

Lincoln Memorial Elementary School Student Handbook 2015-2016

Table of Contents

Access to Student Records_____	pg. 6	Immunization_____	pg. 12
Administration of Medication_____	pg. 12	Infectious Diseases_____	pg. 12
Administrator’s Rights & Responsibilities_____	pg. 16	Interrogations & Investigations_____	pg. 6
Alcohol/Restricted Substances_____	pg. 19	Lincoln Boosters Club_____	pg. 7
Arrival Time_____	pg. 2	Lost & Found_____	pg. 5
Attendance & Make-up Work_____	pg. 3	Lunch Guests_____	pg. 5
Attendance Policy_____	pg. 3	Messages to Students_____	pg. 2
Board of Education Members_____	pg. 25	MTSS_____	pg. 19
Bringing Money to School_____	pg. 3	Non-Discrimination Policy_____	pg. 20
Bullying Policy_____	pg. 15	Notice of Rights_____	pg. 9
Cafeteria Behavior_____	pg. 5	Parent/Teacher Conferences_____	pg. 7
Food and Drink Items_____	pg. 5	Personal Property_____	pg. 5
Cell Phones & Pagers_____	pg. 19	Playground Rules_____	pg. 5
Classroom Parties_____	pg. 6	Progress Reports_____	pg. 7
Consent for Administration of Medication form_____	pg. 27	Publications_____	pg. 3
Corporal Punishment_____	pg. 15	Racial Harassment_____	pg. 15
Discipline Policy_____	pg. 13	Retention Policy_____	pg. 6
Dress Code_____	pg. 6	Rules of Student Conduct_____	pg. 17
Emergency Procedures_____	pg. 7	School Closing_____	pg. 3
Enrollment_____	pg. 2	School Hours_____	pg. 2
Enrollment Requirements_____	pg. 2	School Medication Policy_____	pg. 13
Exclusion Policy_____	pg. 12	School Pictures_____	pg. 6
Excusing Students During School Hours_____	pg. 2	School Staff_____	pg. 26
Facilities Use_____	pg. 9	Sexual Harassment_____	pg. 14
Family Educational Rights & Privacy Act_____	pg. 20	Special Services_____	pg. 10
Field Trips_____	pg. 3	Student Computer Use_____	pg. 8
Fire & Tornado Drills_____	pg. 7	Student Testing_____	pg. 6
First Aid_____	pg. 12	Student Transportation_____	pg. 3
Food Services_____	pg. 4	Student’s Rights & Responsibilities_____	pg. 15
Free Appropriate Public Education_____	pg. 22	Suspensions_____	pg. 17
Grievance Policy_____	pg. 21	Tardy Policy_____	pg. 4
Hazardous Waste Disposal_____	pg. 20	Teacher’s Rights & Responsibilities_____	pg. 16
Head Lice_____	pg. 12	Title 1 Reading/Math_____	pg. 10
Health Services_____	pg. 12	Visitors at School_____	pg. 3
Homeless Policy_____	pg. 21	Weapons_____	pg. 14

Lincoln Memorial Elementary School

Student Handbook

2015-2016

1. Enrollment

A parent or guardian must complete student enrollment at Lincoln Elementary School. During enrollment, parents/guardians are asked to carefully complete enrollment forms, making sure all information is correct. This information is very helpful in providing care for the student while here at school. Accurate information is also vital in case of an emergency situation that makes it necessary to get in touch with a parent. The student's information should be kept current and updated throughout the school year. It is the parent/guardian's responsibility to provide the school with the **most current legal documentation** regarding the well being of their child.

If the school is making contact concerning a student, the parent with which the student is living will be called first and only if the parent cannot be reached will an emergency contact be called.

Concerns addressing who may or may not pick up a child from school should be included by the parent/guardian on the child's enrollment form at time of enrollment. If a special request occurs after enrollment, please send a written note concerning the situation.

2. Enrollment Requirements

1. Student enrollment must be completed by a parent or guardian.
2. Enrollment data changes need to be kept up to date at all times throughout the school year.
*Address changes, phone number changes, emergency numbers updated, legal alert, etc.
3. At least 2 emergency contact numbers are required
*These must be contacts that will be able to get in touch with the parent or guardian and able to pick up student if needed.
4. State Birth Certificate
*Hospital Certificates are not appropriate
5. Immunization Record
*See Health Section of handbook for requirements
6. Social Security Number
7. Health Assessment
*Required of all students 8 years old or younger entering Kansas Schools for the first time
8. Legal Alerts need to be noted on enrollment form
***Most current** legal document required

3. School Hours

Pre-School

Morning - 8:00 a.m. to 11:10 a.m.

Afternoon - 11:50 p.m. to 3:00 p.m.

Grades: Kindergarten-6th

8:00 a.m. to 3:00 p.m.

4. Arrival Time

Students are not to arrive at school before 7:30 a.m. and are to leave at 3:00 p.m. unless asked to remain by their teacher. Students will remain outside in designated areas unless the weather dictates they be inside. ***Students will be moved into the gym as the result of inclement weather or as determined by the Principal.*** Afternoon students are not to arrive before 11:40 a.m. Approval by the office must be given for any exceptions.

5. Excusing Students During School Hours

Students are asked to bring a written note from a parent/guardian if they are to be dismissed early from school. The person picking up the student must come to the school office and an Early Dismissal Form will be completed and returned to the homeroom teacher before a student may be dismissed. *We ask the parent/guardian to inform the office if someone other than them will be picking up the student, otherwise the student will not be dismissed.*

6. Messages to Students

We ask that parents not call and ask to speak to their child unless it is a genuine emergency. In all other situations, a message may be given to the student or their teacher. Your cooperation is appreciated.

7. Visitors at School

We ask that parents/visitors use the front doors of the school building during school hours. All other doors will be locked. All visitors must sign in at the office upon entering the building. The office will give you a visitor's badge that must be worn while in the building. Students are not allowed to bring friends or relatives to school for visitation at any time.

8. Bringing Money to School

Students should not bring money to school unless it is for meals, milk or other school fees, or the school notifies the home of a fund-raising event. The school prefers money transactions in the form of a check rather than cash.

9. Publications

On occasion your child's picture may be taken or their name published in a school newspaper, yearbook, the local newspaper or TV station during activities or events here at school. A consent form must be on file at the Lincoln School office giving the school or staff authorization to use any publication on the district computer system such as work products made by your child, or publication of any school photographs in which your child may appear.

10. School Closing

In the event that the USD 436 schools are closed due to bad weather, announcements will be made beginning at approximately 6:00 a.m. on KGGF radio station (AM 690), Coffeyville, KS. The station will repeat the announcement periodically. Snowstorms sometimes develop during the school day; the information about any changes in the school schedule will be announced over the radio station at least one hour in advance of the change. For those parents that give the school a phone number to be called by the "School-Reach" automated phone-messaging system, a call will go out to notify parents of school closings. Parents can also check the district's web-site at www.caney.com to check for school closing messages.

11. Student Transportation

Bus transportation to and from school will be provided for students meeting the necessary requirements. The school district will provide transportation for all extra class activities.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. The board may suspend or revoke the transportation privileges or entitlement of any student who violates any rules or regulations adopted by the board.

All such rules shall be published at least once each year or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

12. Field Trips

To enrich the instructional program by providing first hand observations and experiences for children, visits may be made by class groups to local businesses, museums, and industries in the area. This is considered an important part of the instructional program. Extra supervision will be furnished if needed to insure the safety of the children. Every effort will be made to schedule these field trips far enough in advance in order to publish them on the monthly calendar. If they are not scheduled in time, a note will be sent home with the student. All school rules apply while on a field trip.

13. Attendances and Make-up Work

Nothing is more important for students than attending school regularly, getting to class on time, and doing work assigned by the teachers. If a child will be absent from school, a parent/guardian should notify the school and give a reason for the absence. If a parent does not call the office by 10:00 a.m. on the day their child is absent, the secretary will call to inquire about the absence. If services of teachers are needed for the student, parents should call the school and make these arrangements.

Truancy will be reported to the Caney Police Department and the Montgomery County Juvenile Attorney if:

(1) A child is subject to the compulsory attendance law, but is not enrolled in a public or nonpublic school.

(2) A child is subject to the compulsory attendance law and enrolled in school, but is unacceptably absent for either three consecutive days, five (5) or more in any semester, or seven (7) days in the year.

Teachers may be available upon request after school to help students if make-up work is needed after absences. It is the *responsibility of each student* to find out about assignments and make proper arrangements with the teacher regarding make-up work. Students will be given twice the length of time they were absent to complete make-up work after an excused absence.

