



**STUDENT GUIDELINES  
FOR  
North Lawn Elementary School**

**2018-2019**

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**NORTH LAWN ELEMENTARY  
STUDENT PLANNER  
2018-2019  
620 GRANBY  
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Welcome to North Lawn Elementary School. This journal is provided to students to help them become acquainted with their school and to help them become better at both organizing and planning. Each student is encouraged to read the printed materials and share the information with his/her parents.

**USD #461 MISSION STATEMENT**

The Neodesha USD 461 Board of Education and professional educators believe that it is our mission to provide all students with the educational opportunity to succeed now and later in life.

**NORTH LAWN ELEMENTARY MISSION STATEMENT**

It is our mission at North Lawn Elementary School to work together to promote and support both our building beliefs and our school district's mission. We will accomplish this mission by being responsible and caring in our efforts, expecting high student achievement from all students, and promoting high self-esteem and a positive school climate.

**NORTH LAWN ELEMENTARY BUILDING BELIEF STATEMENT**

- We believe that all students can learn and master our established core curriculum given time and attention.
- We believe that success breeds positive self-concept, resulting in improved performance.
- We believe that teachers should use a variety of assessment techniques and methods of instruction to meet individual needs and the instructional objectives.
- We believe cooperation and a personal competitive spirit enhances and accelerates learning.
- We believe that students, parents, teachers, administration, and board of education are all responsible for student achievement, but the student is accountable for mastery of the core curriculum.

**ACADEMIC DISHONESTY (PLAGIARISM)**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

## ABSENTEEISM

If it is necessary for your child to be absent from school, you are asked to call the school office by 9:00 a.m. If a child has been ill and/or has a valid excuse for being absent from school, the teacher will make a special effort to allow the work to be made up. Remember, however, **a day of school lost because of an absence can never be made up completely**; the child has lost that day's instruction with the group. The teacher can, and will help the child to learn some of the skills that were presented when he or she was absent. **Regular attendance is necessary for good progress in school!** If a child cannot be at school on time, send them as soon as possible. Students will be considered tardy up till 10:00, after that they will be considered absent unless we have notification from a parent.

Letters will notify parents when a student has six (6) and /or ten (10) days of excused or unexcused absences. Doctor's notes may also be required for excessive absences.

If students will be out of town with parents, parents must notify the office **before** they are gone. If not it will be an unexcused absence determined by the Principal.

State attendance laws state any student having excessive tardiness or absenteeism will be reported to the County Attorney for action on this matter. Excessive absences as defined by the state are any student who misses three (3) consecutive days or five (5) or more days in a semester, or seven (7) days in a year. Any student having excessive tardiness or absenteeism will be reported to the County Attorney for action on this matter.

## BIRTH CERTIFICATES

**S.B. 593 - Requiring Proof of Identity for children enrolling in school from another district.** Proof of identity can be a birth certificate, a copy of a court order placing a child in the custody of SRS, a certified transcript or other similar pupil record, or other documentary evidence that the Board considers satisfactory. If the proof of identity is not provided within 30 days, the Board must notify the local law enforcement agency that will then promptly investigate the identity of the child. During the investigation, school personnel must provide law enforcement agencies with access to school premises. Unless school personnel agree that their presence is not in the best interest of the child, school personnel must be present at all times during the investigation. This bill also prohibits disclosure of information acquired under the foregoing procedure for any other purpose.

## BULLYING PLAN/PROCEDURES

Bullying will not be tolerated on school property, in a school vehicle or at a school sponsored activity or event.

### **Bullying is defined as activities or events:**

Purposely attempting to control or intimidate another person by one or more individuals with verbal, written or physical acts. These acts or threats are severe, persistent or pervasive and create an intimidating, threatening or abusive environment for students or staff members.

### **Examples of bullying include but are not limited to:**

- Intimidation – either physical or mental.
- Threats of any kind.
- Assaults – verbal, physical, mental, or toward property.

### **Cyber Bullying is defined as:**

Cyber bullying is when children or teens bully each other using the Internet, cell phones or other cyber technology. Cyber bullying will also not be tolerated.

