



2026-2027 Student Handbook



PAOLA USD 368 2026-2027 District Calendar (draft)

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
3	Independence day

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
1	No School
4	No School - Inservice
5	School Resumes
18	No School - MLK Day
T-	19
S-	18

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
3-5	New Teacher Inservice
6-7	Inservice/Workday
10-11	Inservice/Workday
12	First Day of School
19	P/T Conference 6-12 (4-8pm)
T-	18
S-	14

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
15	No School - President's Day
T-	19
S-	19

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
7	No School - Labor Day
T-	21
S-	21

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March	
11	K-12 P/T Conference (4-8)
12	No School - Inservice - 6-12 (am) P/T Conference - K-5 (am)
15-19	No School - Spring Break
T-	18
S-	17

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
14	K-12 P/T Conference (4-8pm)
15	No School - P/T Conf K-5 (8a-8pm) Inservice 6-12 (8a-4p)
16	No School
T-	22
S-	20

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
16	No School - Inservice
T-	22
S-	21

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
25-27	No School - Thanksgiving Break
T-	18
S-	18

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
19	End of 2nd semester (88)
19	Last Day/2 hour early release
20	Grade Prep
T-	14
S-	13

December 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December	
18	End of 1st semester (87)
18	2 hour early release
21	No school - Remote Grade Prep
22-31	No School - Winter Break
T-	15
S-	14

June 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June	
19	End of 2nd semester (88)
19	Last Day/2 hour early release
20	Grade Prep
T-	14
S-	13

KEY	
	No School
	P/Teacher Conf
	First Last Day School
	Inservice/Work Day/ Grade Prep
TOTALS	
T-	188
S-	175

Please see the district webpage for the most up-to-date
information about Sunflower events.



At Sunflower, we value and encourage parent input.

You can contact your child's teacher in a variety of ways:

Notes: Either in your child's agenda or sent with your child in his/her backpack.

Phone: School number is 913-294-8040. All phone messages go to voicemail and will be returned by 4:00 p.m. if received before 3:00 p.m.

Email: Email addresses all use this format:
first name_last name@usd368.org
(Example: staci_wokutch@usd368.org)

Principal

Staci Wokutch

Secretary

Molly Jones

Jena Selley

Nurse

Glenda Kinaman

School Counselor

Jeri Drinkert

Student Service

Coordinator

Ivy Poetter

Title I Reading

Lauren Snyder

Jann Rochefort

Math Interventionist

Lacy Meridith

Third Grade Team

Blaire Burke

Haley Haefele

Kimberly Lofing

Joslyn McDonnell

Jennifer Vlasity

Fourth Grade Team

Lisa Cerros

Cori Flynn

Sara Hornbacher

Laura McQuinn

Melinda Pitzer

Fifth Grade Team

Sari Biles

Debi Hanf

Jamie McDaniel

Julie Oakley

Satinne Wicker

Science

Kim Weber

Specials

Art-Meadow Richardson

Music-Ann Barker

Physical Education- Jamie Oshel

Library-Sandi Armbruster

Computer-Jamie McCrackin

STEM-Michelle Haley

Special Education

Paula Gage – 3rd Interrelated

Mallory Green – 4th Interrelated

Malinda Chappell - 5th Interrelated

Jodi Maynard - Speech

Robin Branine - OT

Jennifer Siders -School Psych

Kim Scott- COTA

Paras

Jeni Miller

Jill Thomas

Shea Bates

Sarai Ortiz

Halie Harper

Olivia Bassett

Sue Spencer-Speech

Tammy Bridgeman-Psych



Arrival, Dismissal, & Tardies



When students are tardy or leave early, learning is affected.

School Starts @ 8:05 AM

Students should NOT arrive at school before 7:30 AM

Supervision is NOT available.

Tardy Procedure

At 10 Tardies: A letter will be sent to the family and placed in the student's cumulative folder.