14. Lincoln Memorial Elementary School - Attendance Policy

In order to simplify attendance procedures, we request parents to follow the procedures outlined below:

1. Call Lincoln Memorial Elementary School between 8:00-10:00 a.m. each day the child is absent.
2. Upon the child's return to school, send a written note either from the doctor or from a parent stating the reason for being absence. A parent/guardian may call in a student as "ill" three times for a 9-week grading period any more than that will have to be documented with notes from a physician.
3. If the child needs to leave school during the school day, we request the parent send a note and then pick the child up in the school office.

If, for personal reasons, a parent wishes a child to be absent from school, we request the following procedure for an excused absence.

1. Notify the Lincoln School **office personnel** in advance of absence.
2. The child shall accept the responsibility to arrange in advance for any make-up work his teacher may assign.

By state law, the school is required to notify the legal authorities for "unexcused absences" on either three consecutive days, five in a semester or seven for a school-year. The child will receive no credit for work missed on that day. Any portion of the school day for unexcused absences will be considered a full day missed for reporting to the legal authorities.

15. Tardy Policy

It is very important that students develop a feeling of responsibility in arriving at school on time. If they are late, the student misses out on the initial instructions that give them direction for the day. Each day a lunch count is taken at 8:00 a.m. Children must be **seated** in their classroom at 8:00 a.m. or they are considered tardy. If they are consistently tardy to class throughout the day, time will be made up either during recess or after school. Please visit with your child so that as a family you can work together in the morning to get to school on time, and to class throughout the day.

Tardy consequences:

All tardy students must report to the office before they are admitted to class.

First and Second Tardy:	Teacher/student conference
Third Tardy:	Teacher consequence
Fourth Tardy:	Tardy report to Principal, warning letter, teacher consequence
Fifth Tardy:	Tardy report to Principal, parent contact, 30 minute detention

Tardies or consequences accrued by the student are removed at the beginning of each quarter.

16. Food Services

All school breakfasts/lunches are Class A hot meals. These meals contain one-third of the minimum daily requirement for nutrition as set by state and federal agencies.

Prices for meals are established each year to cover only the operating cost of the food service program.

Meal prices are:

<u>Breakfast</u>	<u>Lunch</u>
Full price- \$.95	Full price - \$1.85
Reduced price- .30	Reduced price- .40
Adult price- \$2.00	Adult price- \$3.30
Extra Milk- .40	Extra Milk- .40

Prices are subject to change.

Families who qualify for free or reduced priced meals may get application forms at the school office or the board of education office. These applications must be completed and returned to either one of these offices as soon as possible in order to allow time for approval. The applicant will be notified by mail as to their qualifications.

Effective January 5, 2004, the following guidelines were adopted by the Board of Education of USD #436 regarding the charging of student meals/or milk.

Parents will continue to be notified of the above information when:

1. The first PB&J or cereal and milk is served
2. The second PB&J or cereal and milk is served
3. The third PB&J or cereal and milk are served.

A phone call or personal contact will be made by the building principal to the parent or guardian informing them that meals will no longer be served to their student and that the unpaid obligations are to be paid.

- * There is a limit to nine free lunches per school year.
- * There is a limit to five consecutive charged meals.
- * If there are charged lunches, **charged breakfasts will not be served.**

Note: Charging of student meals will not be permitted during the last six weeks of the school year.

A breakfast/lunch count is taken by 9:00 a.m. each school day. If a student wishes to eat a school breakfast the next school morning, their teacher must count them the morning before. Breakfast is served in our cafeteria from 7:40 to 8:00 a.m. each school day. If a student wishes to eat lunch at school, they must be counted that morning by 9:00 a.m. by their teacher and a school lunch will be provided for them. If a student wishes, a sack lunch may be brought from home. **Soda pop is not allowed.**

Parent notification of impending delinquency will occur in the following order:

1. 3 paid meals, breakfast and lunch, remain on the student's account.
2. 2 paid meals, breakfast and lunch, remain on the student's account.
3. 1 paid meal, breakfast and lunch, remain on the student's account.

Parents will be notified of a delinquent meal ticket when 1 single meal has been charged, creating a negative balance. Once a student's account becomes delinquent a maximum of 3 lunches may be charged. After 3 lunches have been charged, an application for benefits from the child nutrition program benefits will be enclosed with the parent notification that the child has now charged three meals. There will be no additional meals charged. A peanut butter and jelly sandwich or bowl of cereal and milk will be offered to a student, **up to the maximum of three consecutive meals**, during which this time the delinquent account is to be paid up. A letter will be sent home with the student to the parents from the building principal that itemizes the charges for lunch and breakfast obligations.

17. Lunch Guests

Guests in our school cafeteria are always welcome. If you would like to join a student for lunch, you must contact the school office by 9:00 a.m. An accurate count is needed in order to provide enough meals for our students. Payment for your meal is to be made in the school office before going to the cafeteria. **Outside food/drink is allowed to be brought into the school by parents/guests for their child only. Soda pop is not allowed.**

18. Cafeteria Behavior

Students are to behave in the cafeteria in the same manner as is suitable in all other school activities. Listed are other rules of the cafeteria.

1. Throwing food will not be tolerated.
2. Students may visit with other students as long as they talk in a normal voice. No yelling or screaming.
3. Students will pick up their own trash from lunch and clean their own tray before leaving the cafeteria.
4. Students will honor all reasonable requests from all school personnel.
5. Students will enter and leave the cafeteria in an orderly manner.
6. Periodically the students will not be allowed to talk as students enter or are dismissed from the cafeteria.
7. The students' talking privilege may be taken away if the students are not able to maintain a reasonable noise level.

19. Playground Rules

While on the playground, students are under the direction of the playground supervisor. Equipment should be used only for those activities for which it was designed. On cold weather days, the students may go outside but an alternate inside activity will be provided.

Students must abide by the following:

1. No bare feet.
2. No tackle football or baseball.
3. No tree climbing.
4. No fighting or horse playing.
5. No standing on or jumping off of playground equipment.
6. No guns or knives (toy or real.)
7. No snowball throwing.
8. No playing with sticks and rocks.

20. Lost and Found

Anyone who finds an article that does not belong to them should turn it in to the office. If you have lost something, please inquire in the office. *Any unclaimed articles will be donated to a charity at the end of each semester.*

21. Personal Property

It is each student's responsibility to learn to take care of his property. It is suggested that personal items be marked before bringing them to school. Please encourage your child to leave toys, electronics, balls, gum, candy and all other items of a distracting nature at home. Items such as these should be brought to school only with the teacher's permission. *The school will not be responsible for lost items.*

22. Food and Drink Items

Students should not bring candy and gum to school. An exception would be for school parties and occasions when teachers use it for incentive purposes. Students are allowed to bring water bottles to school. It is recommended that the container be clear. No soda pop or flavored water of any kind is allowed, only water is permissible.

23. School Dress Code

A student shares with his parents the right to dress according to personal preference except where such dress is dangerous to his own health and safety, and that of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness are also the primary responsibility of students and their parents. Students should wear shoes at all times. Any shoes deemed unsafe or inappropriate can be restricted by the administration. Hats, caps, and other head coverings are not to be worn in the building unless the student has permission from the classroom teacher or the principal.

Conventional dress is required for students in 4th - 6th grades-

- Clothing that is distracting, immodest, offensive to others, contains any messages of a sexual nature or sexual content or tends toward a “costume” are forbidden.
- T-shirts, clothing, or jewelry advertising tobacco, alcoholic beverage, or other illegal substances will not be allowed.
- Any type of sleeveless garment must have a 2-inch shoulder strap unless a sleeved shirt is worn under or over the garment. **No under garments should be visible.** This includes tank tops, dresses and spaghetti strap shirts and sweater tops.
- Skirts, skorts, shorts or dresses shorter than fingertip length will not be allowed.
- The mid-section or torso must be covered.

Students not complying with the dress code will be provided with alternate clothing and for repeat offenses may be given a referral.

24. Classroom Parties

Classroom parties are held on the major holidays. Room mothers or fathers are in charge of the Halloween and Valentine parties. Arrangements for classroom birthday parties are to be made in advance with the classroom teacher. **We do not allow students to pass out in class invitations for parties unless everyone in the class is invited.** Otherwise, they should be mailed to the individuals from the student’s home. **Students must attend school the day of the party or special activity to take part in the event.**

25. School Pictures

Individual pictures of all children will be taken the first nine weeks of school. Parents are asked to send payment in advance for these pictures in order for them to be ordered. If retakes are needed, the original picture packet must be returned.

26. Student Testing.

Students take standardized tests during the school year. Testing dates will be published in the monthly calendar to the parents. Student attendance is very important on these testing days.

27. Retention Policy

Promotion or retention will depend upon the school principal-teacher recommendation *based on documented evidence of daily work, regular test scores, standardized test scores and attendance.*

If the child does passing work but the teacher feels the child would gain from retention because of social maturity, the final decision must be mutually agreed upon by the principal, teacher and parents.

