

2019 - 2020

HANDBOOK



★ THE GREATEST SCHOOL ON EARTH ★



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

Stacey Elkinton
 Shelly George

Nurse

Glenda Kinaman
 Robin Meeks

Third Grade Team

Emily Alphin
 Renee Bowman
 Blaire Burke
 Stephanie Conner
 Michelle Johnson
 Jennifer Vlasity

Fourth Grade Team

Laura McQuinn
 Lisa Cerros
 Deb Hanf
 Lacy Meridith
 Melinda Pitzer
 Chiann Miller

Fifth Grade Team

Jamie McDaniel
 Karen Nelson
 Julie Oakley
 Jolene Pennington
 Heather Simons
 Diahn Taylor

Title I Reading

Paula Krehbiel
 Melanie Beets

Special Education

Paula Gage– 3rd Grade
 Interrelated
 Mallory Green– 4th Grade
 Interrelated
 Malinda Chappell - 5th
 Grade Interrelated
 Cori Flynn- Gifted
 Jodi Maynard-Speech
 Robin Branine-OT
 Jennifer Siders-School Psych

Social Worker

Lisa Wilson

Intervention Coordinator

Corey Troast

Art

Michelle Mosher

Music

Kelsey James

Physical Education

Michelle Weaver

Library

Sandy Armbruster

Computer

Jamie McCrackin

Science

2-3 Ashley Blackman
 3-5 Kim Weber
 5 & ELL Michelle Haley

August 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------------------|-----|----------------------------------|---|-----|--|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 ----New Teacher Inservice---- | 9 | 10 |
| 11 | 12 -----Inservice----- | 13 | 14 <i>First DAY OF School</i> | 15 | 16 | 17 GOTR Registration opens to public XXXXXX |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 PTO Meeting 5:45 p.m. | 27 | 28 | 29 | 30 | 31 |
| | | | | <p>Help Sunflower... Help Ronald McDonald House...collect pop tabs throughout the year!</p> | | <p>Save Your Tabs!</p> |

Arrival, Dismissal, & Tardies

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

SCHOOL STARTS @ 8:05 A.M.

Students should **NOT** arrive to school before 7:30 a.m.
Supervision is **NOT** available.



Automated Dialer

When a student is absent or tardy past 8:30 a.m. and a parent has not called the office to excuse their student, an automated phone call, text, and email goes out to the parents. If you call after the dialer has gone out, you still may receive this information as we are unable to recall it.

Dismissal = 3:05 p.m for ALL Students

Parents must sign students out in the office if leaving school earlier than 3:05 p.m. Please only come into the office to sign your student out if they are leaving early for an appointment. Students will be brought outside for dismissal at 3:05 p.m.



Tardy Procedure

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

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

Changes in Transportation

Safety is our priority. Please send a note or call when there are **ANY** changes in your child's after school transportation changes.

ALL transportation changes MUST be called in before 2:00 p.m.



September 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|------------------------------------|-----|--|-----|
| 1 | 2 No School-Labor Day | 3 | 4 | 5 | 6 Picture Day  | 7 |
| 8 | 9 1st Day GOTR  | 10 | -----District MAP Assessments----- | | 13 Grandparent Day  | 14 |
| | | -----Scholastic Book Fair----- | | | | |
| 15 | 16 | 17 | -----District MAP Assessments----- | | 20 | 21 |
| 22 | 23 | 24 | -----District MAP Assessments----- | | 27 | 28 |
| 29 | 30 |  | | | | |

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 a.m.** 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.

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.

Examples of Excused Absences

(Make up privileges are allowed for excused absences)

- 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 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.

Tardy Notifications

At 5 Tardies: Red Flag. Letter to family from Social Worker.

At 10 Tardies: Call and letter from Social Worker and 20 minute detention.

At 15 Tardies: Letter and meeting with school to develop plan.

15+ Tardies: 20 minute detention for each tardy.

