



PAOLA USD #368

WWW.USD368.ORG

**2019-2020
DISTRICT HANDBOOK**

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Go to www.usd368.org for District Calendar and more information.

DIRECTORY

CENTRAL SERVICES OFFICE

Office Hours: 7:30 am – 4:30 pm
1115 East 303rd
Paola KS 66071
Phone: 294-8000
Fax: 294-8001

Superintendent, Matt Meek

Asst. Supt/Curriculum, Tammy Thomasson

Director of Finance, Jimmy Hay

Director of Human Resources, Brenda Caldwell

Network Administrator, Tom Pfaltzgraff

Director of Buildings/Grounds, Chris Schroeder

PAOLA HIGH SCHOOL (9-12)

Office Hours: 7:30 am – 4:00 pm
401 N Angela Drive
Paola, KS 66071

Principal, Jeff Hines

Asst. Principal, Darin Gagnebin

Phone: 294-8010

Fax: 294-8011

District Food Service Director, Bill Rosich

Phone: 294-8005

PAOLA MIDDLE SCHOOL (6-8)

Office Hours: 7:30 am – 3:30
405 N Hospital Drive
Paola, KS 66071

Principal, Mark Bloustine

Asst. Principal, Amy Wright

Phone: 294-8030

Fax: 294-8031

SUNFLOWER ELEMENTARY (3-5)

Office Hours: 7:30 am – 4:00 pm
1401 E 303rd Street
Paola, KS 66071

Principal, Staci Wokutch

Phone: 294-8040

Fax: 294-8041

COTTONWOOD ELEMENTARY (K-2)

Office Hours: 7:30 am – 4:00 pm
709 N Hedge Lane
Paola, KS 66071

Principal, Natalie Ball

Phone: 294-8050

Fax: 294-8051

SPECIAL EDUCATION OFFICE

Office Hours: 8:00 am – 4:30 pm
22795 W. 255th Street
Paola, KS 66071

Director, Dr. Michael Hughes

Asst. Director, Pauline Hintz

Special Ed Administrator, Vicki Vossler

Phone: 294-2303

Fax: 294-4546

ADULT EDUCATION OFFICE

Office Hours: 8:00 am – 4:00 pm
1710 E Industrial Park Drive
Paola, KS 66071

Director, Karen Ulanski

Phone: 294-8018

Fax: 294-8019

ACADEMIC AND VOCATIONAL SCHOLARSHIPS

We encourage high school seniors to contact the guidance counselor in September if they are seeking an academic or vocational scholarship. The counselor will conduct a parent conference annually for those who are seeking a financial scholarship for their student.

ASBESTOS

In accordance with Environmental Protection Agency regulations, USD #368 has inspected the following buildings for all ACM (Asbestos Containing Material):

Central Services Bldg.....1115 East 303rd, Paola, KS 66071
Paola High School.....401 N Angela Drive, Paola, KS 66071
Paola Middle School.....405 N Hospital Drive, Paola, KS 66071
Sunflower Elementary 1401 E 303rd Street, Paola, KS 66071
Cottonwood Elementary709 N Hedge Lane, Paola, KS 66071
Special Education Offices....22795 W 255th Street Paola, KS 66071

A record of the inspection, a diagram of the location of all ACM and a copy of relevant EPA regulations are available at the USD #368 Business Office in the Central Services Building.

USD #368 Asbestos Operations and Maintenance Plan is described below:

1. Chris Schroeder, USD #368 Director of Buildings & Grounds, is directly responsible.
2. Building custodial and maintenance personnel have been instructed on asbestos awareness. An on-going maintenance program shall include short and long-range goals, which maintain non-friable asbestos materials.
3. USD #368 has adopted a formal in-service plan.
4. All friable asbestos building material has been removed from USD #368 school buildings. To ensure this was done in accordance to specification, re-inspections have been conducted periodically as required. The only remaining suspect asbestos containing building material left is floor tile covered by carpet at Paola Middle School. All material is non-friable and maintained in good condition. Immediate repairs are made when conditions dictate by properly trained individuals.
5. Periodic inspections shall be made by maintenance director. Documentation shall be maintained by the local school district through the maintenance director.