A retained student will not repeat the grade under the same teacher, unless it is requested by the parents. No student in kindergarten through sixth grade will be retained more than one year in any one grade, nor retained for a total of more than two years.

28. Access to Student Records

Parents or guardians may review the records of their student enrolled in Lincoln Memorial Elementary School in accordance with the Family Rights and Privacy Act of 1974.

Schools may release directory information, such as name, address, phone number, date of birth, etc., unless the parent or guardian requests in writing that such information be kept confidential. Complete federal guidelines on the Family Education Rights and Privacy Act are on file at the Board of Education office.

29. Interrogations And Investigations Conducted in School

It shall be the policy of the district that a responsible cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district’s administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement official.

30. Fire And Tornado Drills

A fire drill is conducted once a month during the school year in accordance with Kansas School Code. Tornado drills are held periodically during the school year in order that the students know the proper procedure in case of disaster that might occur in connection with weather conditions.

31. Lincoln Booster Club

The general purpose of the Booster Club Organization is to bring parents and teachers into a closer relationship, so that both will understand more clearly the problems involved in educating children. The Booster Club has scheduled meetings throughout the school year; notices will be sent home. You are invited to attend these meetings. The Booster Club has just one major interest -- YOUR CHILD. All parents are urged to become active members of the Lincoln Booster Club.

32. Progress Reports And Contacting Parents

Progress Reports: Progress reports are to be made out and sent home with students every 4 ½ weeks. This will keep the parents informed as to their child's progress. Communication with parents/guardian is very important in the success of a student.

Contacting Parents: Anytime a student's performance declines by a significant amount, the parents/guardian are to be notified by the teacher. Grade cards are issued at the closing of each nine-week period. These grade cards will only be mailed to the parents/guardians who do not have access to the internet. Parents/guardian can go on line to check their child's grades.

Honor Roll: The honor rolls are as follows:

PRINCIPAL'S HONOR ROLL - - - - 4.0 – 3.60

STUDENT'S HONOR ROLL - - - - - 3.59 – 3.2

Honor rolls will be published at the end of each quarter.

(Music, PE, Computers and Band are excluded from the calculation of the GPA)

A = 4pts B = 3pts C = 2pts D = 1 pt

Grading Scale:

A+	100-98
A	97-94
A-	93-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

33. Parent-Teacher Conferences

Parent-teacher conferences are held the first and third nine-week periods. These days are set-aside for parents to come and visit with the teachers. At the 3rd nine weeks conferences, parents will have the opportunity to request a specific teacher for next year. *A written request stating the parent's concerns and reasons for the placement* must be received in the office by the **first Friday in April** to be considered. We will do our best to honor all requests received in the office by the due date. However, we must give consideration to the total dynamics of each classroom to ensure a learning environment that is conducive to each student.

34. Emergency Procedures

Lincoln Memorial has a Crisis Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. Your cooperation is appreciated. In most emergencies, your children will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits reentry to the building (such as broken gas or water main, a fire or toxic spill), students will be moved to the Community Recreation Center.

We ask that you follow this procedure if you hear of any school emergency:

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Do not telephone the school. The phones will be used for emergency purposes only.
3. Do not come to the school unless requested to pick up your child.

Any emergency involving your child's school may mean the need for emergency vehicles and workers to be able to get to the

building. If the emergency necessitates relocation of staff and students, you will be informed via the media. In the event of a tornado, the students will not be allowed to leave the building until all signs of danger have passed.

35. Student Computer Use

The Caney Valley school district provides Internet access and computer technology resources for employees to use. This document is the “Acceptable Use Policy” for use of the school district’s computer resources.

School Internet access has been established for a limited educational purpose to include classroom activities, record keeping, communication, career development, and limited high quality, self-discovery activities for students and staff. It has not been established as a public access or public forum nor has it been established for commercial purposes to offer or provide products or services through the system or to use it for political lobbying.

Therefore, the Caney Valley school system has the right to place reasonable restrictions on the material that users access or post, the training users need to have before being allowed to use the system and enforce all rules set forth in this policy and the laws of the state of Kansas.

The following uses of the Caney Valley school district’s computer resources are unacceptable:

1. Personal Safety

- a. Users will not post contact information (e.g. address, phone number) about any other person.
- b. Any contact or receipt of any message a user feels uncomfortable about should be reported to school authorities immediately.
- c. Users will not conduct live, real-time communication with others via the Internet unless it is pre-approved due to its educational benefit.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to this or any other computer system or go beyond authorization given by entering any password other than his/her own, or accessing another person’s files.
- b. Users will not deliberately attempt to disrupt the computer system or destroy data by spreading computer virus or by any other means.
- c. Users will not use the Caney Valley district computers resources to engage in any other illegal act.

3. System Security

- a. Users are responsible for their individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should user give any password or access code to another person.
- b. User will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not look for security problems; this may be construed as an illegal act.
- c. Users will avoid the inadvertent spread of computer viruses by not attempting to download from the Internet any software on this system or executable (.exe) files.
- d. Users will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed by the district to protect the system’s resources from alteration.

4. Inappropriate Language

- a. On any and all uses of the Internet, and the district’s computer resources, whether in application to public or private messages or material posted on the Web pages, user will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. Users will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Users will not harass another person by a persistent action that distresses or annoys another person and he/she must stop if asked to do so.

5. Respects for Privacy

- a. Users will not repost a message that was sent to them privately without permission of the person who sent you the message.
- b. Users will not post private information about another person.

6. Respecting Resource Limits

- a. Users will not download extremely large e-mail files. No downloads of software or related files should be attempted without direction from staff.
- b. Users will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- c. User will check his/her e-mail (if provided) frequently, and delete unwanted messages promptly.
- d. User may subscribe to high-quality discussion group mail lists that are relevant to his/her education or career development.

7. Plagiarisms and Copyright Infringement

- a. User will not plagiarize words that he/she finds on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were your own)
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work,

user should follow the expressed requirements. If a user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.

8. Inappropriate Access to Material

- a. User will not use the Caney Valley school district's computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward others (hate literature). A special exception may be made for specific literature if the purpose of the access is to conduct research with or for a student with advance parental knowledge.
- b. If the user mistakenly access's inappropriate information, he/she should immediately inform the district's computer technician in writing through the appropriate channels in order that this site or material can be screened and blocked if appropriate.

9. Your Rights

- a. Use of the Internet is a privilege, not a right. Individuals violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary action including dismissal and/or appropriate legal action.
- b. Free Speech: The user's right to free speech applies also to his/her communication on the Internet. The Internet is considered a limited forum and therefore the district may restrict a user's right to free speech for valid educational reasons.
- c. Search and seizure: The user should expect no privacy of the contents of his/her personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that the user has violated this policy or law.
- d. An individual search will be conducted if there is reasonable suspicion that the user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Any material in user's possession will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forthcoming as well as disciplinary measures described by this policy regarding the method of it's retrieval.

10. Legal

- a. The district will cooperate fully with local, state, federal officials in any investigation related to illegal activities conducted with the use of the Caney Valley school district's computer resources. In the event of a claim that the user has violated this policy of the law in his/her usage, the usual procedures according to state and federal law will be followed. Additional restrictions may be placed on the user's use of the district's computer resources.
- b. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage user may suffer including, but not limited to, loss of data or interruptions of service. The district will not be responsible for financial obligations arising from user's personal use of the system.
- c. The administrative staff and/or their designees may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.
- d. Electronic footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed and the subsequent use of that material. All Internet access including e-mail, can be filtered, monitored and logged when deemed appropriate by the district.

36. Facility Use

Requests to use any of the Lincoln facilities need to be done by completing the request form that can be obtained in the Lincoln office. *The request must be received at least two days prior to the event and preferably a week before. School groups and Caney Valley recreation group activities will take priority over other requests.* Other groups will be given permission to use the building at the principal's discretion.

37. Notice of Rights

The Family Education Rights and Privacy Acts (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is

inaccurate or misleading.

If the District decides not to amend the record as requested by the parent of eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District 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.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the record request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

38. Special Services

The Tri-County Special Education Cooperative provides services for children who need special programs to help them learn. Whenever possible, students get special help while remaining in the regular classroom. Students may be placed in a special classroom all or part of the day.

Ordinarily, parents and teachers refer students for services. The school psychologist and other professionals make evaluations. The results are discussed with parents and school staff before a student is placed in a program. Programs include:

- | | |
|--------------------|--|
| *Gifted | *Behavior Disorders |
| *School Psychology | *Early Childhood Education |
| *Physical Therapy | *Learning Disabled |
| *Speech Therapy | *Semi-independent mentally handicapped |
| *Hearing impaired | *Semi-dependent mentally handicapped |
| *Visually impaired | *Severely/Multiple handicapped |

39. Title I Reading/Math

Title I is a federally funded program set up to supplement regular classroom reading and math. Lincoln Elementary School maintains a school-wide Title 1 Reading/Math program.