October 2019



Sun

Mon



Tue

Wed

Thu

Fri

Sat

| | | | | | | |
|--|-------------------------------|--------------------------------|---|--|--|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 Homecoming  End of 1st Quar- | 12 |
| 13 | 14 No School- Inservice | 15 Randy Nadler Assembly | 16 Picture Retakes Parent Teacher Conf (4-8pm)  | 17 No School Parent Teacher Conf (8am-8pm) | 18 No School | 19 |
| 20 | 21 | 22 | 23 Mom & N Barn Basl  | 24 | 25 | 26 |
| ----- Acts of Kindness Week ----- | | | | | | |
| 27 | 28 | 29 | 30 | 31 8:00 a.m. Hoot & Howl 1:30 p.m. Halloween Parade Classroom Halloween Parties |  |  |

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; or
- **Influenza: State regulation recommends influenza cases in a school setting be isolated at home for seven days following the onset of symptoms; NOT the date of diagnosis.**

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.

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. Distance vision screenings are performed at a minimum every other year and will be completed on all 4th grade students. Hearing screenings are performed every 3 years and will be completed on all 5th grade students. If the 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 or a parent note with 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.

November 2019



Sun

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Tue

Wed

Thu

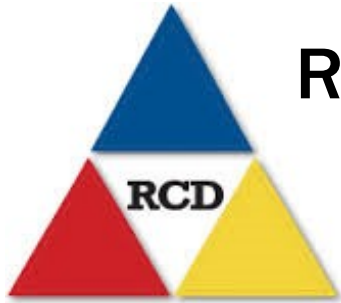
Fri

Sat



| | | | | | | |
|--|---|----|----|---------------------|----|--|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 GOTR 5K at Children's Mercy Park  |
| 10  | 11 Veterans L Assembly 8am  | 12 | 13 | 14 GOTR—last day | 15 | 16 |
| American Education Week | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Thanksgiving Break - No School | | | | | | |





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



SUNFLOWER
ELEMENTARY SCHOOL

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

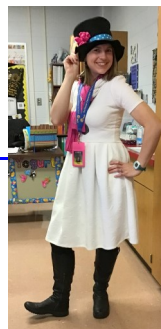
At Sunflower Elementary we will keep ourselves and others safe.

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

December 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------------------|-----|---------------------------------|-----|---|-----------------------------|-----|
| 1 | 2 | 3 2nd Grade Music Program | 4 | 5 4th Grade Music Program 7pm | 6 | 7 |
| -----District MAP Assessments----- | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| -----District MAP Assessments----- | | | | | | |
| 15 | 16 | 17 | 18 | 19 Christmas Parties  | 20 End of 2nd Quarter | 21 |
| -----District MAP Assessments----- | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| -----Winter Break----- | | | | | | |
| 29 | 30 | 31 | | | | |
| -----Winter Break----- | | | | | | |



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:

- Short shorts (less than fingertip length when hands are at sides)
- No strapless, bare midriffs, or visible underclothing.
- Clothing with references to alcohol, tobacco, or other controlled substances
- Clothing displaying vulgar, sexual, or violent references
- Heelies or other "wheeled" footwear



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.

CONDUCT

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, MP3 players, iPods, radios, laser pointers, shock devices, obscene materials, etc. **Cell phones 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.

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. 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.

January 2020



Sun

Mon

Tue

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Sat

| | | | | | | |
|----|----------------------------|----|------------------------------------|------------------------------|------------------------------|----|
| | | | 1 -No School- -Winter Break- | 2 No School- Inservice | 3 No School- Inservice | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 No School-MLK Day | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |



FROM THE CAFETERIA

Meals may be purchased daily or with a prepaid ticket. Students turn in lunch money to the classroom teacher first thing in the morning.

Meal 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. Ala carte purchases will not be allowed once a student has a negative balance.

Breakfast - Breakfast is available to all students. Upon arrival at school the student reports directly to the multi-purpose room for breakfast, then to the classroom. **NO BREAKFAST AFTER 8:00 a.m.**

Lunch - All students eat lunch at school. A student may bring a sack lunch and purchase milk separately. Students are not allowed to bring flavored mixes to add to milk, drinks in glass containers, or soda pop.

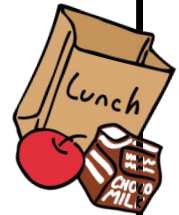
Guidelines for Lunch Visitors - Parents are welcome to eat lunch with their children.

- 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 asked not to bring fast food meals to school for students.
- Students may choose one friend to sit with them during lunch in a special area designated for visitors.