BOARD OF EDUCATION

Board of Education policies are available on the district website at www.usd368.org and at each building.

MEETING DATES & TIMES

The Board of Education meets the second Monday of each month at 7:00 pm. The Board of Education meetings are held in the Central Services Building, unless otherwise noted. If you wish to address the Board of Education on a particular item, please contact the Superintendent's Office (913)294-8000.

OFFICES & MEMBERS

Members of the Board of Education are proud of the district's accomplishments. We will always strive to improve. Do not hesitate to contact any Board of Education member.

Member, Cathy Macfarlane

Ms. Macfarlane graduated from Paola High School and the University of Kansas. She and her husband own and operate Blue Eagle Investigations, Inc. Macfarlane represents USD #368 patrons who live in District #1. Her term expires December 31, 2019.

Member, Tim Kelley

Mr. Kelley is a Paola High School graduate. He works for the Walmart Distribution Center. Kelley represents USD #368 patrons who live in District #3. Term expires December 31, 2019.

Member, Amanda Martell

Ms. Martell is a Paola High School graduate and is employed with Lakemary Center. She represents USD 368 patrons in the at-large position. Her term expires December 31, 2019.

Member, Randy Rausch

Mr. Rausch is in law enforcement. Rausch represents USD #368 patrons who live in District #5. His term expires December 31, 2019.

Member, Greg Cole

Mr. Cole is a Paola High School graduate. He is employed as a plumber. He represents USD #368 patrons who live in District #6. His term expires December 21, 2021.

Member, Kelly Franke

Ms. Franke is a graduate of Paola High School and Kansas State University. She works as a paralegal in the Miami County Attorney's Office. Franke represents USD #368 patrons who live in District #4. Her term expires December 31, 2021.

Member, Scott Golubski

Mr. Golubski is a Paola High School graduate and is employed as an automation, instrument and controls technician. He represents USD 368 patrons who live in District #2. His term expires December 31, 2021.

BUS SERVICES

Paola USD #368 contracts bus services from Kansas Central School Bus to transport students to school and home daily. Paola USD #368 will not bus students living less than 2.5 miles from school. If you wish to request bus services, a route change or resolve a bus problem, contact the Kansas Central School Bus Company manager at, 294-9610.

Bus regulations for safe, orderly, and efficient transportation services:

1. Follow the driver's instructions at all time.
2. No eating, drinking, or use of tobacco, alcohol, or illegal drugs on the bus.
3. Keep all body parts and objects to yourself and inside the bus.
4. Classroom voices, no foul language; quiet when approaching railroad tracks and intersections.
5. Electronic equipment must not be disruptive. Not responsible for damage or loss to equipment or any student articles.
6. Keep aisles clear of clutter, legs, feet, etc.
7. Do not tamper with any emergency equipment; respect bus property.
8. Sit in assigned seat; must be seated when the bus is in motion.
9. Be at bus stop five (5) minutes early. Driver will stop, open door, look, close the door and then proceed. Driver is not allowed to wait for students or make unauthorized stops.
10. Not allowed on the bus: illegal drugs, alcohol, tobacco, weapons, explosives of any kind, animals, bugs, reptiles, baseballs, baseball bats, basketballs, soccer balls, footballs, skateboards, water guns, pellet guns, water balloons, etc.
11. Allowed, with prior approval: special projects and equipment, books, approved class/special projects, suitcases, sleeping bags, uniforms.
12. Early Childhood, Kindergarten, and selected Special Education students must be met at the bus stop by a pre-approved person of responsibility or the student will be returned to the Kansas Central School Bus Office. (1705 Industrial Park Dr., Paola, 294-9610) If student has an emergency contact person on file (within immediate vicinity of student's home), that person will be asked to accept the student. If the person declines, the student will be taken back to the Kansas Central School Bus Office.