Title I Programs - IDAD Regulations

Parents Rights

Parents have the right to know:

Whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which he or she teaches.

- Whether the teacher has an emergency or provisional license
- What degree the teacher holds and the field of discipline of his or her certification or degree.
- Whether the child is being taught by professionals and, if so, their qualifications.

The certified teachers at Lincoln Elementary are "highly qualified". They maintain degrees ranging from BS in Education to Masters in Elementary Education and Educational Leadership. Many have specialist degrees that accompany their major.

Lincoln Memorial employs paraprofessionals (para). A para provides instructional support in and out of the classroom, under the direction and supervision of a teacher. Lincoln Elementary provides this support at all grade levels. All paraprofessionals have a secondary school diploma or its recognized equivalent. Each Para has: Completed two years of study at an institution of higher education; obtained an associate's (or higher) degree, or passed a rigorous State Assessment regarding their knowledge and ability to assist in instructing reading, writing and mathematics.

Parent Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings. The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
- State academic content and achievement standards;
- How to monitor their child's progress; and
- Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
- Keeping families informed of opportunities for involvement and encouraging participation in various programs.
- Providing access to educational resources for parents/families to use together with their children.
- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff that work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD. Approved: KASB Recommended Regulation - 7/03; 1/04

IDAD- Title I Programs

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I progress; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

The board shall designate at least one meeting date each school year to provide the parents of Title I students with an opportunity to meet with school personnel so that they might participate in the design and implementation of the Title I program. Approved: KASB Recommendation - 6/00; 7/03; 6/04

To accommodate our parents and their busy schedules, Title I offers a variety of meeting times. Parents may choose a time that is convenient for them. Title I Parent Meetings at Lincoln Elementary are offered in the morning, evening and on Saturday. Parents may also choose to attend an ESOL (English, Spanish, and Other Languages) Parent Meeting. If you are unable to attend any of these meetings, please call and we will schedule an appointment with you.

In addition to Parent Meetings, Title I conducts Parent Workshops. These workshops include: Reading Text Structure, Transition from Pre-K into K, Transition from K into 1st Grade, and Transition from 6th Grade into 7th.

If you have any questions, please contact Marsha Wilmoth or Tessie Wren at 620-879-9240.

Health Services

40. Health Services

Health services offered by the school are:

1. Vision Screening
2. Hearing Screening
3. Health Education
4. Medication administration
5. Head lice checks
6. First Aid
7. Routine checks for control and prevention of communicable diseases.
8. Immunization surveillance

41. First Aid

Only delegated school employees who are qualified by district-approved training may administer first aid to students. At least one person in every building in the district will be qualified to administer first aid.

First aid will be limited to the applying of simple bandages or infection preventives and to any justifiable emergency aid to prevent further injury, disability, or death.

The decision about resuscitation is a medical, not an educational decision. Therefore, U.S.D. #436, treats all life threatening emergencies in the same manner. During the brief period between calling 911 and the time the emergency services personnel arrive, the district will provide **first response** care.

The school district will not allow DNR (Do Not Resuscitate) request under any circumstances. Lawful custodians may provide a DNR request to local emergency services personnel and local medical facilities.

42. Administration of Medication

The administration of medicines shall be in strict compliance with the rules and regulation of the board. All procedures in conjunction with health are designed for the protection of the child, therefore, we solicit cooperation from parents to work with the school to foster good health.

43. Exclusion Policy

The policy followed when a child is injured, sick, or dismissed due to a communicable condition is as follows: The parent will be notified, then it is the responsibility of the parent to take care of arrangements to either pick up the child or call someone to take care of their child. *The office must have two emergency contacts on file in case the parents cannot be contacted.*

44. Head Lice

Parents will be notified of students who are infested with head lice. The student will go home to be treated with an adequate pediculicide and removal of nits. Students can return to school with a parent or guardian, the school's nurse will check to assure that the student has been treated and there has been an attempt to remove the nits.

45. Infectious Diseases

State Law KSA 65-122 states any child suspected of having an infectious disease (chicken pox, unknown rashes, etc.) will be excluded from school until the expiration of the prescribed period of isolation for that particular condition. If a physician upon examination finds that the person suspected of being infectious or contagious is not suffering from an infectious or contagious disease, he/she may submit a certificate to this effect to the school and then he/she shall be readmitted.

46. Immunization

The immunization requirements for school attendance according to the Kansas Department of Health and Environment are as follows:

Requirements for the 2014 – 2015 School Year

<i>Ages 4 Years and Under Vaccine</i>	<i>Requirement</i>
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses

Hib (haemophilus influenza type B)	4 doses
Prennar (pneumococcal conjugate)	4 doses
Kindergarten – Grade 4 Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Grades 5 – 6 Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses
Hepatitis B	3 doses

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. *Without a physician signature, vaccine is required even if you believe child has had chickenpox.*

All kindergarten students and new students under the age of 8 not transferring from a Kansas school must have a health assessment completed.

Immunizations may be obtained from your physician, any of the area clinics, or health departments.

Montgomery County Health Department

908 S. Walnut – Coffeyville, KS

620-251-4210

Immunizations given on Tuesday 8:30 – 9:30 a.m. and 1:00 – 4:30 p.m.

Physicals by appointment only.

Chautauqua County Health Department

Courthouse – Sedan, KS

620-725-5850

47. School Medication Policy

The policy as adopted by the board of U.S.D. #436 and recommended by the State Board of Education states the diagnosis and treatment of illness and the prescribing of medication are not the responsibility of the school and should not be practiced by any school personnel, including school nurses without proper authorization.

Request for Medication forms (page 27) must be signed by the person licensed to practice medicine or dentistry and the parent or guardian and must accompany all medication to school.

All medication must be brought to school in its original container with correct name of student, medication name, and dosage on the bottle. Medication brought to school not meeting the above requirements will NOT be given.

Parents need to be aware of these guidelines. The best procedure for giving medication to students would be to adjust the schedule to non-school hours. In certain circumstances, however, when medication is necessary in order for a student to remain in school, the school will cooperate with the parent in the administration of medicine, with the proper authorization on file.

Parents will have the opportunity to sign a written consent at enrollment allowing their child to receive over the counter medication such as Tylenol, Ibuprofen, cough drops, and antacids as needed. Over the counter medications will not be administered unless release has been signed.

Disciplinary Policies

48. Discipline Policy

The Board of Education and school personnel feel that certain activities are detrimental to individual development and undermine effective education. The school district is concerned with the health, safety, and well being of all students. Every student has the right to be educated in a safe and drug-free environment. In order to ensure the highest standards for learning in the classroom, the following procedures will be followed; with consequences for offenses being accumulative.

It is the objective and policy of the Board of Education to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within this policy framework it is the continuing duty of the Board of Education, the administrative staff and the faculties of the school to prohibit and prevent types of student conduct that constitute a menace to the

continuing educational program or that become dangerous, disruptive or destructive, and therefore endanger the proper maintenance and function of the school program.

The Board of Education further recognizes that students are fully protected and have all rights extended to citizens of the U.S. Constitution and its amendments, and that said rights cannot be abridged except in accordance with due process of the law. Therefore, in order to delineate and clarify the fundamental guidelines of student behavior in the schools, and to establish procedures to be followed should serious disciplinary action of school authorities become necessary, the following rules and procedures have been adopted by the Board of Education.

There will be a single standard of discipline at each school within the district. Teachers, Principals and other responsible persons may not excuse any person because of race, social status, or economic status from adhering to reasonable standards of discipline or the rules of the school district.

Discipline Guidelines

Every school must maintain a common standard of discipline that is sufficient to protect the safety of all students.

1. Behavior that endangers the safety of other children or disrupts the educational environment so as to deprive others of their right to learn will not be tolerated from anyone.
2. All principals are responsible for maintenance of sufficient discipline standards and may designate specific responsibilities. All employees are responsible for assisting the principal in carrying them out.
3. All members of the school district team must cooperate fully to insure that employees have all the support they need in maintaining such standards of discipline. The disposition of serious matters of discipline must be in accordance with established district procedures. In these cases, effectiveness will be administered at the school level.
4. Any attempt to create different standards of discipline based upon sex, race, religion, color, national origin, ancestry, Social or economic status is discriminatory and totally unacceptable, and will not be tolerated.
5. It is the obligation of the school district to inform the parents, students, school personnel, and citizens of our discipline procedures. Understanding and support of a system of disciplining is essential.
6. Those persons that administer discipline should be more interested in rehabilitative effects than severity of punishment. However, it must be designed to consider the need to preserve safety and sufficient order required for effective learning. Once these needs of the total student body are met, what's good for the individual student becomes paramount.
7. In dealing with discipline, our measures must be provided for consistent effort to guide or rehabilitate a child who has a discipline problem. When a sufficient number of offenses brings a student to a point of separation from the regular school program it should be possible to trace back through a history of lesser measures that have been tried without success.
8. Discipline measures can be most effective when parents and school people cooperate; however, any "special treatment" of the student because of his or her parent influence is unacceptable. Investigations should be full, fair and equally applied to all segments of the problems. There cannot, of course, be discipline quotas. Action taken should be based only on the verified actions of the individual students.

