4. In order to apply for transfer, the parent or guardian must provide current documentation:
  - a. Transcript or most recent grade report for all classes (Minimum 2.0 GPA),
  - b. Attendance record, and
  - c. Behavior record. An acceptable behavior record would include:
    - (a) No out of school suspensions or expulsions, and
    - (b) No repeat referrals for poor or incomplete schoolwork or missing extended school day assignments.
5. Non-resident students admitted to the district shall be evaluated each spring using the following criteria: academic standing (good standing); attendance (was the student's attendance regular and punctual); and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems). Students may be readmitted or denied admission for the next school year based on the results of these evaluations. Parents shall be informed of a change in their status by June 15.
6. Admittance will not be made if facilities or classes are deemed overcrowded.
7. Out of district applications are approved for one academic year at most and the USD 249 administration reserves the right to terminate any approved application at end of the school year for problems relating to student discipline, attendance, or academic achievement. A copy of this regulation should accompany all out of district applications.
8. Kindergarten  
Parents who do not reside in the school district must submit a written enrollment request to the Building Principal by **June 30** in order to enroll at the start of the school year. The Administration/Board shall consider the request and notify parents of the status of their request by July 15. Consideration may be given to space availability (class sizes), to

students living within the city limits, and to students who have siblings currently enrolled in the District.

9. Transfers in Grades 1-12

Any student wishing to attend Frontenac Schools who lives in another district must apply with the Building Principal. The Principal will review the **academic, attendance, and discipline** records of the students that have been established in prior schools attended and make a recommendation to the superintendent to accept or deny the request. After reviewing the records and any conferences held with the parent or guardian and student, a decision will be made by Administration/Board to accept or deny the request.

## SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Please have your child at school no later than 7:55 a.m. each day. Children should not arrive earlier than 7:30 a.m. or remain on the campus later than 3:00 p.m. unless they are participating in a supervised activity. These procedures are designed for the safety and well-being of your children.

### Section II -- Student Attendance

If your child is going to be absent or tardy, parents or guardians need to call the school, 620-231-7790, each day the student is absent or tardy. It is important that children develop good habits and establish good routines for attending school regularly. However, we understand that some absences from school cannot be avoided by the students. The purpose of this attendance section in the handbook is to provide parents with information regarding excused and unexcused absences and to provide a procedure for beginning discussions when a student's academic progress suffers as a result of excessive absences. Most absences are for sickness and emergencies. The building principal shall determine if an absence is considered excused or unexcused. Administration can request for a doctor's note for any student deemed to have excessive absences. Failure to provide a doctor's statement will result in absences listed as unexcused.

Each school keeps a daily record of absentees, and student attendance is recorded on permanent record cards. Attendance records are kept on each student from the date of enrollment until the official withdrawal or transferal. Teachers and principals will maintain accurate records of attendance and tardiness. Excessive absenteeism and tardiness will be addressed by the principal.

Educational activities and school activities that necessitate a student missing school shall not be counted as absences. If a student has been absent from school for any reason, the student needs to bring a note signed by his/her parents stating the reason for the absence and give it to the homeroom teacher or call the office. Any absence over one (1) hour will count as one half (1/2) day absence.

## **Excused/Unexcused Absences**

The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal;
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Any absence for reasons other than those listed above and/or without parent knowledge and arrangement with school officials will be considered “non-verified”. After three (3) consecutive “non-verified”/ or five (5) “*non-verified*” in a semester; or seven (7) “non-verified” absences per school year, the student’s name may be submitted to the county attorney which can result in charges of truancy against the parent/guardian. After 10 absences, for any reason, the student’s name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified or non-verified, becomes part of the student’s attendance record.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

## **TARDY DEFINITION**

A student arriving at school is tardy when he/she is not in the classroom ready for school activities at 8:00 a.m. However, if a student has a medical appointment of some type and upon return to school a parent or doctor note accompanies the student explaining the tardiness, no tardy will be given. If this time, however, exceeds one hour, a one half (1/2) day absence will be given.

## **TARDY POLICY**

On a child's fifth tardy of each nine weeks, school personnel will communicate with parents through a written letter concerning their child(ren)s tardiness.