**Examples of Cyber bullying include but are not limited to:**

- Sending inappropriate text, email, or instant messages.
- Posting inappropriate pictures or messages about others on blogs or on web sites.
- Using someone else’s user name to spread rumors or lies about someone.

The School Board expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action.

**Any student who believes that he or she has been subjected to bullying or 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.**

**CHAIN OF COMMAND**

When a parent or guardian feels the need to contact the teacher and/or school for a specific situation or concern, it is essential that the chain of command be followed closely. The chain of command is simply bringing the issue or concern directly to the individual(s) involved before bringing the issue to that person’s supervisor/employer. Cases in point: a parent or guardian visits with the classroom teacher prior to visiting with the building principal; or the parent or guardian visits with the building principal prior to contacting the superintendent or board of education member.

Using the chain of command will provide consistency in dealing with most concerns. Our district is committed to using this approach in all situations.

**CRISIS MANAGEMENT PLAN**

The Board of Education and Administration of USD #461 acknowledges the necessity to prepare a Crisis Management Plan in the event that a crisis should occur. Students/staff have a basic need for security and safety. Any event, which threatens that feeling of safety and security, shall be considered a crisis. There are unlimited possibilities for a crisis situation. Those include, but are not limited to death, suicide, natural disaster, acts of violence, and accident.

For imminent, or life threatening crisis, refer to the District Crisis Flipchart for the crisis plan.

For other crisis such as death, or suicide, further instructions will be provided by your building administrator.

**Central Parent Communication Location:** All information regarding a crisis situation will be accessed through the Board of Education Office.

**COMMUNICATION**

The USD 461 website will provide valuable information for our parents. We will also have a district-based Facebook page. Parents and Students will also find important announcements in the North Lawn news on a weekly basis. The School Messenger system will be used to announce school closings and other various announcements throughout the school year for each building and the district. In the future, this system will also be used to notify parents of lunch balances and attendance. You will receive communication regarding this procedure. Please make sure your information is updated through the secretaries at each building. The system is only as reliable as the information in our system.

### **CLOSING SCHOOL FOR WEATHER**

We will try to make a decision by 6:00 a.m., but on occasion, we are unable to do so. When school is closed or postponed, we notify the following media: School Messenger, District Facebook Page, Nixle, **Cable City Alert System**-Channel 14; **KOAM TV**-Channel 7; **KODE TV**-Channel 12; **KGGF-690**-Coffeyville; **KKOY-1460**-Chanute; **KIND-1010**-Independence.

1. USD 461 has several buses that travel a considerable distance each day.
2. No announcements will be made if school will be open.
3. School must be in session whenever possible.
4. The safety of the children is the number one priority of USD 461.
5. Have an early dismissal plan for your children if you are a working parent or plan not to be at home.
6. Please do not call administrators or schools.

### **COMPUTER USE/EXPECTATIONS**

Many of the computers of this school district have full direct line access to the Internet information system. While this is a tremendous tool for research purposes, it also provides access to information sites that do not fit the educational purposes of the schools of this district. As such, users have an obligation to the school concerning its use. The use of the Internet as an information source is allowed only under sponsorship and rules of an adult supervisor. If a user desires to access the Internet for research, permission of the designated teacher or supervisor must be obtained. Users are further obligated to the school district to restrict research to legitimate topics of interest and subject matter that is appropriate for the direct learning environment. As access to the Neodesha Information Network is a privilege, and not a right, failing to follow this standard obligation will disqualify the user from future computer and Internet access from this learning network. Neodesha school students may also receive disciplinary consequences for inappropriate use of the information network (example: inappropriate use could result in loss of all computer use for 20 school days and/or 1-5 day in-school or out-of-school suspension).

Students shall have no expectations of privacy when using district computer systems. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

### **DISCIPLINE POLICY FOR NORTH LAWN ELEMENTARY**

The goals of responsible discipline plan are:

1. encourage appropriate behavior;
2. help prevent problems from arising for students in the future;
3. instill a lifetime sense of self-discipline;

At North Lawn our discipline policy is simply the following: All students are different, all situations are different, therefore all consequences may be different. The following is formulated to provide guidance to students, parents, guardians, teachers, and administrators in carrying out discipline procedures at North Lawn.