49. Weapons

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

This policy shall include any weapon, any item being used as a weapon or destruction device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or other device similar to any of these devices.

50. Sexual Harassment

It is the policy of U.S.D. #436 to provide all students a learning environment free from sexual harassment that interferes with learning. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct or communication of a sexual nature may create an intimidating, hostile or offensive learning environment.

Sexual Harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of sexual nature), which makes a person feel uncomfortable.

Schools are required by law to maintain an environment free from sexual harassment.

Sexual Harassment takes many forms. Here are a few:

- *Displaying gender-offensive items, photos, posters, etc.
- *Inappropriate gestures, touching or grabbing.
- *Sexual remarks, suggestions, or spreading rumors

- *Pressure for unwanted activities or encounters.
- *Offensive jokes, language, or teasing, whistles or catcalls.

51. Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Racial Harassment is racially motivated conduct which:

Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

52. Corporal Punishment

Corporal punishment will not be administered at Lincoln Memorial Elementary School.

53. Bullying Policy

The Board of Education is committed to providing a positive and productive learning environment, free from harassment or "bullying". Bullying shall not be tolerated on school property, in a school vehicle, or at a school sponsored activity or event.

Bullying is defined as *repeatedly and purposely attempting to control or intimidate another person* by verbal or physical acts. The person being bullied is often unable to defend him or herself. *Usually, bullying happens over and over.* Bullying behaviors include, but not limited to:

- Physical hurting (slapping, kicking, tripping, or punching)
- Threatening to hurt someone
- Getting certain people to "gang up" on others
- Excluding someone socially (keeping out of a group)
- Destruction or defacing to personal property
- Insulting others
- Teasing in a mean way
- Starting rumors
- Gossiping

Bullying also can happen on-line or electronically. Cyber bullying will not be tolerated. Cyber bullying is when children or teens bully each other using the Internet, cell phones, or other cyber technology. This can include, but not limited to:

- Sending mean text, e-mail, or instant messages
- Posting nasty pictures or messages about others in blogs or on websites.
- Using someone else's user name to spread rumors or lies about someone

It shall be a violation of this policy for any student, employee, or third party, (visitor, vendor, etc.) to repeatedly and purposely attempt to intimidate by verbal or physical acts any student, employee or other individuals associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

The school district's discipline plan will be followed for students displaying bullying behavior.

Any student who believes that he or she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, para, or principal. Any complaint must then be relayed immediately to the building principal.

Student's Rights and Responsibilities

As a citizen of the school, a student has certain constitutional rights, which cannot be disregarded under any circumstances, and it is the responsibility of the school to protect these rights. Recent court decision recognized these constitutional rights of students.

Rights-

1. In case of infraction of the rules by students, they have the right to due process.
 - a. The student shall know explicitly the charges brought against him or her.
 - b. The student has the right to be heard in his/her own defense.
 - c. The student has a right for a hearing within a reasonable time.
2. The student has the right to know the behavior expected of him/her as a member of the student body and the penalties for

infraction of the rules.

3. Students have the right to be treated with courtesy and respect by all members of the staff and to have their constitutional rights protected by them.

4. Students have the right to attire themselves in accord with dress code as outlined in the student handbook.

5. The student has the right to be respected for differences of opinion on procedures *but shall not have the right* to argue or belabor his or her differences of opinion.

6. The student has the right to know that any information given to staff members in confidence is privileged and shall not be divulged unless, in the judgment of the staff member, the welfare and safety of the school and student(s) is involved.

Responsibilities-

1. A student is responsible for knowledge of rules and regulations of the school and will obey them at all times.

2. All students will show proper respect for all members of the staff at all times and will refrain from any word or deed, which tends to show disrespect of any kind.

3. Student conduct, which disrupts class work or involves substantial disorder or invasion or the rights of others is not protected by the constitutional guarantee of individual rights.

4. Students must understand that the authority of school personnel applies at all school functions whenever and wherever held.

Teacher's Rights and Responsibilities

Rights-

1. Teachers have the right to expect prompt obedience of all pupils to requests, directions, or orders in following classroom rules and school regulations.

2. Teachers have the right to impose with consistency such controls as:

a. Loss of privileges.

b. Detaining the student or assignment of special tasks, with proper notice.

c. Referrals to administrators. Administrators will give prompt attention in writing to all properly made referrals concerning behavior and notify teachers making referrals of action taken.

3. Teachers have the right to make personal contacts with parents via telephone, letter or personal visit. A written record of this contact will be made and principal's office notified of the action.

4. Teachers have the right to make, in private, a recommendation to the principal regarding the handling of the case.

5. Teachers have the right to receive support from all administrators in their reasonable actions and decisions in promoting and insuring good school citizenship.

Responsibilities-

1. Teachers are responsible for reviewing with their students the entire discipline policy during the first week of school and instructing the pupils as to their responsibilities and privileges in the classroom and on the school grounds. Students shall be notified of behavior and actions that are not acceptable to the school. Students shall be informed of the procedure that will be used to handle violations.

2. Teachers are responsible for conducting a well-planned and effective program.

3. Teachers are responsible for establishing and enforcing a set of reasonable classroom regulations that facilitate effective learning.

4. Teachers are responsible for attending to minor problems and disciplinary actions within the classroom.

5. Teachers are responsible for upholding and executing accepted school rules in the building and on the campus and cooperate fully with the administration and other teachers.

6. Teachers are responsible for maintaining a written record of the conduct of a student.

7. Teachers are responsible for making immediate written referrals to an administrator when a student's conduct indicates more than routine controls are needed and indicate what action preceded the referral.

8. Teachers are responsible for instantly removing or having removed from the classroom any student, who flagrantly misbehaves through open defiance or physical violence.

9. Teachers are responsible for taking appropriate action through the chain of command whenever it becomes clearly evident an administrator is failing to carry his share of the responsibility in coping with serious discipline problems.

10. Teachers have the responsibility of consulting the counselor or principal regarding students with potential disciplinary problems.

Administrator's Rights and Responsibilities

Rights-

1. The school administrator has the right to expect full cooperation and support of the school staff in the planning and executing of discipline and control procedures, and in observance of Board policies.

2. The school administrator has the right to expect full support and backing of the superintendent and the Board of Education in their reasonable actions and decisions in promoting and insuring good school citizenship.

Responsibilities-

1. The administrator of each school is responsible for sending a letter that will concisely state the authority granted administrators, classroom teachers and other school personnel in order to insure appropriate behavior in the classroom and on school grounds. This letter will be sent to all students, parents and/or guardian the first year this policy and procedure will be

enacted. Therefore the letter will be sent to all parents and/or guardians of new students to the district. The letter shall also encourage parents and/or guardians to read their child's handbook of the school in which they are enrolled.

2. Administrators are responsible for replying in writing to the teacher's written referral cases relative to unacceptable conduct.
3. The administrator and faculty of each school are responsible for establishing a procedure for handling discipline problems.
4. The administrator has the responsibility to support the teachers in their effort to control students in the classroom, or on the campus and/or any school activities.
5. The administrator is responsible for reporting the suspension of any student from school to teachers who have the student in their class.
6. The administrator is responsible to see that the teacher enforces board policy. It shall be understood and parents have the right to expect that during hours which school is in session all students should be in class. Teachers have the right to ensure students are released from their class for only necessary reasons. Administrators with the cooperation of all staff members have the responsibility to assure that students who are not in class during the class period have a valid reason to be out of the classroom. Parents have the right to expect to be informed if their child is irregularly attending school or any class or classes in school.

Suspensions From School by Administrators

The principal or a school representative may suspend, for good cause, any pupil from the school, subject to the provisions of Board policy.

Report of Crime- Appropriate policy agencies may be informed of major violations of the law of the State of Kansas on the school's campus for any act, which is described in the Kansas Penal Code.

Rules of Student Conduct

General Conduct-

Excessive rules and regulations are a detriment to any organization. Rules are made when it is apparent that discipline is needed to control certain actions or events. The best way to curb rule making is for each member of an organization to exercise self-discipline, which is one of the marks of a mature person. Let's strive to develop the quality of self-discipline.

Classroom Behavior-

A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work or sleeping in class, etc.

Before an administrator will consider administrative action for classroom misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration. Such action includes; student-teacher conferences, teacher-parent conferences, detention.