**Due to new federal food guidelines at school-
parents are discouraged from bringing fast
food to their child in the school cafeteria.**

2019-20 Meal Prices

| <u>Breakfast</u> —Served 7:40-8:00 a.m. | | <u>Lunch</u> | |
|---|--------|--------------|--------|
| Adults | \$2.20 | Adults | \$3.75 |
| K-5 | \$1.95 | K-5 | \$2.75 |
| 6-12 | \$2.00 | 6-8 | \$2.80 |
| Reduced | \$0.30 | 9-12 | \$2.90 |
| | | Reduced | \$0.40 |



Please feel free to contact Bill Rosich, 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.

To Make Online Payments:

1. **Visit** district website at www.usd368.org and click the **RevTrak Online Payment** button on the homepage or go directly to the web store at USD368.revtrak.net.
2. Click on **Student Fees & Food Service Payments**.
3. Enter the **User Name** and **Password** for your Infinite Campus account (contact your building secretary if you don't have an Infinite Campus account).
4. **Select the fees** you would like to make a payment for and click **Next Page**.
5. Continue to follow the prompts to complete payment.

February 2020



Sun

Mon



Tue

Wed

Thu

Fri

Sat

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|----------------------------------|-----|--------------------------------------|--|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 Valentine's Day Parties  | 15 |
| 16 | 17 No School - President's Day  | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 1st Grade Music Program | 26 | 27 3rd Grade Music Program 7pm | 28 End of 3rd Quar- ter | 29 |

ACCELERATED READER INFORMATION

Sunflower Elementary utilizes a reading program called Accelerated Reader (AR) to encourage students to read outside of the assigned reading curriculum. AR does not affect a student's grade at Sunflower, but is used as a motivational tool to encourage students to read on their own. In this program books are leveled by grade according to their degree of difficulty.

At the beginning of each quarter the student and their teacher will conference and decide what level of books the student is to read based on his or her reading ability. Most Accelerated Reading Books will be marked and recognized by a colored dot on the spine of the book. Each color stands for a different level of book so it will be easy for a student to find an appropriate book by just looking for their designated color.

The students and teacher also set a "point goal" for the student to work towards that quarter. Accelerated Reader books are also assigned a point value based on their level of difficulty.










Students are given a chance to read AR books all quarter and take computerized quizzes on the books they read. Based on how many AR quizzes they pass determines how many "points" they earn toward their goal.

Students who reach their AR goal are rewarded at the end of each quarter.

How can parents help?

- *Read to, read with, and encourage independent reading at home.
- *Discuss the book your child is currently reading.
- *Visit our school library or the Paola Free library.
- *Check out renlearn.com for more information about AR
- *Stay connected using Renaissance Home Connect

BOOK LEVEL READING GUIDE

| | | |
|--|---|--|
|  1st=Yellow |  4th=Light Green |  7th=Dark Blue |
|  2nd=Pink |  5th=Dark Green |  8th=White |
|  3rd=Orange |  6th=Red |  9th=Light Blue |

Stay Connected

Renaissance Home Connect improves the school-to-home connection by allowing parents and students to log in to a web site and view the student's reading practice and progress towards a goal. Access to online results promotes discussion between parents and students, which motivates students and can make reading practice even more effective.

Through *Home Connect* you will be able to:

- View your child's average percent correct, the number of points your child has earned, and the average book level of the books they have read.
- Have the option to receive email notifications when your child takes an AR test.
- View all the book titles that your child has tested over
- Have quick access to *AR BookFinder*, the new online search tool that makes it easy to find AR books.
- View your child's progress toward their quarterly AR goal.

Your child will soon receive a login and password for Accelerated Reader. Record that information below for your use. Parent information is accessed through the same portal as student information.

Student Login _____

Student Password _____




*Don't forget, there is a link for Home Connect on Sunflower's webpage.