At 15 Tardies: A letter will be sent, student will serve detention, and write a reflection with the school social worker.

At 20 Tardies: A letter will be sent and a plan will be developed to try to solve the problem.

Greater than 25 Tardies: Truancy report made to district attorney.

Automated Dialer

When a student is absent or tardy and a parent has not called the office to excuse the absence prior to 8:30 AM, an automated phone call, text, and email will go out to the parents.

Dismissal

3:05 - Bus riders, car riders, and west walkers.

3:08 - South walkers and daycare vans.

Parents must sign students out in the office if leaving school earlier than 3:05 PM

A consistent dismissal plan is best for students. Please select a plan that will be consistent.

All students must be picked up **no later than 3:20 PM** each day. Timely pick-up is essential for student safety and to ensure smooth school operations. Repeated late pick-ups may result in further action or communication with the administration.

Changes in Transportation

Safety is our priority. Please send an email, note, or call when there are **ANY** changes in your child's after school transportation. If we do not hear from a parent, the student will be dismissed via the transportation plan on file.

**ALL
transportation
changes MUST
be called in to
the office or
classroom
teacher before
2:00 p.m.**

Attendance



Regular school attendance is important for academic success.

Please remember that Kansas Law (K.S.A. 72-113) requires attendance in school.

Attendance Procedure

Please notify the school before 8:30 AM if a student will be absent.

Student attendance is tracked by the minutes a student is at school. Any student arriving after 8:05 or being checked out before 3:05 will be counted absent for the time missed in the day including special event days.

Unexcused Absence Policy – Kansas State and District Policy requires school officials to report to the County Attorney when a student has 3 consecutive unexcused absences, 5 cumulative unexcused absences in one semester, or a total of 7 unexcused absences within one full school term.

An Unexcused Absence happens when the office does not receive notification on/or before the day of the absence.

In cases of extreme absenteeism (lower than 90% attendance or more than 3 unexcused absences), the office may, with due notice to the student and parents, require verification from a physician that an absence is due to reasons of health and/or verification of doctor and dental appointments. Whether an absence is excused or unexcused is left to the discretion of the principal. All work missed must be made-up.

- Personal illness or injury
- Doctor/dentist appointments
- Death in the immediate family
- Family emergencies or situations
- Prearranged educational and family trips
- Prearranged Child to Work Day
- Prearranged absence to perform in performing arts
- Obligatory religious observation
- District approved function
- In/Out of School Suspension

Attendance at After School Events

Students must be in attendance the majority of the day in order to participate in end-of-day or after-school activities. Students going home sick may not return to participate in after-school activities. Students must be in attendance at school to participate in after-school activities.

Attendance Notifications

At 8 Absences/3160 Minutes: Red Flag to School Social Worker and/or phone contact with family from school social worker.

At 10 Absences/3950 Minutes: Letter to family from school social worker.

At 15 Absences/5925 Minutes: Student is nearing 10% absentee rate, letter from principal.

At 20 Absences/7900 Minutes: Letter from principal requiring doctor's note for further excused absences.

Greater than 20 Absences: Attendance rate below 90%, truancy report made to district attorney.

Please send all attendance notifications and transportation changes to - sunflower-office-attendance@usd368.org

Health & Wellness

Students perform better when they feel better. One of our goals at Sunflower is to maintain a healthy environment for our students and staff. With your help we can help slow the spread of germs.

Illness- Your child should be kept home from school if he/she:

- Has a temperature over 100 degrees or was sent home from school with a fever over 100 degrees, he/she should not return to school until temperature is normal (98.6) for at least 24 hours without the use of fever reducing medication (Tylenol or Motrin).
- Is vomiting;
- Has severe cough, cold, or sore throat;
- Has a skin rash of questionable nature.

If your child has any of these symptoms, they will be sent home. Keeping your child home when they are ill prevents the spread of germs to other students. The school nurse serves as a liaison between school and home in regard to illness and accidents.