When a student is sent to the office for discipline action, parents will be contacted, if at all possible, either by phone or mail. Failure to come to the office on request will cause suspension. Students who walk out of class and/or from the building without permission will be subject to suspension from school.

The days a student is suspended or expelled from school, the student may not:

- * Be on school property or in any school building without the permission of the principal.
- * Attend any district wide activity in any capacity at home or away as a spectator, participant or observer.
- * During the time a student is suspended from school, the student or parent may request assignments missed during the suspension. Upon returning to school, following a short-term suspension, a student must turn in all missed assignments within two days of returning to school. No credit will be given for this work.

Reasons for Suspension and Expulsion-

1. Open defiance to a staff member who requests a student to conform to school policy.
 - 1st offense--administrative decision
 - 2nd offense--1 to 5 days suspension
 - 3rd offense--suspension for remainder of semester and/or expulsion
2. Direct swearing to or threat to a teacher or staff member.
 - 1st offense--1 to 5 days suspension
 - 2nd offense--1 to 5 days suspension and/or expulsion
3. Possession of alcoholic beverages or illegal drugs at school or at a school activity (refer to Section 54).
 - 1st offense--1 to 5 days suspension and/or expulsion
 - 2nd offense--5 days suspension and expulsion
4. Under the influence of an alcoholic beverage or an illegal drug at school or at a school activity (refer to Section 54).
 - 1st offense--1 to 5 days suspension and/or expulsion
 - 2nd offense--5 days suspension and/or expulsion
5. Theft of student, staff or school property, or in connection with an activity trip.
 - 1st offense--administrative decision
 - 2nd offense--1 to 5 days suspension and/or expulsion
 - Report to legal authorities if warranted
6. Willful destruction of student, staff or school property.

- 1st offense--Payment for replacement of property, and 1 to 5 days suspension and/or expulsion
 2nd offense--Payment of replacement of property, and 5 days suspension and/or expulsion
7. Student fighting.
 - 1st offense--administrative decision
 - 2nd offense--1 to 5 days suspension
 - 3rd offense--5 days suspension, and/or expulsion
 8. Assault and/or physical attack of a student (definitely not precipitated by student being attacked).
 - 1st offense--minimum of 2 days suspension and/or expulsion
 - 2nd offense--5 days suspension and/or expulsion
 9. Physical Attack on a Staff Member
 - 1 to 5 days suspension and/or expulsion
 10. Physical attack of a student or a staff with a harmful weapon.
 - Expulsion for remainder of school year and recommended filing of complaint to police.
 11. Any student using tobacco during the school day or as a participant of school-sponsored activities will receive the following:
 - 1st offense--1-day suspension
 - 2nd offense--1 to 5 days suspension
 - 3rd offense--1 to 5 days suspension
 12. Any student carrying tobacco during the school day and/or as a participant of school sponsored activities will receive the following:
 - 1st offense--1-day suspension
 - 2nd offense--1 to 5 days suspension
 - 3rd offense--1 to 5 days suspension
 13. Cursing or using vulgar language on campus.
 - 1st offense--administrative decision
 - 2nd offense--1 to 5 days suspension
 - 3rd offense--1 to 5 days suspension
 14. Known truancy will result in punishment as follows:
 - 1st offense--1-day suspension
 - 2nd offense--2 days suspension
 - 3rd offense--3 to 5 days suspension and/or expulsion
 15. Boy-Girl Conduct
 - Any affectionate contact is strictly forbidden. This includes holding hands.
 16. For unauthorized fire alarm or AED unit or bomb threat.
 - An hour will be made up the following school day by all students who were in attendance in school and not accountable in their regularly scheduled class at the time the false alarm was set off. However, if the offender is reported or caught immediately, the policy will not apply. The person or persons responsible for these unauthorized activities will be suspended for 5 days and/or expelled for the remainder of the semester. Also, the incident will be reported to the legal authorities.
 17. Possession of harmful weapon or look-alike on school premises.
 - 1st offense---Suspension/Expulsion hearing for a recommended period of one year (186 days)
 Report to legal authorities.
 18. Threatening, intimidation, bullying, sexual harassment.
 - 1st offense--administrative decision or 1 to 3 days "out of school" suspension
 - 2nd offense--3 to 5 days "out of school" suspension
 - 3rd offense--5 days "out of school" and recommended suspension/expulsion
 19. Possession of a knife on school premises.

Knives - No knives of any kind are allowed on school property. *This includes pocketknives.* "Pocket knives" can be defined as a knife that requires two hands to open, are smaller in size and generally less threatening. This includes knives found on multi-functional tools such as "leathermans". *Knives that can be opened by a button or by flipping them with one hand are not "pocket knives".* This includes knives with holes in the blade or a post on the blade that assist the operator in opening the blade. *Knives other than pocketknives can result in a 186-day suspension.* Pocketknives will result in a short-term suspension. Any student threatening with or using any knife in a threatening way will be suspended for up to 186 days.
 20. Inappropriate computer use.
 - 1st offense- loss of computer privileges for a prescribe amount of time and administrative decision
 - 2nd offense- loss of computer privileges for the year and 1 to 3 days suspension

IN ALL OF THE ABOVE CASES, PARENTS WILL BE NOTIFIED OF ACTION TAKEN.

IMPORTANT TO NOTE: On the first offense, the building administrator has the option of following disciplinary action as stated above or administering some other disciplinary action. If other disciplinary action is considered, the administrator is to

have a conference with the referring teacher about rendering a final decision.

Students are subject to disciplinary action, including suspension or expulsion for other reasons as stated in each attendance center's policy.

These policies shall be in effect on the property of the Unified School District #436 and where any school activity is being held.

54. Alcohol/Restricted Substances Consequences and Interventions

Possession, use, or under the influence of, transfer, or sale of alcoholic or cereal malt beverages and/or restricted substances (drugs) (as defined in state statutes) on school property and/or at school activities, either within or without the school district, is expressly prohibited. Students identified by school personnel as being in violation of this policy will be dealt with as follows:

1st Offense - 1 to 5 days suspension "out of school." During this period of suspension the following intervention activities will be conducted.

- a. Set up an intervention meeting for the student with appropriate significant persons (may include teacher, health service personnel, family members, etc.)
- b. Conduct intervention, confronting student with documented evidence of behavior and how it could be related to chemical intake.
- c. Recommend that student go to area resource specialists for diagnostic evaluation and recommendations.
- d. Continue follow-up and support for student and parents.

2nd Offense -

- a. Students who have been through treatment as a result of their 1st offense will be suspended for 5 days "out of school." Continued enrollment in school will be contingent upon following through with recommendations made by health care professionals.
- b. Students who have refused treatment recommended at the time of their 1st offense will be suspended 5 days "out of school" with recommended expulsion.

Reports will be made to legal authorities as warranted. Any student who seeks assistance, advice, or counseling from school personnel regarding the above will not be disciplined by school authorities retroactively. (A student who refers himself-herself after being identified in some other manner, will not be exempt from school administered disciplinary action.)

55. Cell Phones and Pagers

The use of cell phones or paging devices is prohibited. If phones are brought to school they must be turned off and turned in to their homeroom teacher to be placed in a lockbox. The lockbox will be sent to the office for safe-keeping. At the end of the day the lockbox will be returned to the classroom and the phones given back to their owners. The school is not responsible for any lost or damaged cell phones. Failure to abide by these rules will result in the following actions:

- 1st offense – Phone will be turned in to the school office and parent/guardian will be contacted. Student may have the phone at the end of the day.
- 2nd offense – Phone will be turned in the school office and parent/guardian will have to pick up the phone.
- 3rd offense – Same as offense #2 except the student will spend a day in ISS.

General Information

56. MTSS (Multi-Tiered System of Supports)

MTSS is a system of prevention, early intervention and support to ensure all students are learning from the instruction they are receiving.

There are two federal laws that have shaped the structuring of Kansas Multi-Tier System of Supports (MTSS). According to Kansas Department of Education, the main goal of MTSS is for every child to be successful. All schools in Kansas share this same goal.

Lincoln Memorial began training and planning for the implementation of MTSS in 2008. Training was provided by the Kansas State Department Of Education. Our focus was on Reading in the beginning. Since that time, we have also included Math.

Our MTSS Team developed an MTSS Plan, based on the needs of our students and the resources we have available to us. It is a system of support to provide instruction and encourage success for all of our students. This support is provided in the areas of Reading and Math.

Students are assigned to one of three Tier Groups, according to assessment and classroom data. Each tier provides a different level of instruction and support. Tier 1 students require minimal support after initial classroom instruction. Tier 2 students require extra instruction and support in small groups, following initial classroom instruction. Tier 3 students require intense instruction and support in a one on one or three to one setting, after initial classroom instruction. Tier 2 and 3 students receive 30-60 min. of extra instruction on a daily basis, from staff that are highly qualified. This is not a punishment. Students do not miss out on other core curriculum or specials.