Activities on Kansas Central School Buses may be under surveillance via audio/video security monitors.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, MP3, Walkmans, radios, laser pointers, etc. are not a part of an educational setting. Please refer to building handbooks for specific details about these policies.

COUNSELING SERVICES

Paola USD #368 provides an exceptional student counseling service for all students. A primary objective of the student counseling service will be to assist parents, students and teachers relating to the following areas:

1. Academic and vocational counseling
2. Career counseling
3. Parent-counselor conferences
4. Personal student-counselor conferences
5. Student scholarship opportunities
6. Student testing and interpretation

Four certified counselors and two social workers are employed by USD #368. They are dedicated counselors and will assist your child whenever possible. The following counselors and social workers are available upon request:

Paola High School.....	Deanell Wieland, Burl Powell
Paola Middle School.....	David Cash, Burl Powell
Sunflower Social Worker	Lisa Wilson
Cottonwood Social Worker.....	Amber Rush

DRUG/SMOKE FREE SCHOOLS AND WORKPLACE

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance or alcoholic beverage of any kind:

1. On the school grounds during, before or after school hours;
2. On school ground at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Violation of this rule may result in suspension and/or expulsion however, a medical prescription from a registered physician shall not be considered a violation of this rule. Use of a drug dog has been authorized by the Board of Education as a part of the drug-free program. The use, possession, or sale of illegal drugs on school grounds or facilities by anyone is prohibited and will be referred to law enforcement.

USD 368 is a Smoke-Free Campus. Students are subject to disciplinary action for smoking on school grounds or at school activities. According to Board of Education policy, GAOC Use of Tobacco Products in School Buildings, the use of tobacco in any form, including e-cigarettes, are not allowed on USD #368 property, in USD #368 owned/leased/rented vehicles, in contracted school buses or at USD #368 activities at any time by anyone.

ENROLLMENT INFORMATION

Students attending Kansas schools must be five years of age on or before August 31 in order to be eligible for enrollment in kindergarten classes.

Parents need to bring any/all available, pertinent student information, i.e. physical forms, insurance information, emergency medical information, immunization records, social security number, addresses, and phone numbers of parents' work, birth certificate for kindergarten and all new students, and method of payment for fees.

FERPA STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record.

2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing if necessary.
4. The right to report violations of the FERPA to the United States Department of Education.
5. The right to be informed about FERPA rights.

At age 18, all rights and protections given parents transfer to the student or enrollment in a post secondary school. Upon request, the district discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

Paola USD #368 proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it may disclose without your written consent personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

1. Student's name, address, phone number, date of birth;
2. The names of the student's parents;
3. The student's designation/grade level;
4. The student's participation in officially recognized sports and activities;
5. The student's weight & height if a member of an athletic team;
6. The student's work, degrees, honors, and awards received;
7. The student's photograph;
8. Schools/dates of attendance;
9. High School student district email address.

Prior to the beginning of the school year, USD #368 will publish the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published the list will be given to the student's parent or the eligible student at the time and place of enrollment or referred to the list on the district web site.

After the parent or eligible students have been notified, they will have two (2) weeks to advise the school district in writing each year (a letter to the school superintendent's office or appropriate attendance building) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be marked to indicate the items the district will designate as directory information about that student. This designation will remain in effect until the end of each school year.

FOOD SERVICE

Good nutrition is vital to every student's mental and physical development. The food service department provides a high quality, nutritious breakfast and lunch at all attendance centers. Free and reduced meal applications are available at all building offices and the food service department located at Paola High School. A salad and snack bar are open during serving time for students at Paola High School. Salad bar and limited ala carte choices are available at Paola Middle School. Each school's menu is posted on the website at www.usd368.org.

All meal menus follow USDA guidelines.