Raise Reading Comprehension
to Assure Lifelong Learning



March 2020



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|---|-----|--|-----|---|-----|
| 1 | 2 | 3 | 4 Spring Picture Day  | 5 | 6 | 7 |
| 8  | 9 No School- Inservice Parent Teacher Cont (4-8pm) | 10 | 11 | 12 | 13 No School Parent Teacher Cont (8am-12pm) | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| -----SPRING BREAK-NO SCHOOL----- | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 Girl's Gala  | 28 |
| 29 | 30 --BOGO Scholastic Book Fair-- | 31 | | | | |

INFINITE CAMPUS INFORMATION

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

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

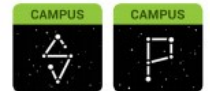
The Infinite Campus (IC) Data System provides a comprehensive parent portal that provides access to attendance, grades, assessment scores, lunch accounts, and other important information. Parents may establish an account in the Parent Portal and through that account access up to date, key information 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 user name and password information.
- You can also download the app.



Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store



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 |

April 2020



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|---|----|--------------------------------------|----|--|---|--|
|  | | | 1 | 2 | 3 | 4 |
| -----BOGO Scholastic Book Fair----- | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 Cottonwood's Night at the Mu- seum | 17 No School- Inservice | 18 Garmin Munchkin Mara- thon  |
| -----District MAP Assessments----- | | | | | | |
| 19 | 20 | 21 5th Grade Music Program 7pm | 22 | 23 | 24 | 25 |
| -----District MAP Assessments----- | | | | | | |
| 26 | 27 | 28 Kindergarten Music Program | 29 | 30 |  | |
| -----District MAP Assessments----- | | | | | | |

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








Stay current...





May 2020



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---|---|-------------------------------------|-----|
| | | | | | 1 ---District MAP Assessments--- | 2 |
| 3 | 4 | 5 Teacher/Staff Appreciation Day  | 6 National Bike to School Day  | 7 Fine Arts & Talent Show | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 All School Field Trip | 16 |
| 17 | 18 | 19 Field Day All School Picnic | 20 Field Day Rain Date | 21 End of 4th Quarter - Last Day of School Sunflower Celebrations 8:30 a.m. Talent Show 10:30 Awards Presentation | 22 1/2 day In-service | 23 |
| 24 | 25 Memorial Day  | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  | | |



USD 368

2019-20 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 2019 - 2020 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) | 4 doses** |
| Prevnar (pneumococcal conjugate) | 4 doses** |
| KDG and Grade 1 - New Requirement! | |
| 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 - New Requirement! | 2 doses |
| Hepatitis B | 3 doses |

Grades 2 - 6

| Vaccine | Requirement |
|--|-------------|
| DTaP/DT (diphtheria, tetanus, pertussis) | 5 doses |
| IPV (polio) | 4 doses *** |
| MMR (measles, mumps, rubella) | 2 doses |
| Varicella (chickenpox) | 2 doses* |
| Hepatitis B | 3 doses |

Grade 7 - New Requirement!

| Vaccine | Requirement |
|---------------------------------------|-------------|
| Tdap (tetanus, diphtheria, pertussis) | 1 dose~ |
| IPV (polio) | 4 doses *** |
| MMR (measles, mumps, rubella) | 2 doses |
| Varicella (chickenpox) | 2 doses* |
| Hepatitis B | 3 doses |
| NEW Requirement! | |
| Meningococcal (serogroup A, C, W, Y) | 1 dose |

Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

- **Influenza (Flu):** Annual vaccine recommended for everyone 6 months of age and older.
- **HPV (Human Papillomavirus) Vaccine:**
2 doses recommended at age 11 years
2 doses needed if started at 11-14 years
3 doses needed if started at 15 years or older

Grades 8, 9, 10 and 12

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

Grade 11 - New Requirement!

In addition to above vaccines for Grades 8, 9, 10 & 12:

| | |
|--------------------------------------|--------|
| Meningococcal (serogroup A, C, W, Y) | 1 dose |
|--------------------------------------|--------|

Notes

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

**Total doses needed are dependent on vaccine type and age the doses were administered.

***All Students in grades K-8, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose must be after the 4th birthday.

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



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 publically 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.

Cottonwood~Sunflower District Bully Plan

DEFINITION

The legal definition of bullying in Kansas requires bullying to be severe, persistent or pervasive. Kansas legislation requires that the board of education of each school district shall adopt a policy to prohibit bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event.