Students who are tardy miss out on important instructional time. Your attention to this issue will be greatly appreciated and benefits your child.

## **TRUANCY POLICY**

### **ARTICLE I - Truancy**

The building principal shall report truant students to the appropriate authority in accordance with law.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either D.C.F. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

#### *Involvement of Law Enforcement*

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

#### *Reporting to Parents*

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

## **SCHOOL ABSENCES/SCHOOL FUNCTIONS**

When a student is too sick to attend school, they will not be allowed to participate in, or attend any school function the day of the absence.

## **MAKING UP WORK**

The student shall take the initiative in making up work because of absences. Students do not have an indefinite amount of time to make up missed assignments, and they must adhere to the time schedule established by the teachers. At Frank Layden Elementary, students have the number of days missed plus one to complete any make up work. An example of this would be if a child missed three days of school he/she would have four days to complete the work.

## **Reporting Student Progress to Parents**

Student progress reports are sent to the parents at the end of each nine (9) weeks period of school at the elementary level. These reports to parents are supplemented in several ways by other means: parent-teacher conferences, telephone calls, home visitations, letters, informal notes, or by means of a form prepared for this purpose. For students with academic concerns, progress

reports are sent to the parents midway through the nine-week period, or as the need arises, without waiting for the end of a nine week reporting period. Student grades are available at all times for parents through an online reporting website.

#### ARTICLE I - Retention Policy Grades K-5

The elementary staff realizes that students differ in academic progress and hold the belief that retention should be based on an individual student basis. The controlling factor shall be the overall welfare of the student.

Student retention will be considered for the following reasons:

1. If students are over placed for their developmental age and this results in weaknesses in academic achievement;
2. If poor attendance has caused a student to miss a significant amount of the school year and has caused the student to fall behind in academic achievement; and
3. Other appropriate developmental reasons.

Retention is an educational decision that requires skilled professional attention. The decision about retention of a student will be made by the principal after a meeting with parents or legal guardians and teacher(s).

#### **STUDENT IMPROVEMENT TEAM**

Frank Layden Elementary has in place a Student Improvement Team (SIT) process to help students who are experiencing significant academic and behavioral problems. This approach is a comprehensive process that connects students in all grade levels with developmentally and educationally appropriate services to help them achieve their greatest academic, social, personal, and well being level. The SIT process brings together different resources to maximize academic performance.

The SIT Team will be represented by teachers, administrators, counselors, school psychologists, and other appropriate staff. We will be building a multi-disciplinary team with a variety of backgrounds and expertise. The Student Improvement Team will primarily be responsible for:

- Receiving referrals-- fact finding, assessment;
- Participating in the problem solving process;
- Developing an appropriate intervention plan;
- Support, follow up, and evaluation.

Parents can begin the process by completing a Request for Assistance form and submitting it to the team through the elementary office.

Assistance should be requested when a student is displaying significant academic success/difficulty or behavioral problems. Those making the requests are simply concerned adults. Requests for Assistance are open to anyone, for any reason, and are never judged.

## FRANK LAYDEN ELEMENTARY GRADING SCALE

The following grading scale will be use in the elementary school:

|       |   |    |   |    |
|-------|---|----|---|----|
| 100   | - | 93 | = | A  |
| 92    | - | 90 | = | A- |
| 89    | - | 87 | = | B+ |
| 86    | - | 83 | = | B  |
| 82    | - | 80 | = | B- |
| 79    | - | 77 | = | C+ |
| 76    | - | 73 | = | C  |
| 72    | - | 70 | = | C- |
| 69    | - | 67 | = | D+ |
| 66    | - | 63 | = | D  |
| 62    | - | 60 | = | D- |
| Below |   | 59 | = | F  |

### LATE WORK

Late work is defined as any classroom assignment not turned in at the designated time as determined by the classroom teacher, **except for excused absences when such work is completed in a timely manner as described in policy.**

At Frank Layden we believe that student responsibility and accountability is part of our commitment to excellence. Turning in assignments on time is a major component of that student responsibility.

### HONOR ROLL

Recognition of honor roll achievement is for grades two through five. The honor roll will be recognized each semester. Students receiving "A's" and/or "B's" in each subject for the semester will be on the honor roll.