## North Lawn Economy

North Lawn Elementary has adopted a monetary system to reinforce a positive culture toward academic and social achievement in the scholastic atmosphere. Students will and can be rewarded for those activities that promote completion of tasks assigned and positive involvement in social interaction. Rewards can be earned for such things as: (a) solid academic behaviors (b) exhibiting life-skill traits towards others and etc.

Rewards/money can be used throughout the school year to purchase items such as Fun Friday activities, classroom activities, etc. Money can also be saved and used at the end of the year for auction items.

Students will be responsible for the care of their money and any money lost or destroyed will not be replaced. Homerooms will offer a banking system for students to keep money.

Any and all staff members are able to give out rewards to students who exhibit or demonstrate a positive working attitude toward their academic achievement. These rewards can be earned on a daily, weekly, or biweekly basis.

There are certain times when an automatic detention is necessary, such as in violent situations, cursing, etc. It is up to the staff member to determine this.

## Statement of Responsibility

The school shall be responsible for discipline and the safety of the students on campus or field trips from when the doors open until the students are dismissed for the day. The responsibility of the school continues after 3:30 p.m. when school-sponsored activities, approved by the BOE, are taking place.

Members of the certified staff of the school are not responsible for the behavior and/or acts of students on the way to and from school (except for bus riders); that responsibility lies with the parents/guardians of the student.

All staff, certified and non-certified, have full authority over students anywhere on the grounds or in the school building.

Good classroom discipline is necessary for a proper learning atmosphere. Teachers are expected to maintain effective classroom order. Teachers are to go over their discipline policy with students and explain it so that every student understands according to his/her level of development what the rules are and the consequences for disobeying. **This should be done on the first day of school.**

## Classroom Expectations

Students are expected to be **active participants in the learning process**. To accomplish this, some common rules must be recognized and practiced:

1. Help maintain a school atmosphere conducive to learning. Be orderly in the room.
2. Respect the bodies, space and property of others.
3. Give courteous attention.
4. **Never interfere with the right of the teacher to teach or other students to learn.**
5. Be prepared for class by bringing all necessary materials.
6. Be considerate of classmates by not distracting or interrupting.
7. Classroom furniture, walls, floors are to be kept clean at all times.
8. Accept criticism courteously.

A discipline file will be prepared and kept in the office. It will be the duty of the teacher and the principal to record pertinent information relative to discipline measures and to keep the file up-to-date. The principal and teacher must work closely to be most effective in discipline.

The teacher will discipline students causing **minor** disruptions in class. **Minor** disruptions are defined as: excessive talking, disturbing class, tardies, not coming prepared/pencils, paper, books, etc. Parents of students who persistently cause class disruptions shall be notified. The principal will be notified of students who are persistent problems. After the teacher has had a student conference, notified parents, and the student continues to cause disruptions, the student shall be referred to the office.

Students who cause **major** disruptions will be sent directly to the office. **Major** disruptions are defined as: damage to school property, damage to other students property, stealing, abusive or profane language, fighting, inciting a fight, use of tobacco on school grounds, use of any non prescription drug (including alcohol), weapon or facsimile, and any behavior which endangers other students' safety or health. Students guilty of a major disruption will be suspended from school.

## 5 Guiding Principles

- 1) I am responsible for my actions
- 2) I show respect and courtesy for myself and others
- 3) I contribute to a positive learning environment
- 4) I strive for excellence
- 5) I leave it better than I found it

## Suspension Policy

Students may legally be suspended for any of the following reasons\*\*

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that substantially disrupts, impedes, or interferes with the operation of school.
3. Conduct that substantially infringes upon or invades the rights of others.
4. Disobedience of an order from a teacher, peace officer, or any other school authority.
5. Conduct which has resulted in conviction of a pupil, or any student offense specified in chapter 21 of the Kansas Statutes Annotated, or any criminal statute of the United States.  
(\*From Kansas Statutes Annotated 72-8901)

An administrator of USD 461 may impose short-term suspensions upon a student for a period not to exceed ten (10) consecutive school days. The student must be informed of the reason(s) for the suspension and be given an informal hearing to explain his or her actions and positions. A written notice of the short-term suspension and reasons shall be given to the student, superintendent, and parent within 24 hours after the suspension has been imposed.