Replace Meal Cards: Middle School and High School students are responsible for their meal cards, and must bring them to the cafeteria each day. If a student loses their meal card they will need to learn their 8-digit student ID number and will be able to enter their number into a pin pad at the cashier station. We will NO longer replace or charge for meal cards.

Meal substitutions and/or modifications can be made only with complete and specific written instructions from a licensed physician, and must be renewed each school year. These instructions should be sent to the Food Service Director, , at Paola High School at 913.294.8005.

**USD 368 Paola School District
Food Service Payments and Balances**

Payment and Balances: To allow for convenience of checking meal balances and making payments, the following procedures can be used:

The Infinite Campus food service software will allow to you:

- View balances via the Infinite Campus Portal or Infinite Campus mobile applications. Directions and login information can be obtained from your child’s school office staff.
- Access RevTrak through the Enrollment/Supplies link or from the district website under the Food Service link. Also, you may go to <http://usd368.revtrak.net>.
 - Enroll your child and pay meal fees using a RevTrak login and password that you create.
 - Payments will be posted to student’s account immediately.
 - VISA and MasterCard are accepted.
 - Transaction fees of \$1.50 are charged per transaction.

Meals Charging Policy: Students will be allowed to charge up to but not to exceed \$10.00 for Paid status and \$5.00 for Reduced status at any one time. A la carte purchases will not be allowed once a student has a negative balance.

Contact the Business Office at 913.294.8000 for questions related to online payment.

FOSTER CARE AND HOMELESS

Coordinator: Tammy Thomasson, Assistant Superintendent, 1115 E. 303rd Street – Paola, KS 66071
913.294.8000. Information can be found on the district website. [www.usd368.org/Parents & Students/Foster Care](http://www.usd368.org/Parents%20&%20Students/Foster%20Care) - Parents & Students/Homeless Resources

GRADING POLICY

Kindergarten – 5th Grade*

Student objectives for learning are marked with a “+” if meets expectations and a “#” if expectations are not met.

Grade 3-5 students will receive a percentage score in the four core subjects of Reading, Math, Social Studies, and Science.

Grades 6th-12th

Paola USD #368’s formal grading policy is as follows:

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

A student’s semester grade shall be the accumulation of all grades. This includes the first and second nine weeks. Nine-week tests and semester tests can be administered to all students who are in grades 6-12.

Honor Roll

The Paola High School and Paola Middle School shall have the following designated groups:

- Superintendent’s Honor Roll.....4.0 GPA
- Principal’s Honor Roll3.65 GPA
- Panther Honor Roll3.0 GPA

Note: The Panther Honor Roll is recognized at the discretion of the building principal.

HEALTH SERVICES

Students at each school receive nursing services from two school nurses.

There are several services offered to students of USD #368, some required by law, some not. All are aimed at keeping our students healthy to enhance their learning capabilities.

REQUIRED DOCUMENTATION

Physicals: Kindergarten students will need a school entry physical completed within 12 months prior to the first day of school. New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above.

Documentation should be provided to the school at the time of enrollment.

Immunization Requirements from the State of Kansas for Students for the 2019-2020 School Year:

- **Diphtheria, Tetanus, Pertussis (DTap):** five doses required; 4 doses acceptable if dose 4 given on or after the 4th birthday.
- **Tdap:** a single dose required at grades 7-12 regardless of interval since the last Td vaccine.
- **Hepatitis A:** Two doses required for grades K-1.
- **Poliomyelitis (IPV/OPV):** 4 doses required; 3 doses acceptable, if proper intervals are met with one dose after the age of 4 years..
- **Measles, Mumps, Rubella:** two doses required with the first dose on or after the 1st birthday.
- **Hepatitis B:** three doses required. Dose 3 must be given after 24 weeks of age.
- **Meningococcal:** Two doses required. Doses should be given at entry to 7th grade (11-12) years) and 11th grade (16-18 years). For children 16-18 years, only one dose is required.
- **Varicella (chickenpox):** two doses required for grades K-12 unless history of varicella disease documented by a licensed Physician.