### HOMEWORK

Grade Level Teachers will provide students and parents with a syllabus at the beginning of each school year outlining the individual grade level homework expectations and classroom guidelines.

### GRADE PLACEMENT

Test results, class work, social adjustment, and teacher recommendation will be the criteria for grade placement. If a student consistently has low grades in all subjects, serious consideration will be given to retaining the student in his/her present grade. After consultation with teachers

and parents, the decision of promotion and retention shall, in all cases, be the responsibility of the School Administrator.

## **BULLYING POLICY**

The board of education prohibits bullying in any form on, in, or while utilizing school property; in a school vehicle; or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **Bullying Definition**

“Bullying” means:(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:(i) Harming a student or staff member, whether physically or mentally;(ii) damaging a student's or staff member's property;(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;(B) cyberbullying; or(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.(2) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Kan. Stat. Ann. § 72-8256

### **FRANK LAYDEN POSITIVE ACTION PLAN**

The mission of Frank Layden Elementary is to provide students with a safe, healthy, and positive environment conducive to learning, that will enable students to achieve their maximum learning potential.

The staff will utilize a Behavior Expectations Matrix school-wide for consistency. These expectations will be posted throughout all areas of the building for students to see.

The plan consists of 3 school wide rules:

1. I am responsible.
2. I am respectful.
3. I am safe.

The Behavior Expectations Matrix will be directly tied to a consistent Hierarchy of Consequences.

### **Suspension or Expulsion**

When exclusion of a student from school appears to be necessary in order to preserve the educational climate of the school and/or to protect the rights of other students, suspension or expulsion of the student may be done according to the terms of KSA 72-8901 to 72-8908 and board policy JDD.

All students are afforded due process before suspension or expulsion.

#### CONDUCT:

The following actions are examples of incidents that could result in immediate suspension or expulsion:

1. Demonstrating **disrespect** for any student or member of the staff (which may include the use of profanity and name calling);
2. Use of **tobacco** on or in school property or at school activities;
3. **Fighting** on or in school property or while attending any school function;
4. Destroying, defacing, and/or **vandalizing** school property;
5. Appropriating property belonging to others (**theft**);
6. Possessing or using **alcoholic beverages** and/or drugs on or in school property or at school sponsored activities or events;
7. Possessing **drug paraphernalia** on or in school property or at school sponsored activities or events;
8. Disregarding the **policy of dress and personal appearance**;
9. Engaging in any activity which **endangers the life, safety, or well-being of students and/or staff**;
10. Displaying overt **romantic behavior**;
11. Bullying or sexual/racial/disability discrimination and/or harassment behaviors;
12. **Throwing of a missile** (i.e., rock, snowball);

13. **Extortion** (to get something by threats);
14. **Exhibiting gang symbols or graffiti;**
15. **Any other violation of criminal law.**

**The previous list is in no way meant to be exhaustive, and the elementary principal is authorized to suspend or expel for behaviors other than those listed above or to modify the district's reactions to the aforementioned behaviors based on the severity of any offense.**

### **WEAPONS POLICY**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on or in school property, or at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon, or destructive device, or any facsimile of a weapon.

Possession of a weapon and/or destructive device such as a firearm shall result in expulsion from school for a period of one calendar year, except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, the term "weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than ¼ ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Kan. Stat. Ann. § 72-89a01

### **PLAYGROUND RULES**

1. Use all equipment safely and correctly.
2. Respect equipment, playground supervisors, and fellow students at all times.

3. No rough play is allowed.
4. Report any safety concerns or equipment problems to the playground supervisor.

At the beginning of each year, students will be taken to the playground and given a safety lesson on how to use all the equipment properly. Our rules for the playground will be minimal so the children and supervisors can remember them and follow them. Children will be encouraged to help inspect the playground and report any problems. This gives your child a greater sense of ownership on the playground. Students will be participating in a number of activities concerning usage of equipment and safety. Please send your child to school with the appropriate type of shoes to play in. Your child may have to sit out of activities during recess, P.E., or other types of activities due to inappropriate shoes to participate for their safety.