## In-School Suspension

In-School suspensions will be used under certain circumstances (disruptions, skipping detentions, office referrals, leaving school, and special conditions). Regular class work will be given and required of those students assigned to the suspension facility. The length of any one session of In-School suspension will not exceed five (5) school days. Students will provide their own lunch (not fast food) or will eat the school lunch.

When students engage in fighting, the school is required by state law to report the incident to the law enforcement in addition to the normal suspension consequences.

## **CLASSROOM TEACHER'S ROLE IN DISCIPLINE**

The classroom teacher will be the primary disciplinarian of his or her classroom, but the principal is to assist the teachers in carrying out discipline procedures when requested by the teacher to do so.

## **ALL STAFF MEMBERS ARE DISCIPLINARIANS**

Every teacher in the building is a teacher of all the children in the school. No teacher should hesitate to correct a child or children doing something wrong just because he, she, or they are not in the teacher's room. Children should obey custodians and cooks when requested to do so. Custodians and cooks are to report acts of disobedience to the individual child's teacher or the principal.

Children are to obey aides and secretaries when requested to do so. These individuals also should report acts of disobedience to the individual's teacher and secure the help of the teacher in carrying out disciplinary acts.

Reporting Crimes at School to Law Enforcement: Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- an act, which may constitute the commission of a felony or a misdemeanor;
- an act, which involves the possession, use or disposal of explosives, firearms or other weapons as, defined in current law.

## **PRINCIPAL'S ROLE IN DISCIPLINE**

The principal should be available for assistance to all teachers in disciplinary cases and should act on his or her own when situations occur that demand the principal's action. The principal should assist in most cases that involve students from different rooms.

## **GUM CHEWING AT SCHOOL**

There will be **NO** gum in the school because of the mess that discarded gum creates.

## **SCHOOLWIDE RULES STUDENTS ARE EXPECTED TO:**

1. Walk in the halls quietly.
2. Use good manners.
3. Keep your hands, feet, and other objects to yourself.
4. Treat others with respect.
5. Respect school property.
6. Use appropriate language and gestures.

## **THE FOLLOWING BEHAVIOR MAY RESULT IN SEVERE CONSEQUENCES:**

1. Any action that is done with intent to harm another person.
2. Stealing or destroying property.
3. Defiance of authority or disrespect toward an adult.
4. Continuous disruptive behavior in classrooms, halls, restrooms, playground, multi-purpose area, and lunchrooms.
5. Leaving school grounds without permission.
6. Use of profanity.
7. Biting or spitting.
8. Throwing snowballs.



## **EMERGENCY SAFETY INTERVENTIONS (ESI)**

An emergency safety intervention is the use of seclusion or physical restraint. The use of an emergency safety intervention shall cease as soon as the immediate danger of physical harm and violent action ceases to exist. Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.\*

## **FAILURE TO COMPLETE ASSIGNMENTS**

In the event a student refuses to do or to complete an assignment, the classroom teacher will handle each case on an individual basis. At the beginning of the school year, classroom teachers will give parents a copy of their grading policy.

## **DETENTION OF STUDENTS**

Parents, and/or guardians, of students receiving a detention will be notified by a detention notice or phone call explaining that their child will be detained on an appointed day, and that the parents and/or guardian will be responsible for providing transportation home for their child.

## **RULES AND REGULATIONS**

Children should use crosswalks and obey crossing guards when going to and from school. Sidewalks are to be used when available. Crossing paths and crossing guards will be located at each school.

**Bicycles**, which have been ridden to school, are to be parked in the bicycle rack and not removed until the child is ready to leave for home. Bicycles are to be **walked** onto the playground. Bicycles should not be left on the **school grounds overnight** as some have been stolen or damaged in past years. Riding someone's bicycle without his or her permission is not permitted. The school is not responsible for lost or damaged bicycles. **Skateboards, roller skates/blades, etc. are not to be brought to school.**

**Pets** - The child's pets should not accompany the child to school. It may be necessary to contact the animal control people to remove such pets. Urge your child not to pet or handle strange dogs and cats on the way to school.