Tier groups may change on a weekly, monthly, semester, or yearly basis. Universal screenings and assessments are given in the fall, winter, and spring. Multiple forms criteria are used to determine the Tier groups. Data from screenings

and assessments is analyzed and decisions are made according to data. Performing below grade level on one screening/assessment results in a Tier 2 placement. Performing below grade level on two or more screenings/assessments, results in a Tier 3 placement. However, performing below grade level on the State Assessment is automatic Tier 3 placement for a year.

57. Hazardous Waste Disposal

If hazardous waste material is produced in a class, or otherwise located in the district, the teacher shall notify the building administrator. The administrator will then contact the maintenance director, who will place the hazardous waste in an appropriate container, label it, and dispose of the waste in accordance with the state and federal rules and regulations.

USD 436 has been complying with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos. These materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees, and visitors. The asbestos management plan for USD 436 is located in the district administrative office and in the administrative office of each building. Interested persons may inspect the plan at any time. If you have specific questions, you may contact Board Office, at 620-879-9200.

58. Non-Discrimination Policy

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent, 700 Bullpup Blvd., Caney, KS (620) 879-9200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

59. The Family Educational Rights and Privacy Act- Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
2. Has a record of such impairment; or
3. Is regarded as having such an impairment

In order to fulfill obligations under Section 504, U.S.D. #436 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any items in the records; 5) ask for an amendment to any report on the ground that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

Parents/Students Rights in Identification, Evaluation and Placement

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147);
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by

persons who know the student, the evaluation data, and placement options:

8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district:
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district:
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement:
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records:
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records:
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy right of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below. The person in this district who is responsible for assuring that the district complies with Section 504 is: Superintendent, USD #436, (620) 879-9200.

60. Caney Valley Schools USD 436 Homeless Policy

Caney Valley Schools identifies students as "Homeless" according to the McKinney-Vento Act (Section 725). The criteria is as follows:

- Children who lack a fixed, regular, and adequate nighttime residence, including children who are:
 - Sharing housing with other persons due to loss of housing, economic hardship, or a similar reason.
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of adequate accommodations.
 - Living in emergency or transitional shelters.
 - Abandoned in hospitals.
 - Awaiting foster care placement.
- Children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
- Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.
- This includes a youth not in the physical custody of a parent or guardian. This would include: runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to as "throwaway children and youth"; and school-age unwed mothers living in homes for unwed mothers because they have no other housing available.

When determining whether or not a child is homeless, consider the relative permanence of the living arrangements. Determinations of homelessness are made on a case-by case basis.

USD 436 will do its best to prepare homeless students for success by providing the following:

- Inform Parents of their rights
- Supply homeless students with school supplies
- Provide access to free/reduced lunch
- Enroll students in "Food For Kids"
- Provide clothing and shoes through the school, and local ACTS Thrift Shop
- Notify the TAC (The Association of Churches) to assist family
- Provide showers at school for student
- Wash students clothes when needed
- Transportation to and from school

61. Student Grievance Policy

A grievance is another name for a complaint. A student grievance exists when it's alleged that a student has been unfairly treated or has not been afforded due process. A student grievance must be filled within *ten (10) school days* from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

- Students or groups of students
- Parents or guardians of a student
- Groups of parents or guardians of students

The grievance procedure may be used in any of the following situations:

1. Where it is alleged that any student or group of students:
 - ✓ is/are being denied access to an appropriate educational opportunity;
 - ✓ is/are being denied participation in any school activity for which the student is eligible;
 - ✓ is/are being denied the opportunity to compete for a position in an activity where the selection is limited;
 - ✓ is/are being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURE-

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly. If requested, an administrator or district director may be present.
2. If the conference fails to resolve the issue within ten (10) school days from the date of the alleged incident, the grievant shall file a written grievance with the principal and/or the designated assistant principal.
3. A grievant wishing to appeal the principal's written decision must file a written appeal with the appropriate district-level administrator no later than five (5) school days from the date of the receipt of the principal's written decision.
4. The appropriate district-level administrator shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.
5. If the grievance decision at the appropriate district administrator's level is not acceptable, the appropriate district-level administrator's decision may be appealed to the Superintendent, such appeal to be filed, in writing, not later than ten (10) school days following the date of receipt of the appropriate district-level administrator's written decision. The Superintendent shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record.
6. The decision of the Superintendent shall be the final decision of the school system. The Superintendent shall send a copy of the Superintendent's final decision to all involved parties not later than ten (10) school days following receipt of the appeal.
7. Should the grievant not be satisfied by the final decision of the school system, outside legal counsel may be sought. The grievant can file a complaint with the Office of Civil Rights at any-time before or during the grievance procedures: Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, (816) 880-4200.

62. FAPE (Free Appropriate Public Education)

All programs for exceptional students shall be managed in accordance with local plans for exceptional students, the policy and rules of local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

A student enrolled in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

KASB Recommendation – 7/96; 6/06; 4/07

BOE Approved: 8/14/06

Free Appropriate Public Education (FAPE)-

The Unified School District 436 ensures a free appropriate public education (FAPE) will be available to all children within the boundaries of responsibility of USD 436, including children with disabilities who have been suspended or expelled from school as provided for in **300.530(d)** of IDEA regulations.

Procedures include, but are not limited to:

300.306 AND, IF APPLICABLE **300.308**

USD 436 will make the determination that a child is eligible for special education and related services on an individual basis by a properly constituted team.

300.101 FREE APPROPRIATE PUBLIC EDUCATION-

1. For Preschool children (3 to 5) USD 436 will:
 - a) Make FAPE available no later than the child's third birthday;
 - b) Ensure that an IEP or an IFSP is in effect for each child by that date;
 - c) Ensure that a child's IEP Team determines the date when services under the IEP or IFSP will begin if a child's third birthday occurs during the summer.

- d) Refer any children who are suspected of having a disability to the appropriate Unified School District for evaluation and, if appropriate, for services.
- 2. For SCHOOL-AGED CHILDREN (5 to 21)
All Public Agencies will make FAPE available to any child who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade.

ARS 15-764 POWERS THE SCHOOL DISTRICT GOVERNING BOARD OR COUNTY SCHOOL SUPERINTENDENT-

- 1. USD 436 will establish policy and procedures with regard to allowable pupil-teacher ratios and pupil-staff ratios within USD 436 or county for provision of special education services.
- 2. The special education programs and services provided shall be conducted only in a school facility which houses regular education classes or in other facilities approved by the division of special education.

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB

ARS 15-764 POWERS THE SCHOOL DISTRICT GOVERNING BOARD OR COUNTY SCHOOL SUPERINTENDENT-

- 3. USD 436 will establish policy and procedures with regard to allowable pupil-teacher ratios and pupil-staff ratios within USD 436 or county for provision of special education services.
- 4. The special education programs and services provided shall be conducted only in a school facility which houses regular education classes or in other facilities approved by the division of special education.

300.105 ASSISTIVE TECHNOLOGY-

- 1. USD 436 will ensure that assistive technology devices or services or both will be available to a child with a disability, if required, as a part of:
 - a) Special education
 - b) Related services
 - c) Supplementary aids and services
- 2. On a case-by-case basis, USD 436 will ensure the use of school-purchased assistive technology devices in a child's home or other setting if the child's IEP Team determines that the child needs access to those devices in order to receive FAPE.

300.106 EXTENDED SCHOOL YEAR SERVICES (ESY)-

- 1. USD 436 will make extended school year services available as necessary to provide FAPE to children with disabilities.
 - a) ESY services will be provided only if a child's IEP team determines, in accordance with **300.320-300.324**, that the services are necessary for the provision of FAPE.
 - b) Services will not be:
 - i) limited to a particular category of disability; or,
 - ii) unilaterally limited to the type, amount, or duration of services.
- 2. The ESY services that are provided to a child with a disability will:
 - a) Be provided beyond the normal school year of the agency;
 - b) Be provided in accordance with the child's IEP;
 - c) Be provided at no cost to the parents of the child; and
 - d) Meet the standards of the State.

300.107 NONACADEMIC SERVICES-

- 1. USD 436 will afford children with disabilities an equal opportunity for participation in nonacademic and extracurricular services and activities including, as determined appropriate and necessary by the child's IEP team, the provision of supplementary aids and services.
- 2. Non academic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by USD 436 referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by USD 436 and assistance in making outside employment available.