Lice: The Centers of Disease Control (CDC) advocates that children should not be excluded from school for lice or nits. If a child has been found to have live head lice, a parent will be notified and asked to initiate treatment. The student may return after appropriate treatment has begun.

Influenza: Most current state regulations will be followed.

Recess: If a child is at school then he/she will be expected to go outside for two 15 minute recesses as long as the temperature and/or wind chills are above 20 degrees.

An exception is made if the child has a note from a doctor.

Emergency information provided to the school at enrollment time needs to be kept current. This is important in case your child becomes ill or is hurt and we need to get in touch with you.

Screenings

According to KDHE directives, routine vision and hearing screenings are conducted at SES. Vision screenings are performed at a minimum every other year and will be completed on all 3rd & 5th grade students. Hearing screenings are performed every 3 years and will be completed on all 5th grade students. If any screening indicates further evaluation is needed, notification will be sent home and a referral to your primary health care provider recommended. If there are any concerns with vision or hearing, a full screening can be conducted at any time upon parent request.

Medication Policy

Medications for students should be given at home whenever possible. In the event that a medication needs to be given to the student while at school, the school nurse will require the following in order to do so:

Prescription Medications:

- Must be sent to school in the currently labeled prescription bottle with the following information: the child's name, the medication name, medication dosage and the time that it should be given.
- Must be accompanied by an authorization for medication form that has been completed and signed by the prescribing physician and the parent.
- A physician's order for medications must be reviewed and updated at the beginning of each school year and all changes in dosage require a new written order.

Non-Prescription (Over The Counter) Medications:

- Non-prescription (over the counter) medications must also be brought to school in their original container.
- Must be accompanied by an authorization for medication form with the parent's signature, the child's name, medication name, dosage and time to be given.

Children are not allowed to keep medication in their possession while at school. All medication must be kept in the office.

Please be advised that we must follow the prescription on the bottle, even with written permission from parents to change the dosage. Prescriptions must be current.



Responsibility- Centered Discipline

USD 368 has adopted the Responsibility Centered Discipline Model. The mission is to have a system that helps kids learn to take responsibility for their behaviors and creates an environment that brings the best out of everyone.

Our School Expectations

Be...

Respectful

At Sunflower Elementary we will respect one another and ourselves.

- We will respect others boundaries and property.
- We will be kind with our words and actions.

Responsible

At Sunflower Elementary we will take responsibility for our actions, academics, and attitude.

- We will look for solutions when we make mistakes.
- We will stand up for others and do what is right.

Productive

At Sunflower Elementary we will give our best effort.

- We will attempt to solve all problems and ask for help when needed.
- We will be prepared with materials and have a positive attitude for learning.

Safe

At Sunflower Elementary we will keep ourselves and others safe.

- We will choose actions and words that are not harmful to ourselves and others.
- We will seek guidance from an adult in unsafe situations.

Dress for Success

Clothing

It is important that a student wear clothing to school that is comfortable, clean, appropriate for work and play, and suitable for the weather.

Students should NOT wear the following:

- Clothing with references to alcohol, tobacco, or other controlled substances
- Clothing displaying vulgar, sexual, or violent references
- Heelies or other “wheeled” footwear
- No strapless, bare midriffs, or visible underclothing.
- Hats or hoods should not be worn in the building.

Guidelines for Parties

Students are not allowed to distribute party invitations at school unless an invitation is being given to **every** child in the class.

Student birthday parties at school are arranged in advance with the classroom teacher. Gift exchanges among students are not allowed.

Floral and balloon bouquets sent to school are held in the office until dismissal time. These are not delivered to classrooms. Just a reminder that balloons and glass can not go on the bus.

C O N D U C T

School Property - To keep costs down for parents, a variety of school supplies are loaned to students, such as calculators, etc. The students are responsible for these supplies. These supplies are used year to year; therefore, lost or damaged items must be replaced, or there will not be enough for upcoming years. Students damaging or losing school property will be assessed fees for replacement of said items.