**Toys and Trinkets** - These should not be brought to school. They may be confiscated, if considered a nuisance, and not returned to the child.

**Student Dress** – Because of the relationship between a student's appearance and his/her appropriate behavior conducive to learning, all students at North Lawn Elementary are expected to dress neatly and appropriately following these guidelines:

1. Shoes are to be worn on the feet. No house slippers allowed.
2. Headdress such as caps, hats, sweatbands, "do-rags", and hoods are not appropriate school apparel and need to be kept in the students' backpack or locker.
3. Extreme apparel such as jeans, shorts, or shirts with massive or multiple holes is not appropriate school apparel.
4. Sunglasses are considered for outdoor purposes, not indoor, unless prescribed by a doctor and cleared with the school personnel.
5. Clothing with obscene, suggestive, disruptive, or inappropriate printing or pictures is not appropriate school apparel.

6. Clothing displaying bare midriffs, tank tops with low-cut necks or large armholes, spaghetti strap tanks, short shorts, and extra low-rise jeans displaying undergarments are not appropriate school apparel.

**Tobacco** - The use and/or possession of tobacco or tobacco products is prohibited and any student who violates this rule is subject to the Discipline Policy code rules.

**Leaving School Grounds Promptly After School** - All students should go home or to a designated destination immediately after school. The playground is not supervised after school, and children are not allowed to play at that time. Once you leave school for the day, you are not allowed back into the building. Please make sure you have everything you need.

**Lost and Found Articles** - The most important aid in handling personal items is to have them **clearly marked** with the owner's name so they can be returned to them.

**Electronic Devices** – Students at North Lawn Elementary are not allowed to have their personal iPads, Tablets, cell phones, or any other electronic devices at school. In the event that any electronic device is necessary, it must be checked into the office upon arrival at school. Parents of students bringing cell phones must sign a disclaimer provided at enrollment. North Lawn Elementary (USD 461) is not responsible for lost, stolen or broken cell phones or electronic devices. The school will not pay for phones or electronic devices that are lost, stolen, or misplaced. Students must take ownership and responsibility for their own electronic devices if they choose to bring them to school.

## **RECESS**

Students are not taken outside when the weather is bad and the children would get wet or extremely cold. The necessary arrangements will be made to keep a child inside **when a doctor requests it.**

**Swing Sets** - Stand back from others who are swinging. Stay seated, do not stand in swings. Be sure to stop swinging before you get out. One person only in each swing. Do not swing sideways or twist swings. Leave swings hanging in position when no one is using them.

**Football Games** - Football games are not allowed.

**Soccer** – Soccer is to be played on the soccer field. Good sportsmanship is an important part of all sports. There shall be no tripping, wrestling, or piling on top of one another. If students are unable to practice good sportsmanship, soccer will no longer be allowed.

**Softball** - Play softball on the softball field. Stay behind backstop. Do not throw bats. Stay out of baselines. Hard balls are not to be used at school. Balls of any kind are not to be bounced off the building.

**Slide and Jungle Gym** - Slide feet first down slides and do not walk or crawl up the slide. Chasing and playing tag shall not be done around equipment. Do not jump off slide platform; use the pole to slide down. Use the steps to the platform. Sand should not be piled on slides or play equipment.

**Basketball** - Do not climb up pole or onto hoop. If something is wrong with the net or hoop, ask the teacher for assistance.

## **NEODESHA USD #461 SCHOOL BUS RULES AND REGULATIONS**

1. The driver is in charge of pupils and the bus. All pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.

4. No smoking or eating on the bus at any time.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No "horseplay" will be permitted.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
9. Pupils must observe instructions from the driver when leaving the bus.
10. Any damage to a bus by a student must be paid for by the student responsible for the damage.
11. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent or principal of the school.
12. Students may not load large projects that will block the aisle on the bus.
13. Glass objects and balloons are not allowed on the bus.
14. Students are not allowed to bring live animals on the bus.
15. All loose toys are to be kept in a bag or box.
16. Students who are not regular bus route students and wish to ride the bus home to visit or stay overnight with a friend, must present a note signed by both students' parents granting permission or receive permission from the building principal. Students will not be permitted to ride cross-town to visit or stay with a friend within the city limits except in cases of emergency.