ILLNESS

Your child should be kept home from school if he/she: (1) has a temperature over 100 degrees Fahrenheit, (2) is vomiting, (3) has a severe cough, cold or sore throat or (4) 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.** Any child with a fever should be kept home 24 hours after their temperature drops to normal (98.6) without the use of fever reducing medication such as Tylenol or Motrin.

Communicable Diseases: Students with the following communicable diseases will be excluded from school using these guidelines.

Chicken Pox: Students may return six days after onset of rash or until lesions are fully encrusted, whichever comes first.

Influenza (Flu): State regulation recommends influenza cases in the school setting be isolated at home for seven days following the onset of symptoms NOT the date of diagnosis.

Pink Eye: If a student has Pink Eye (bacterial conjunctivitis) there is reddening of the eye and large amounts of drainage that cause the eye to crust over. These students should remain out of school until having had 24 hours of antibiotic eye drops.

Ring Worm: This is a fungus infection and can affect the scalp, body, feet and nails. The student may return to school after treatment has started, but should not participate in athletic activities involving skin-to-skin contact until the skin lesions are completely healed.

Scabies: Scabies is caused by a mite that burrows under the skin causing a rash and itching. The student may return after treatment has started. Treatment of child should include treatment of clothing and bedding.

Impetigo: This is a skin infection caused by the staphylococcal bacteria, the same one that causes boils, carbuncles, abscesses, and infected cuts. The student may return to school if receiving treatment. Open wounds should be covered with a clean dressing.

MRSA (Methicillin Resistant Staphylococcus Aureus): In the community, most MRSA infections are skin infections that are caused by staphylococcal bacteria that are resistant to certain antibiotics. It

appears as pustules or boils which often are red, swollen, painful or have pus or other drainage. The student may return to school if receiving treatment but the site needs to be covered by a dressing.

Head Lice: A child who has been found to have live head lice will be sent home. Appropriate treatment must be carried out and proof of treatment must be provided to the school upon return. Questions about other communicable diseases should be directed to your child's school nurse.

SCREENINGS

Hearing: All children have their hearing screened at kindergarten, first, and second and every three years after that through high school (i.e., 5th, 8th, and 11th). Any parent or teacher may request that any student be screened at any time. If a child fails the first screen, a second is done. If a child needs further evaluation, a form will be sent home that parents can take to the student's primary care provider for further evaluation.

Vision: All students have their vision screened in kindergarten, first, and second grades and every other year through high school (i.e. 4th, 6th, 8th, 10th. and 12th). Any parent or teacher may request that a student be screened at any time. If the vision screening indicates further evaluation is needed, a form will be sent home which can be taken to the student's primary care provider or eye doctor.

Dental Health: Students are encouraged to see their dentist on a yearly basis for preventative care. Dental support will be available to students.

MEDICATION POLICY

When a student requires medication(s), the school works cooperatively with the parents and physician to ensure that the student receives the correct medication and amount at the proper time. Only FDA approved prescription and over the counter medications are allowed to be administered by school personnel. Over the counter medication will be given per package label dosing instructions unless prescribed by physician. **Medications for students should be given at home whenever possible.** Even medications requiring doses three times a day can generally be administered while the student is at home (prior to school, after school and at bedtime). 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:

1. Needs to be brought to school by the parent in the currently labeled prescription bottle with the following information: the child's name, the name of the medication, the amount of medication to be given, and the time that it should be given. **Note: Most pharmacies will provide you with an additional prescription bottle for the medicine that needs to be given at school.**

2. Needs to be accompanied by a Medication Form (can be obtained from the school nurse and/or office personnel or online at www.usd368.org) that has been completed by the Prescribing Health Care Provider and the parent/guardian. The Prescribing Health Care Provider's orders may also be faxed to the school nurse.