Consequences for Misconduct/Threatening Behavior - If a student misbehaves or threatens another student or staff member, the consequence can range from time-out, removal from an activity, up to and including detention or suspension. If the behavior continues to be a problem a conference with parents will be scheduled.

Prohibited Items – Unnecessary, inappropriate, or distracting items will be taken away. This includes cell phones, iPods, laser pointers, shock devices, obscene materials, etc. **Cell phones and Smartwatches brought to school must be kept off and in a backpack during the day.** Any item not listed that is used inappropriately will be taken from the student. Students should only have school-related items in their backpacks. Extra toys, balls, food, etc...should not be brought to school.

Returning Items – The items will be returned to the student at the end of the day in most cases. If the item is taken away a second time, it will need to be picked up by a parent. Obscene or dangerous material will not be returned to the student. A parent will need to pick the items up from school.

The school cannot be responsible for items brought to school that get lost or stolen.

Cell Phones / Electronic Devices

Messaging Between Students and Employees	Student Use of Cell Phones and Other Personal Electronic Communication Devices
Safety of our students and staff is our top priority. This includes the use of digital communication tools that are approved, used, monitored, and archived with district oversight. Messaging between our students and teachers, coaches, sponsors or other employees will use the district's email system, Google classroom or other district approved system. Please allow an employee up to 24 hours for a response during a school week. School staff members are not requested nor required to monitor messages over weekends or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time. If you have an urgent need, please contact the school or district office for assistance. Use of other digital communication tools for direct communication between a student and employee is not permitted and may be subject to disciplinary action. If you ever have concerns about communication between a student and employee, please contact the principal without delay to request assistance or make a report.	Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices from the start of school at until the dismissal bell, except as otherwise provided in board policy JCDC. When entering the school each day, students will be required to turn their cell phones off and store them in their locker and/or backpack. If a parent or guardian needs to contact their student during the school day for any reason, they may call or email the office so we may assist. If the student needs to reach a family member or caregiver during the school day, they should let a teacher know or stop by the office during passing period for prompt assistance. We encourage students to leave personal electronic communication devices at home or in a locked vehicle during the school day. We also understand that is not always possible or preferable. Please note that students failing to comply with this policy will be subject to the following disciplinary action. 1st Offense: Student asked to turn off device and secure in their locker and/or backpack. 2nd Offense: Confiscation of the device and returned at the end of the day. 3rd Offense: Confiscation of the device, Parent/guardian notification to pick up from administration. 4th Offense: Progressive disciplinary measures for repeated violations.



From the Cafeteria

Breakfast

- Breakfast is served 7:30-7:55.
- Students must leave the breakfast room at 8:00 to arrive on time to class by 8:05.

Lunch

- Students have the choice of the hot entree or cold lunch.
- Students may bring a sack lunch and purchase milk separately. Students who are drinking water must have it packed in their lunch. Their classroom water bottle cannot travel with them to the cafeteria.
- Students are not allowed to bring soda pop or flavored mixes to add to milk or water.

Guidelines for Lunch Visitors

- Please call the school before 9:00 a.m. to order a lunch if you will be eating a school lunch. We cannot always guarantee that extra school lunches will be available.
- Parents are not allowed to bring pop/soda if they bring a meal to school for their student.

Meal Prices

Breakfast

Adults	\$3.20
K-5	\$2.40
Reduced	\$0.30
Extra Milk	\$0.35

Lunch

Adults	\$5.45
K-5	\$3.20
Reduced	\$0.40

Please feel free to contact the Food Service Director at 913-294-8005 for questions related to food service.

Contact the Business Office at 913-294-8000 for questions related to online payment.

Infinite Campus Information

Get your child's grades, see attendance, update personal information, etc...

Infinite Campus is a web-based program that provides parents with the information that they need to help keep their students successful.