Cross-town transportation will be furnished for all students approved to ride the bus between schools, both morning and afternoon. Parents will sign a transportation form on the day of enrollment if they want their children to ride the bus. Only students that are approved to ride the bus will be allowed to do so.

**Out of district visitors or visiting friends will not be allowed to ride the bus.**

All students that ride the bus must follow the rules as posted on the bus and given to each student

**NOTE: FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN SUSPENSION FROM THE SCHOOL BUS.**

#### **DRUG FREE SCHOOLS**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. Please refer to the sheet **JDDA Drug Free Schools** you received in the enrollment package.

#### **FIELD TRIPS AND EXCURSIONS**

When the school has field trips scheduled, a note will be sent to each parent with details about the trip. A sack lunch will be provided by the school cooks for all students and the student's lunch account will be scanned as normal.

#### **HAZING/HARASSMENT/INTIMIDATING /MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

### INVITATIONS TO PARTIES

Invitations to parties may be handed out at school only if **every child** in the class is invited.

### NON-DISCRIMINATION STATEMENT

The Unified School District 461 of Neodesha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in its programs and activities. If you have questions regarding the above, please contact: the Superintendent of Schools, 522 Wisconsin, 325-2610.

### PARENT CONFERENCES AND REPORT CARDS

Report cards will be issued to each student four times each year. Additionally, mid-term reports will be issued to each student four times a year.

Formal parent-teacher conference will be held at designated times. A conference regarding a student's progress can be arranged anytime throughout the school year by calling the school.

North Lawn holds "open conferences" in the school gymnasium. Please plan to spend a short period of time with your child's teacher as this can be a valuable experience for the parent and teacher and will be quite important in the instruction of the child. If the scheduled district-wide conference dates and times are not convenient, parents are welcome to contact the teacher to set up an alternate conference time.

### PARENT VISITATION

Parents are welcome to visit in the classrooms or confer with the teachers or principal when they desire, and are urged to do so. It is advisable for parents to talk to the teacher at a time when he or she is not teaching classes. If you feel that you would like to have a conference set up for you with your child's teacher before the regularly scheduled conference, please call the school (325-3011) and ask to have such a conference set up. The school personnel will be happy to do so. **Parents and/or visitors must buzz in at the main entrance door to be allowed access to the building. Upon entering, they are required to check in at the office.**

### PERMISSION TO LEAVE

Students are to **never** leave the school grounds during the school day **without permission from the principal's office**

### PLACEMENT OF STUDENTS IN CLASSROOMS

Each spring, there is considerable discussion about placing children in classes for the next school year. This is a matter that we do not take lightly at our school, and the staff spends countless hours in forming well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

Classes are structured following a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- \*an even boy-girl balance
- \*a full range of aptitudes within each class
- \*an even proportion of abilities and learning styles across the classes at each grade level
- \*an equal number of pupils in each class on a grade level

Once these factors have been considered, teachers begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality and style. Quite understandably, these decisions are based upon observations made by the teachers during the course of the year. While we welcome your input about your child's individual learning needs, we trust that you understand that your comments constitute just one of the many factors that we consider in forming classes. The final decision on class placements resides with the school.

A list of children assigned to each room will be posted at the doors on the classrooms on the first day of classes and in most cases, will be available at enrollment. However, the "official" class list will not be ready until the first day of school.

### **POLICY ON RETENTION**

The administration and teaching staff strive to create plans of instruction that permit students to progress through school according to their needs and abilities. Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student proceeds more slowly and interventions such as special help or remediation do not have much if any effect on the situation. When retention is being considered, the grade-level teachers, counselor/social worker, principal and parents need to communicate and meet before any official decision is made. The final decision for retention will rest with the principal.