3. A Primary Health Care Providers' order for medications(s) needs to be reviewed and updated at the beginning of each school year and all changes in amount of medicine to be given will require a new written order from the Prescribing Health Care Provider. Again, the medication order may be faxed directly to the school nurse.

Non-Prescription (Over the Counter) Medications:

1. Must be brought to school in the original labeled container, clearly showing the amount to be given by age, the ingredients and the expiration date.

2. Must be accompanied by a Medication Form with the parent/guardian's signature or a parent/guardian signed note with the child's name, the name of the medication, the amount of medication to be given and the day and time to be given.

3. High School students may carry a small bottle of their own non-prescription (over-the-counter) medications such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or antacids (Tums). All medications must be in the original container and be used responsibly per label instructions. Sharing medication with other students is NOT allowed. The principal will have the final authority to revoke the student's privilege of carrying his or her own medication if necessary.

Certain medications (i.e. insulin injection) may require the student to keep the medication with them at any grade level. All other medications will be maintained in the health room and given out by the school nurse and/or designated school staff according to stated policy.

At the secondary level (Paola High School and Paola Middle School) a student may, retain possession of their inhaler, EpiPen and insulin injection. This must be discussed with the school nurse and approved in writing by the parent/guardian and the physician prescribing the medication and documented by completion of Medication Form.

HUMAN SEXUALITY & AIDS EDUCATION

Human Sexuality and AIDS Education is required instruction. Parents or guardians (or students eighteen years of age or older) who do not want their student involved in all or some of the classes may obtain an opt-out request form from the principal. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

INCLEMENT WEATHER POLICY

The following plan will be used when severe inclement weather occurs. An official announcement will be made by the Superintendent of Schools if school will be closed.

Listed are the TV stations that will be contacted when schools are closed:

WDAF TV -Channel 4
KCTV TV -Channel 5
KMBC – Channel 9

(The use of PANTHER ALERTS! is a quick and effective way to receive important information via email and/or text message including school closings and district event changes. Sign up instructions are on the district website www.usd368.org.) Messaging will also be available through Infinite Campus Messenger. In the unlikely event extreme weather ever prevents our buses from transporting your child home your students will be kept at their prospective buildings for you to pick up. You will be contacted by telephone if your child is at the building and our plans will be coordinated with you.

LIBRARY SERVICES

Paola USD #368 students have the availability of an outstanding library, which is considered a priority by the Board of Education. There are numerous fiction, non-fiction and reference books that are available to students. All school attendance centers have a library and are served by well-qualified librarians who shall assist students with their research and reading pursuits.

LIFETIME GOLDEN AGER PASS

Paola USD #368 will present a Lifetime Golden Ager Pass to residents who live in USD #368's boundary area and are 65 years of age or older. The Lifetime Golden Ager Pass admits the holder free-of-charge to all Frontier League Athletic Events (exclusive of tournaments, plays, and musicals). Lifetime Golden Ager Pass may be obtained at the Paola High School front office.

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; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Paola Unified School District 368 shall not discriminate on the basis of disability, race, color, national origin, sex, or age in admission to or employment in its education programs or activities and provides equal access to the Boy Scouts.

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 for Title IX and Section 504 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 under Title IX (sex) and Section 504 (disability) should be referred to:

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

SECTION 504: Matt Meek, Superintendent of Schools, 1115 E. 303rd St., Paola, KS, 66071;

Telephone 913-294-8000

Title VI, Title IX, and Section 504 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.

ONLINE PAYMENTS

USD #368 utilizes the Infinite Campus food service software & RevTrak on-line payment system. Both of these systems are connected to the Infinite Campus database in real-time so the information you see is the most up-to-date information available.