The Infinite Campus (IC) Data System provides a comprehensive parent portal that provides access to attendance, grades, assessment scores, lunch accounts, and other important information. Parents may establish an account in the Parent Portal and through that account access up to date, key information about all the students in their family beginning the first day of school. Attendance and grades will be available beginning soon after the opening of each school year. Other information is added to the portal throughout the year.

Infinite Campus is a powerful tool to assist parents and teachers to work together for student success. If you do not already have an account, one can be created for you by contacting the school secretary via email. The secretary will email you your student's GUID number which will be necessary to create an account in IC.

Infinite Campus Login Directions

- Go to www.usd368.org
- Click on "Infinite Campus Parents"
- If you have been assigned a GUID number click on "If you have been assigned a Campus Portal Activation Key", there you will be able to enter your information and establish a username and password. If you have not yet been assigned a GUID number and need one, please contact the school secretary.
- If you are a returning user that has already set up "password" information then enter in username and password information.
- You can also download the app.

Grading Policy

Kindergarten through 5th Grade objectives for learning are marked with a "+" if the student meets expectations and a "#" if the expectations are not met. Grades 3 through 5 students will receive a percentage score in the four core subjects of Reading, Math, Social Studies, and Science.

Paola USD # 368 Formal Grading Policy:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Stay Connected

Sunflower Elementary makes a conscious effort to communicate information in a timely manner with parents while also doing our best to reduce waste and conserve resources. As part of this effort we send the majority of correspondence electronically. We will use the email address that you provide in Infinite Campus, our student database. For this reason, it is important that you keep your contact information in IC up to date. See the sidebar for more information on Infinite Campus (IC).

Modes of Communication-**BOTH** are Recommended

Infinite Campus-Please be sure to mark how you would like to receive information; phone messages, text, and/or email. You will only be able to receive IC messages from your child's school. You can also use IC to check your child's grades and attendance. Only parents or guardians are able to sign up for Infinite Campus Alerts. (See Login Information on Previous Page.)

Panther Alerts-Text system used by the district. You can indicate which schools you would like to receive texts from. You can sign up for Panther Alerts via the school website. ANYONE can sign up to receive Panther Alerts; grandparents, aunts, uncles, babysitters, etc... (Sign up for Panther Alerts via the USD 368 website. Information is on the Parents & Students tab.)

We are also on Facebook... Just search for Sunflower Elementary to find us!

Stay current...



Other Info...

Parents Right to Know

Sunflower Elementary is a Title I school. This means that students can benefit from supplemental Reading support from staff funded by a federal grant. The extra instruction assistance helps students achieve at a higher level. Guidelines within the grant require that parents have the right to know the following information:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by a paraprofessional and, if so, the qualifications.
- Parents also have the right to their student assessment scores. Formal assessment scores are either sent to parents or shared at parent/teacher conferences.

NOTICE OF NONDISCRIMINATION

Civil Rights Comprehensive Notification of Paola USD 368

In compliance with the Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and all other federal, state, school rules, laws, regulations, and policies, the Paola Unified School District 368 does not discriminate on the basis of race, color, national origin, sex, disability or age in admission to or employment in its education programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of Paola USD 368, Paola, KS to comply with both the letter and spirit of the law in making sure certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for students, their parents and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination should be referred to the district compliance coordinator:

Matt Meek, Superintendent of Schools
1115 E. 303rd St.
Paola, KS, 66071
Telephone: 913-294-8000

Discrimination complaints can also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO, 64106; Telephone 816-268-0550; Fax: 816-268-0599; TTY: 877-521-2172; Email: OCR.KansasCity@ed.gov.

Matt Meek, Superintendent, USD 368



USD 368 District Handbook Information

Kansas and federal regulations require that school districts develop and implement written policies to govern several school related topics and that the policies should be provided to parents once a year.

On the following pages you will find district information regarding USD 368's policies for ESI, bullying, immunizations, and emergency preparedness.