### **CAFETERIA RULES**

It is our goal to make lunch an enjoyable experience for all. To ensure this occurs, quiet conversation is allowed from the time the students enter the cafeteria until they have received their tray and are sitting at the tables.

Other cafeteria rules:

1. Exhibit proper manners at all times.
2. Lights off means **NO** talking.
3. Remain seated until dismissed.
4. Keep hands and feet to yourself.
5. No toys are allowed in cafeteria.
6. Other inappropriate behavior, such as throwing food, not following directions, and/or not cleaning up after yourself will result in logical and appropriate consequences.
7. Parents are always welcome to eat with their students. Parents who eat with their child(ren) may do so in the cafeteria annex. If they want friends to eat with them, they will need to stay in the lunchroom area to eat.

### **BUS DISCIPLINE POLICY**

The Frontenac School District provides bus transportation to Frontenac Schools for all students in the surrounding rural areas included in the school district. Designated pick-up stations have been established, and students who wish to ride the bus must be at the appropriate station at the time the bus leaves. Because of time schedules, buses cannot wait for students at these stations beyond designated departure times. At the conclusion of the school day, buses are available to return students to specified areas near their homes and will leave the school from the bus loading area of the High School.

To continue to ride a bus to and from school, a student must conduct himself/herself properly at all times and abide by the rules established by school policies. **The driver has complete authority over the conduct of students while they are on a school bus.**

Students transported in a school bus shall be under the authority of and be responsible directly to his/her driver of the bus.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student.

The driver of any school bus shall be held responsible for the order and conduct of students transported.

Fighting and/or inappropriate language will result in immediate suspension of bus riding privileges.

The driver of the school bus shall see that the approved rules as listed in the Policy Handbook shall be posted in a prominent place in the bus.

The following guidelines are for use by the principal and the bus driver in the event that disciplinary misconduct occurs on a school bus. It is important to note, however, that at any time a student may be denied bus riding privileges if the misconduct is severe, blatant, or insubordinate.

## **SCHOOL BUS SAFETY RULES**

### **Rule 1:**

After school is dismissed each day, the student shall report to the bus and be seated as quickly as possible. Enter and leave the bus in an orderly fashion; do not run, push, or crowd. Wait until the bus comes to a complete stop before attempting to leave or enter the bus. Walk at least 10 feet in front of the bus so the driver can see you at all times. Do not walk behind the bus. Before crossing the road, wait for the driver to signal.

### **Rule 2:**

Students are expected to help keep the bus clean and not purposely or carelessly destroy transportation equipment. Any damage resulting from misbehavior shall be paid for by the student, plus disciplinary action by the principal will follow. The following items are **NOT** allowed on the bus: glass, knives, sharp objects, guns, water pistols, pets, toys, drugs, tobacco and/or electronic cigarettes, alcohol, and stereos. Food or drink on the bus will be at each driver's discretion.

### **Rule 3:**

Students should show consideration for other students and the bus driver by being courteous and well-mannered. The following behavior is specifically prohibited. **NO** profanity or other abusive language; **NO** Smoking or chewing tobacco; and **NO** fighting, roughhousing, or verbal abuse

will be tolerated. The use or possession of alcohol, tobacco, or illegal drugs will be disciplined in accordance with district policy.

**Rule 4:**

All students must ride to school and home on their regularly assigned bus. Any point of pick-up or departure different from the home must be approved by the administration, bus driver, and parent. Drivers will not transport any person not regularly assigned to the bus without a signed note from the parent of the student riding the bus.

**Rule 5:**

In the event of misconduct on the bus, the driver will fill out a bus conduct report. These reports will be delivered to the building principals and in turn sent to the student's parent after administrative review.

**Rule 6:**

**FIRST REPORT:** Visit school principal and a warning. **SECOND REPORT:** Two (2) days of bus suspension. **THIRD REPORT:** Five (5) days of bus suspension. **FOURTH REPORT:** Ten (10) days of bus suspension. **FIFTH REPORT:** Suspension from the bus for the remainder of the school year. **NOTE:** The building administrators may eliminate suspension steps and assign other punishment according to the severity of the offense.

## **STUDENT CHECK-OUT POLICY**

When a student needs to leave school due to illness, a doctor/dentist appointment, or any excused reason, the student must be checked out of the office by the individual picking the student up. The student will not be allowed to meet or wait for the person picking him/her up in front of the school building.