### **RETENTION GUIDELINES**

Retention should be considered only after the following factors have been considered and documented:

- If the student is failing to make normal progress, the parents have been notified. (Example: Power School, grade cards, and conversations via email or phone).
- Evidence of insufficient academic growth. (Example: State and other standardized assessments)
- Performing significantly below established targets.
- Attendance/Tardies are significantly high.
- Other Factors (social, emotional, physical).
- Previous retentions will be considered.

### **RETENTION PROCEDURES**

- Notification: Teacher needs to consult with the principal and parents as soon as and as much as possible.
- Light's Retention Scale completed.
- Development of SIP. This should be done as soon as possible for the development of interventions. These interventions may include but are not limited to in-class interventions, after school tutoring, extended learning opportunities, or other alternative programs.

### **RETENTION TIMELINE**

- Recommendation for retention prior to March 1.
- Parent agrees; submits signed form by April 15.
- Parent disagrees; submit signed form by April 15.
- Final SIP meeting to determine retention with parents, teachers, and counselor/social worker, Principal by May 1.
- Principal's decision/notification by May 15.

## SCHOOL BREAKFAST AND LUNCH

School breakfast is available to elementary students, serving to begin at 7:50 a.m. Breakfast tickets will be sold under the same guidelines as lunch tickets. School breakfast cannot interfere with class time. Students who eat breakfast are expected to be finished eating and in their classroom when school begins at 8:05 a.m.

Lunches are served to all students in grades four, five, and six who desire them. A parent may purchase tickets ahead for as many 10-day periods as desired. It is more convenient to have tickets purchased ahead since there is a **"no charge"** policy for school lunches. This **"no charge"** policy is set by the Neodesha Board of Education. Checks for lunches should be written to **North Lawn Elementary**.

Applications for free or reduced price school lunches will be given to each family on enrollment day. If you do not apply when school begins and find that later you need to apply, feel free to do so. Applications are available in the office.

Students that bring their lunches will eat in the lunchroom with their regular class. Students are not to bring any heavily carbonated beverages, such as pop, with their lunch. Flavored water is acceptable.

When a student that usually eats in the lunchroom is to go home or some other place for their lunch, a parent must sign the student out in the office.

Students **are not** to go to the local stores during the noon period.

The daily lunch periods are staggered with each grade having a designated lunch period.

## UNPAID MEAL POLICY

In order to comply with state and federal meal reimbursement guidelines, student meal accounts are not allowed to incur debt larger than \$10.00. If a student's account reaches a negative balance of -\$10.00, the student is no longer allowed to charge meals and will be provided an alternate meal by the district for up to 5 days. The meal typically consists of a carton of milk and bowl of cereal. Since it is provided free to the student, it must be at a minimal cost to the district. After this period, parents/guardians must send money or make other arrangements for the student's meals. When a student's meal account balance gets low, notes are sent home. Parents/guardians may also log in to Powerschool to check meal account balances. School personnel make every effort to collect unpaid meal charges by contacting the parent/guardian through phone calls, emails, and/or letters in order to avoid students not receiving a hot meal. Parents/guardians are encouraged to fill out an Application for Free and Reduced Price School Meals at the beginning of the school year or any point thereafter. Families who do not qualify initially, but have a change in circumstances, should reapply. If a student's meal status changes to free and/or reduced, all outstanding balances must still be paid in full.

## FOOD ALLERGIES

North Lawn recognizes the growing number of students enrolling in our school with potentially life threatening food allergies. We believe a collaborative effort between school and home is vital to keeping students safe. Furthermore, this partnership will proactively eliminate exposure to any type of food allergies.

**Students and staff are not allowed to bring lunches/snacks containing nuts and products that may contain nuts such as donuts, granola bars, etc. We ask you to read food labels, checking for nut ingredients prior to sending food to school.**

## SCHOOL DAY

The school day will begin at 8:05 a.m. and end at 3:20 p.m. **Students are not to arrive at school before 7:40.** Students are required to sit in designated areas in the gymnasium, depending on their grade level and if they are eating breakfast. School will begin at 8:45 a.m. for students every Wednesday so the teachers may meet to collaborate from 7:30-8:30 a.m. Arrangements will be made for students who arrive at the usual school time.