300.101 FREE APPROPRIATE PUBLIC EDUCATION-

- 1. USD 436 will make regular physical education services available to children with disabilities to the same extent the agency provides those services to children without disabilities, unless:
 - a) The child is enrolled full time in a separate facility; or
 - b) The child needs specially designed physical education as prescribed in the child's IEP.
- 2. If a child is enrolled in a separate facility, USD 436 will ensure that the child receives appropriate physical education services.
- 3. If special physical education is prescribed in a child's IEP, USD 436 will provide for these services, either directly or through other public or private programs.

300.110 PROGRAMS OPTIONS-

USD 436 will ensure that children with disabilities have available to them the variety of education programs and services that are available to nondisabled children, including art, music, industrial arts, consumer and homemaking education, and vocational education.

300.113 ROUTINE CHECKING OF HEARING AIDS AND EXTERNAL COMPONENTS OF SURGICALLY IMPLANTED MEDICAL DEVICES-

1. USD 436 will ensure that the hearing aids worn in school by children with hearing impairments are functioning properly; and
2. The external components of surgically implanted medical devices (e.g., cochlear implants) are functioning properly, except that the agency will not be responsible for any post-surgical maintenance, programming or replacement of component, external or internal, of the medical device.

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB

300.113 METHODS OF ENSURING SERVICES-

1. USD 436 may use the Medicaid or other public benefits or insurance programs in which a child participates to provide or pay for services required under IDEA, as permitted under the public benefits or insurance programs, except that USD 436:
 - a) may not require parents to sign up for or enroll in public benefits or insurance programs to receive FAPE;
 - b) may not require parents to incur out-of-pocket expenses such as payment of a deductible or co-pay for services required by IDEA, but may pay the cost that parents otherwise would be required to pay;
 - c) may not use a child's public benefit if that use would:
 - i) decrease lifetime benefits;
 - ii) results in the family paying for non-school services that would otherwise be paid for by public benefits;
 - iii) increase premiums or lead to discontinuation of benefits; or
 - iv) risk loss of eligibility;
2. USD 436 must notify parents that their refusal to allow access to their public benefits does relieve the agency of its responsibility to provide all required IDEA services.
3. USD 436 must obtain parent consent consistent with **300.09** each time that access to public benefits are sought.
BOE approved 9/12/11

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB

63. U.S.D. #436 Board of Education Members/Administration

U.S.D. #436 Board of Education

Mark Artherton
PO Box 164, Caney, KS 67333
(620) 879-9915

Austin Bruce
1634 Old Highway 166, Caney, KS 67333
(620) 289-4125

Aaron Richey
1101 S. State, Caney, KS 67333
(620) 879-2818

Zach Ellison
308 E. 2nd, Caney, KS 67333
(620) 515-2322

Darlene Sanders
2931 CR 1475, Caney, KS 67333
(620) 289-4611

Rick Wilson
Rt. #1, Box 234B, Caney, KS 67333
(620) 289-4616

Ron Wade
204 E. 6th, Caney, KS 67333
(620) 252-9000

Your Board of Education welcomes you to their meetings. The meetings are normally held on the second Monday of the month. The time and place are published in the Montgomery County Chronicle. The Board wishes to be responsive to the community they represent.

Administration

U.S.D. #436 District Office
Blake Vargas, Superintendent
700 E. Bullpup Boulevard
Caney, KS 67333
(620) 879-9200

Lincoln Memorial Elementary School
Ken Eckelberry, Principal
201 E. 1st
Caney, KS 67333
(620) 879-9240

64. Lincoln Memorial Elementary School Staff

TEACHERS

Mrs. Vicky Deal At Risk 4-Year Old

Mrs. Nicole Ellis Kindergarten
Mrs. Kelli Mills Kindergarten
Miss Lynda Rich Kindergarten

Miss Jeanette Eden First Grade
Mrs. Regina Hedges First Grade
Mrs. Sandy Owen First Grade

Mrs. Reva Shepard Second Grade
Mrs. Ginger Comstock Second Grade
Mrs. Kim McIntosh Second Grade

Mrs. Emily Anderson Third Grade
Mrs. Angela Price Third Grade
Ms. Jessica Briggs Third Grade

Mr. Chris Bachman Fourth Grade
Mr. Darl Buck Fourth Grade
Mrs. Cindy Todd Fourth Grade

Mrs. Christine Gardner Fifth Grade
Mrs. Sherry Owen Fifth Grade
Mr. Sam Wyrick Fifth Grade

Mrs. Diann Sewell Sixth Grade
Mr. Jerod Rigdon Sixth Grade
Mrs. Terra Sanders Sixth Grade

Mrs. Stacey Hughey Music
Miss Robin Rolls Physical Education
Miss Jamie Messner Band
Mr. Shane Hughey Computer

Mrs. Amber Pond Special Education
Mrs. Rhonda Inman Special Education

Mrs. Susan Crowe Title 1 Reading/Math
Mrs. Marsha Wilmoth Title 1 Reading/Math

Mrs. Kristi Magee Nurse

Ms. Beth Gabern Counselor

Mrs. Melissa Mattox Librarian

OFFICE STAFF

Mrs. Angela Purcell Secretary
Mrs. Rose Wilmoth Secretary

SUPPORT STAFF

Mrs. Nancy Diveley Para-Professional
Mrs. Dana Wade Para-Professional
Mrs. Lisa Griffin Para-Professional
Mrs. Martha Hall Para-Professional
Ms. Stephanie Rigdon Para-Professional
Mrs. Wanda King Para-Professional
Mrs. Tessie Wren Para-Professional
Mrs. Gail Hensley Para-Professional
Mrs. Donna Gee Para-Professional
Ms. Becky Reed Para-Professional
Mrs. Linda Sanders Para-Professional
Mrs. Twila Bales Para-Professional

Mrs. Anna Shamblin TC Para-Professional
Mrs. Brenda Spencer TC Para-Professional
Mrs. Teresa Rogers TC Para-Professional
Mrs. Mary Egan TC Para-Professional

Ms. Crystal Fessler At Risk Para

Miss Crystal Rau Classroom Aide

Mrs. Annette Lambdin Indian Education
Para-Professional
Mrs. Donna Raef Indian Education
Para-Professional

Mr. Eric Burchfield Custodian
Mrs. Connie Morris Custodian
Mrs. Sandra Vincent Custodian
Mr. Jess Wren Custodian

Lincoln Memorial School
U.S.D. #436
Caney, KS 67333
(620) 879-9241 FAX (620) 879-9247

Consent for Administering Medication
(Use a separate authorization form for each medication)

Name of Student _____
(Last) (First)
Date of birth ____/____/____ Grade _____ Teacher _____
Allergies _____

LAWFUL CUSTODIAN

I am the lawful custodian of _____. I give my permission for him/her to take the following medication while in the U.S.D. #436 schools. I hereby acknowledge that I have read and understood the School Board Policies relating to the taking of medications. I hereby release U.S.D. #436 and its employee from any claims or liability connected with its reliance on this permission and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance. I authorize a representative of the school to share information regarding this medication with the licensed prescriber.

Lawful Custodian Signature Daytime Phone Date

Medication Authorization
(For use by Licensed Prescriber Only)

Relevant Diagnosis _____

Medication _____

Dates medication must be administered at school: ____ Every day at school
____ Short Term (List dates to be given _____) ____ Episodic/Emergency Events Only

Dosage (Amount) _____ Route _____ Form _____ Time(s) of Day _____

A. Serious reactions can occur if the medication is not given as prescribed: ____ Yes ____ No
If yes, describe:

B. Serious reactions/adverse side effects from this medication may occur ____ Yes ____ No
If yes, describe:

Action/Treatment for reaction: _____

Report to you: ____ Yes ____ No

(Drug information sheet may be attached)

Special Handling Instruction: ____ Refrigeration ____ Keep out of sunlight
____ Other _____

Asthmatic Only

This student is both capable and responsible for self-administering this medication:

____ No ____ Yes-Supervised ____ Yes-Unsupervised

This student may carry this medication: ____ No ____ Yes

Licensed Prescriber's Name _____ Date _____

Telephone Number _____ Emergency Number _____

USD 436 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.

Dear Parents:

According to school district policy, each building principal is to write a letter to each parent in the district setting forth the authority granted administrators, classroom teachers, and other school personnel.

1. School administrators are required by state law and school district policies to fulfill the due process of the laws and policies as set forth for each district and have the legal authority to do so.
2. Classroom teachers are responsible to the school district as a whole, but are also directly responsible to the building principal. Each teacher is granted full authority by the school district policy to enforce all policies of the district both in the classroom and at extracurricular activities. They are allowed the leeway in authority from a simple verbal reprimand to referring the discipline problem to the school administrator.
3. All other school personnel have the same obligation and authority as granted to the teachers.

We will continue to support the discipline policies that were in effect last year with the idea of continuing to improve the educational system of Caney Valley Schools. Your support of our policies will be appreciated.

If you have any questions regarding our policies, please feel free to contact me at the grade school office.

Sincerely,

Principal