Additional information related to your child attending USD 368 schools can be found in the DISTRICT HANDBOOK located by request at each building for a hard copy or on the USD 368 website under Parents & Students: District Handbook at www.usd368.org.

Immunization Requirements for the 2026 - 2027 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.



Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
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)	3-4 doses**
PCV (pneumococcal conjugate)	4 doses**

KDG - Grade 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 A	2 doses
Hepatitis B	3 doses

Grade 7 - 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grades 11 & 12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses <i>See below:</i>

Meningococcal (MenACWY) Vaccine:

The 1st dose is due at entry to 7th grade at 11-12 years of age.
The 2nd dose is due at entry to 11th grade at 16-18 years of age.
Any 11th grader who is not yet 16 years old, should wait until their 16th birthday to receive the dose. Those 16-18 year olds with no previous MenACWY vaccine, only one dose is required.

Notes

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

** Total doses needed depend on vaccine type and child's age when doses were administered.

*** Three doses are acceptable if the 3rd dose was given after 4 years of age, and there are at least 6 months between the second and third doses.

~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

Additional RECOMMENDED Vaccines - Not Required for School Entry

HPV (Human Papillomavirus) Vaccine:

2 doses recommended at 9 to 12 years of age - See below:
2 doses needed if series is started at 11-14 years
3 doses needed if series is started at 15 years or older

Influenza (Flu) Vaccine:

Annual vaccine recommended for everyone 6 months of age and older

If an emergency or disaster situation ever arises while your student is in school, we want you to be aware that our schools have made preparations to respond effectively.

Paola School District has an emergency plan that has been formulated to respond to large or small emergencies such as threats or inclement weather. This plan has been developed to ensure the safety and protection of all students.

No one likes to dwell on emergency situations. However, we believe that planning ahead helps alleviate additional stress and concern. Please be assured that our entire staff is trained to respond to emergencies in a calm, and professional manner.

Emergency School Information

USD 368 has emergency procedures in place. These are shared with law enforcement agencies for student safety. Due to security, not all components can be publicly shared.

During any critical incident, the district collaborates with law enforcement.

At any time, parents and students are encouraged to share with school officials or law enforcement officers relevant security information that can benefit students safety.

- “ During an emergency, your access to the school may be limited due to emergency vehicles. In addition, the phone lines may be busy due to the volume of incoming calls from parents and telephone lines needed for emergency communication with police, fire, and other emergency personnel. Please be patient as we try to help you in as timely a manner as possible.
- “ Please be assured that parents and guardians will be kept informed with accurate communication through IC messenger as information is available. This will help alleviate conflicting and unconfirmed information.
- “ Impress upon your student(s) the need for them to follow the directions of any school personnel in times of an emergency.
- “ In the event our students are evacuated to an off-site location you will receive immediate information regarding that location. Please be patient at the release location as security will be tightened and release procedures will require proper identification before the release of any student.
- “ In the event a building is in Lock-Down, no one will be allowed to enter or leave the building until law enforcement resolves the situation. A Lock-Down may occur due to an off-campus community threat or an on-campus threat.
- “ In the event students are Sheltered-In-Place, guests entering the building will be detained in the office area and students will be kept within the building until the situation is resolved. Shelter-In-Place may occur due to inclement weather or a threat.

Student Reporting

Students are encouraged to report issues that place others in danger of self, others, substances, or situations. Reports may be made to any adult staff member, especially counselors and administrators. Reports can be made in person, either face to face or via phone, or in writing, in either physical or electronic format. All Staff email addresses are: firstname_lastname@usd368.org, and can be found on the district website.

Foster Care & Homeless District Coordinator
Amy Wright - Director of Curriculum, Instruction & Assessment
913-294-8000

Additional information related to your child attending USD 368 schools can be found in the DISTRICT HANDBOOK located by request at each building for a hard copy or on the website under Parents & Students: District Handbook at www.usd368.org.

SUNFLOWER ELEMENTARY



1401 E 303rd

Paola, KS 66071

913-294-8040