**All School doors will lock at 8:05 and will remain locked the entire school day. Parents and/or visitors must buzz in at the main entrance.** We ask that you keep your child's daily dismissal routine as consistent as possible. If something comes up and you must make changes, please notify the office before 3:00.

To ensure the safety of all students we ask that:

- All children and adults use the crosswalks when crossing the street.
- Children not play on the playground before or after school because there is no supervision at that time.

## SCHOOL NURSE

If health problems arise and you would like to talk to the nurse, please call the school office and an appointment will be made for you. Students entering school should have their immunizations completed by the first day of school. Please notify the school personnel of any medical problems such as allergies, epilepsy, hearing or sight, etc., that your child may have.

In addition to performing health nurse duties, the nurse will be active in encouraging a constant emphasis on health education in each classroom. She will be available by appointment for consultation with parents, students, and teachers.

The following are a few points of the general school health policies that will be of interest to students and parents:

1. The school personnel, including the school nurse, **do not give medicine, treatments, or make a diagnosis.** They only administer first aid when needed. They do not give medications of any kind nor are any of the school officials to be custodians of any medicine unless the medicine is prescribed by a doctor. This includes aspirin, cough medicines, etc. (A permission form filled out by the doctor must be on file at the school.)
2. For minor injuries, first aid is administered by the teacher, principal, nurse, secretary, or in some instances by the child himself, but never to one child by another child.
3. Children who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to decide whether or not a child should remain in school.
4. No child will be taken home or sent home until parents or another responsible person is notified.

## SCHOOL TELEPHONE

The school phones are for necessary school business and children should use the phone only when their call is really necessary. Please **plan ahead with your children** so they will not need to make unnecessary calls for **band instruments, library books, lunch money, gym shoes, etc.** All calls after school will be made by the permission of the child's **teacher only.**

## SEXUAL HARASSMENT

Sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature), which creates a feeling of hostile, offensive, or intimidating environment will not be tolerated in the school district and may result in suspensions or expulsion.

### **SPECIAL SERVICES**

Interrelated, extended learning, occupational/physical therapy, and speech/language services are provided in the district schools through the Tri-County Special Education Cooperative.

The school psychologist will be working in the Neodesha schools on Tuesday, Thursday, and Friday. If you would like to consult with him/her, call the school office for an appointment.

The services of the school psychologist include counseling with parents, teachers, and pupils; helping to fully develop and make more effective use of the cumulative records of all pupils; providing for assistance in grade placement and follow-up; and referral to special education services of the school system.

### **TRANSFER OF STUDENTS**

When a child transfers to another school, the parent should notify the office so that proper forms may be filled out. School records are sent to the new school upon request. Parents of students that are moving must sign a release of records form before we send their records to the new school.

### **WEAPONS POLICY**

A student who knowingly possesses any object considered a weapon or facsimile of a weapon at school or school activity will face disciplinary action and an immediate report to law enforcement officials. If the weapon is a firearm, expulsion from school for a period of up to 186 school days will occur (unless some very unusual circumstance is present).



**GAAF Emergency Safety Interventions**

**GAAF**

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

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

**Definitions**

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

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

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

"Incident" means each occurrence of the use of an ESI.

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

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

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

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

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

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

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

enforcement agency and the district.

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

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

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

#### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments;

- Use of mechanical restraint, *except*;
  - o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - o Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

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

#### ESI Restrictions

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

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

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

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

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred

method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

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

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families

Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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



Such documentation must include all of the following:

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

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

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days

of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

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

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

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

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

Local Dispute Resolution Process

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

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

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

complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

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

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

Approved: June 2013; February 2014; August 2015; June 2016

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

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

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

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)  
the need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_.

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

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

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

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

Description of Incident:

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

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

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

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

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of staff member)

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

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### ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions ("ESI"). Our district policy is available on our website at [insert website address] and in our [insert whichever one of the following is applicable: our school safety plan, our school code of conduct, or the student handbook]. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

I have been informed of the district's policy, and I do not want a copy of the policy.

I have been informed of the district's policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

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