The individual picking up the student will be required to sign the student out. This signing will include the time and date, the student name, the reason the student is leaving, and the signature of the individual taking the student.

Students need to be signed back in when returning by parent/guardian.

## **STUDENT MEDICATION POLICY**

### **Immunization (K.S.A. 72-5209 and K.S.A. 72-5211)**

Any pupil entering school shall be required to present to the school authorities, certification from a licensed physician that he has received, or is in the process of receiving immunizations and tests required by the secretary of the Kansas State Department of Health and Environment. In the way of an alternative to the requirement, a pupil may present:

- \* annual certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health, or
- \* a written statement by one parent or guardian that he/she is an adherent of a religious denomination whose religious teachings are opposed to such test and immunizations.

Prior to commencement of each school year, the school shall give notice to all pupils who are enrolled or who will be enrolling in the school, the policy regarding the implementation of the provisions of the Act adopted by the School Board.

Students who are not completely immunized within ninety (90) calendar days after admission to school and who have not previously claimed religious exemption, may be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement.

### **School Medication Administration Guidelines**

Written permission from the physician or dentist should accompany prescription drugs to be supervised by school personnel. Written permission from the parent/guardian will be required for administration of over-the-counter drugs.

### **Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades 6-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### **Student Eligibility**

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;

4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

#### Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment or when changes occur in the student's treatment.

#### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

#### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

#### Additional Requirements

\* The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

\* The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

\* Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;

\* The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

## **GOING OUT FOR RECESS/MISSING PE**

Generally, if your child is too sick to go out for recess or participate in PE, they are too sick to be in school. Recess is an important part of the educational program. This allows the students sufficient amounts of unstructured time at strategic times during the day. During winter months, the students will continue to go outside, weather permitting.

All children will be expected to go outside, so make sure your child is properly dressed for the weather. If your child needs to stay in for recess, please send a note from home. If this continues for more than 3 days, we ask for a doctor's note explaining the situation.

For obvious safety reasons, we ask that your child wears appropriate size and style of shoes for participating in P.E. Proper sized tennis shoes are the best type of shoe for P.E.

## **HEAD LICE**

Schools bring large numbers of children into daily contact with each other, therefore, they serve as a hub for the transmission of head lice. When an infested student is discovered in the classroom, the following procedure will be followed:

1. Infested students will be sent home immediately.
2. When the child returns to school, he/she will be checked prior to readmission. Proof of treatment with an antiparasitic drug is required. (Shampoo box top, a note from doctor, etc.)
3. If the child has not been satisfactorily treated, he/she may be refused readmission to school and sent home.

Please check your child(ren) weekly for head lice. Doing so will help any severe outbreak from occurring.

## **DRESS CODE**

A student shares with his/her parents the responsibility to follow the student guidelines for dress at Frank Layden Elementary. Student dress should not be distracting or indecent to the extent that it interferes with the learning responsibilities of that or other students. Standards of grooming and dress may be prescribed for participation in extracurricular activities. It is the student's responsibility to follow the standards listed below. Any exceptions must be cleared in advance by the administration. Failure to follow the dress code will be considered a discipline offense.

### *Guidelines:*

- 1. The body must be sufficiently covered to ensure modesty. Shirts must have necklines that are above that of a tank top, no matter the type of shirt. Shirts must be able to be tucked in and stay in. Appropriate product logos are allowed, but pictures, slogans or sayings on clothing cannot promote or encourage drug, alcohol, or tobacco use; sexual activity; violence; or illegal acts and must not include harassing, lewd, vulgar, or indecent messages. Any references to gangs, through word, color, or symbol, are not allowed.*
- 2. All pants and shorts will be worn around the waist. Shorts must be below the fingertips with the hands hanging at the side. Shorts must be hemmed or rolled and not tight fitting.*
- 3. Students must wear shoes, sandals, or flip flops. Students cannot go barefoot.*
- 4. Hats or any head covering are not to be worn.*
- 5. Hair may be any natural color, and students may wear regular makeup.*
- 6. Earrings are permitted, but all other forms of body piercing are not. There can be no visible tattoos.*
- 7. Clothing or alterations of personal appearance that draws attention away from the learning process will not be allowed.*
- 8. In certain areas of curricular and extracurricular activities, more specific dress standards may be established, i.e., physical education, athletic teams, cheerleaders, building and trades, woods lab, and school trips.*

## **FIRE DRILLS AND TORNADO DRILLS**

Fire and tornado drills will be held as required by Kansas Law.