The Infinite Campus food service software will allow you to:

- View real-time account balances via the Infinite Campus Portal
- View real-time detailed food service transaction reports via the Infinite Campus Portal

The RevTrak on-line payment system will allow you to:

- Retrieve Infinite Campus food service and enrollment fee information using your Infinite Campus login and password
- Retrieve and pay for all your students in one transaction
- Pay for chosen fees using a RevTrak login and password that you create
- Have payments post to student accounts immediately, due to real-time interface
- Review payment history using your RevTrak login and password
- Accepts VISA and MasterCard
- Transaction fee of \$1.50 per transaction
- Access RevTrak through the Enrollment/Supplies link on the left, the Food Service link on the left, or go to <http://usd368.revtrak.net>.

Please feel free to contact the Food Service Director, 294-8005 (food service questions), the Business Office, 294-8000 (on-line payment questions) or your student's school if you have any questions.

PAOLA HIGH SCHOOL & PAOLA MIDDLE SCHOOL ATHLETIC EVENTS

We have a schedule available for all PHS and PMS activities that can be placed in a prominent location so you can easily see the dates and location of all athletic events. Also, check www.usd368.org for district calendar.

PARENTS AS TEACHERS

Paola USD #368 adopted the Parents As Teachers program in 1990. School districts served are Garnett, Jayhawk-Linn, Louisburg, Paola, Pleasanton, Prairie View, Osawatomie and Central Heights. The program is free and voluntary and allows a limited number of children to participate. Children can enroll anytime in the program once an opening occurs. The goal of the PAT program is to assist parents of children birth to age three in understanding how children grow and develop their skills in the areas of language, intellect, motor, social and emotional development. Six home visits, four group meetings, development screening and resource follow-up are provided. Children exit the program on their third birthday.

Director Callie Peace

PARENT-TEACHER CONFERENCES

Our school district has scheduled regular Parent-Teacher Conferences as posted on the district calendar. Parents need teacher feedback, which concerns their child's progress. We want to continue a program that strives to establish positive student goals. A Parent-Teacher Conferences schedule can be found on the District Calendar available at each building or on the USD 368 website.

A special conference may be arranged at any time if you are concerned about your child's educational progress. You should contact the respective building principal who will set a meeting date when the conference will be held.

PROTECTION OF PUPIL RIGHTS

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, non-invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

SCHOOL ACCIDENT INSURANCE

USD #368 does not cover students with life or health insurance. If your child is injured on school grounds or during a school function or activity, USD #368 is not liable and the student's family is responsible for handling all related claims and expenses. Accident insurance is available to all students in USD #368. It is mandatory that every athlete be insured against injury while participating in our athletic program. A signed statement from the parent indicating that the student has accident or hospitalization insurance with another insurance agency will release that individual from purchasing athletic insurance through the school. We strongly urge that you consider the program we have to offer this year as in many instances accident or hospitalization policies will not cover all medical expenses as a result of injury.

Voluntary student insurance is available through Student Assurance Services, Inc.

Contact the assistant principal at Paola High School or Paola Middle School for offered coverage and premium costs. Additional voluntarily student insurance information is also available on district website ([www.usd368.org/Parents & Students/Enrollment Information/Student Insurance](http://www.usd368.org/Parents%20&%20Students/Enrollment%20Information/Student%20Insurance))

SPECIAL EDUCATION COOPERATIVE

The purpose of the Special Education Cooperative is to provide a full range of services to students with special education needs. Services include, but are not limited to, early childhood special education (3-5 years old), severe cognitive ability, severely multiply-handicapped, learning disabilities, behavior disorders, gifted, speech/language and occupational therapy. Transition services are provided to help students 14 years and older prepare to enter the world of work or post-secondary education. Ten school psychologists provide no-cost evaluations to determine eligibility for specific programs and provide consultations on an ongoing basis.

STARTING & DISMISSAL TIMES

Paola High School.....	8:00 am – 3:10 pm
Paola Middle School	8:00 am – 3:00 pm
Sunflower Elementary	8:05 am – 3:05 pm
Cottonwood Elementary	8:10 am – 3:10 pm