According to the U.S. Department of Education bullying involves the following:

- Bullying is aggressive behavior that involves unwanted, negative Actions.
- Bullying usually (but not always) involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

PARENTAL COOPERATION

The prevention of bullying in our schools must be a joint effort involving both school staff and parent/guardians. The role of the parent of the target and or aggressor in understanding the bullying situation and working with their child and the schools is crucial to the student's development of appropriate social skills.

REPORTING

Staff members will report to the school administration when he/she witnesses or becomes aware of conduct that may be bullying. Reporting to the school administration does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

For isolated incidents of peer aggression, staff and administration will implement standard discipline measures. If it is determined to be repeated behavior then bullying policies will be followed. The school encourages students who witness or become aware of an instance of bullying involving a student to report it to school staff and/or administration. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with the school administration.

HOW TO FILE A COMPLAINT

Please contact the school principal or the classroom teacher to register a complaint.

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 listed at: <http://www.usd368.org> under Staff Directory.

DISCIPLINE

Discipline will be administered according to the school handbook. If the school administration decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found, including the nature of the conduct, the age of the student(s) involved and, the need to balance accountability with the teaching of appropriate behavior.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA).

If the principal or designee determines that a student knowingly made a false allegation of bullying, that student may be subject to disciplinary action.

PREVENTION

Bullying prevention efforts will be supported through establishing a safe and supportive school environment. General teaching approaches that provide that support are:

- Setting clear expectations for students and establishing school and classroom routines.
- Creating safe school and classroom environments for all students.
- Encouraging adults to develop positive relationships with students.
- Modeling, teaching and rewarding pro-social, healthy and respectful behaviors.
- Using positive approaches to behavioral health that aid in social and emotional development.
- Using the internet safely.
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

USD 368 Emergency Safety Intervention Policy

GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN)

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

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

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

- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving the enclosed area.
- “Chemical Restraint” means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student's movement.
- “Physical Restraint” means bodily force used to substantially limit a student's movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

Training

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

student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

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

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis.

At least once per school year, each building principal 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.

Local Dispute Resolution Process

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

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

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

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

Approved: KASB Recommendation – 6/13

Student Acceptable Technology Use Policy (K-12)

Paola USD 368 is pleased to offer all students access to district technology. Technology will encompass all media that enhances the educational program for students. Access to technology enables students to become better prepared for their future.

Access to resources around the world makes materials available that may not be considered of educational value. Paola USD 368 realizes it is impossible to control all materials that a student user may discover either accidentally or deliberately. The benefits to students far outweigh the possibility that users may find material that is not consistent with educational goals of Paola USD 368.

Students must have no expectation of privacy when using district technology. All information, browser logs, Web pages, and e-mail created by students shall be considered district property, and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

This Policy is to ensure that the use of district technology is consistent with the district’s stated mission, goals, and objectives. These terms are provided so students are aware of their responsibilities. Access is a privilege provided to the students of Paola USD 368—not a right. Violation of these terms will result in specified consequences.

Student users are:

- Expected to act in a responsible, ethical, legal, and polite manner while using district technology.
- Reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.
- Not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Not permitted to use any computer resource for commercial purposes, product advertising, political lobbying, or political campaigning.
- Not permitted to tamper physically or electronically with any district technology.
- Expected to know and respect all copyright and intellectual property laws that protect the rights of software owners, artists, and authors.
- Not to use another user’s password. Logging on as anyone other than you, and/or accessing another user’s folders, is not permitted.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in district computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to install or download any software programs on any computer system
- To understand using any information obtained via the Internet is at the student user’s risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Will not access the Internet without an approved educational purpose and adult supervision.

Violation of the District’s Acceptable Use Policy could result in the loss of technology access, as well as other disciplinary or legal actions.

Student users are subject to all local, state, and federal laws.

COMPLETE ONLY IF RESTRICTIONS APPLY

COMPLETE ONLY IF RESTRICTIONS APPLY

Parent Restrictions Request

Any restrictions to the use of my students name, picture, works or his/her access to the district technologies for educational purposes is described in detail below.

Student’s Name (please print) _____ Parent’s Signature _____ Date _____

Detailed description of any restrictions for the 20__-20__ school year: (To be completed each school year)

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

Foster Care & Homeless District Co-ordinator
Tammy Thomasson - Assistant Su-

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 &

SUNFLOWER ELEMENTARY



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