## **MEAL CHARGES**

Money for meal charges are to be paid weekly or monthly. Return breakfast/lunch money in an envelope with the child's name, teacher's name, grade level, and amount enclosed on it. This envelope should be given to the classroom teacher or the office. A student may bring a sack lunch if they prefer. Online payment is available.

Parents will be notified when a student's meal account has \$5.00 left. A phone call will be made when the account reaches \$0.00. Another phone call and a letter with consequences will be sent when the account reaches negative (\$10.00). Phone calls will continue until arrangements can be made with parents when a payment will be made. Once the student's food account reaches a negative (\$25.00) parents will be asked to send a sack lunch or the student will be served an alternative meal consisting of a sandwich, vegetable, and milk according to the terms of Board policy EE

If you plan to eat lunch with your child, please notify the office or cafeteria by 8:30 a.m. the morning of, so that the cafeteria can prepare enough meals that day.

## **Wellness Policy**

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity;
- Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

## **STUDENT VISITORS**

Students that are not enrolled at Frank Layden Elementary will not be allowed to attend classes. This is to ensure that there is no disruption to the daily function of each classroom.

## **GUM AND CANDY**

Chewing gum and eating candy is discouraged during school hours. Occasionally gum or candy may be given for rewards, classroom parties, birthday parties, etc. When this is the case, chewing gum or eating candy is permissible.

## **INVITATIONS**

Invitations to special events can be passed out at school only if **all** students in the class are invited.

## **CLASS PARTIES**

All grade levels will be permitted to celebrate the following special days: students' birthdays, Halloween, Christmas, and Valentine's Day. Any other party needs to have prior approval from the principal.

No homemade treats are allowed. Only prepackaged, store bought treats are to be brought for class parties.

## **BIKES, SCOOTERS, SKATEBOARDS, WHEELED SHOES**

Bikes, scooters, or skateboards ridden to school are not to be ridden on the sidewalk in front of the school building or school property. Bikes, scooters, or skateboards will be left on the bike rack outside the elementary. Locks are recommended.

Wheeled shoes are not allowed on school property.

## **ELECTRONIC DEVICES**

Electronic devices are not allowed at Frank Layden Elementary. They are classroom disruptions and prime targets for theft. These items will be confiscated and returned to the parent/guardian.

## **Cell Phones**

Cell phones are not to be seen or used at school. If they are brought into the building, they are to be turned off and left in the student's backpack. USD 249 is not responsible for the loss, damage, or theft of any personal cell phones.

## **USD # 249 Acceptable Use Policy**

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

### **Acceptable Use Guidelines**

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

### **Prohibitions**

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

### **Monitoring**

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

## Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

## Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

## Pets at School

To alleviate the expense of obtaining a health certificate for the visiting animal and for the health and safety of our students, pets will not be allowed to be brought to school. If you or your student requires the use of a service animal at school or school activities, please contact the elementary office.

## Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

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

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

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

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

"Mechanical Restraint" means any device or object used to limit a student's movement. "Physical Restraint" means bodily force used to substantially limit a student's movement.

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

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

### Prohibited Types of Restraint

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

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

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than 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 documentation regarding the training that was provided and a list of participants.

#### Documentation

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

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

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

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

#### Reporting Data

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

#### Local Dispute Resolution Process

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written

complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (am/pm)  
(date) (time)  
the need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_  
(name of student)

***K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.***

Type of Emergency Safety Intervention Used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes)

Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Incident: (Please include a clear explanation of the immediate danger to others, any de-escalation techniques used prior to incident, a description of the ESI, and the outcome of the incident.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report)

\_\_\_\_\_  
(Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by

\_\_\_\_\_ (Name of staff member)

\*Original provided to Building Principal \*Copy provided to (Parents/Guardians, Administrative Office