

# **2023-2024 STUDENT/PARENT HANDBOOK**

**Doing whatever it takes to maximize  
the learning potential of ALL students.**



**Inman Schools: Where Tradition Meets Innovation**

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## **Administration**

Stephen Jowers - Superintendent  
Kimberly Herron - Principal

### ***Intent of Handbook***



*Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Inman Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Inman Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.*

THANK YOU FOR CHOOSING INMAN ELEMENTARY AS YOUR CHILD'S SCHOOL! WE ARE EXCITED ABOUT THE UPCOMING YEAR! PLEASE VISIT US AND SHARE IN THE ENJOYMENT OF YOUR CHILD'S EDUCATIONAL DEVELOPMENT!!!

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## Support Staff:

- Stephani Baker Special Education Paraprofessional
- Kris Balzer Library AM
- Dawn Beye Special Education Paraprofessional
- Rachelle Compton Title One Aide
- Connie Ensz Food Service
-  Kindergarten Aide
- Diane Fillenworth Food Service
-  Preschool Aide 4 Year Old's
- Nancy Friesen Special Education Paraprofessional
- DeAnna Goering Library PM
- Jill Koop Special Education Paraprofessional
- Adam Kortus Custodian
- Heather Kortus Special Education Paraprofessional
- Sarah Krehbiel Preschool Aide 3 Year Old's
- Cassidy Parsons Special Education Paraprofessional
- Kathy Redd Special Education Paraprofessional
- Amanda Speice Special Education Paraprofessional
- Tamara Spencer Food Service
- Kasey Thiessen Special Education Paraprofessional
- Bri Toews Title One Aide
- Hope Wuerffel Special Education Paraprofessional

## **SCHOOL HOURS**

4-Year-Old PreK.....8:10-11:25 AM and 12:10-3:25 PM

3-Year-Old PreK.....8:10-11:25 AM and 12:10-3:25 PM

K-6 School Begins .....8:10 AM

K-6 School Ends .....3:25 PM

School doors open at 7:50 AM

Children in grades K-6 who ride the bus will be dismissed at 3:20 PM from the west side of the building. Non-bus students will be dismissed at 3:25 PM and will come to the front porch on the east side of the building. Students should be dropped off in the morning on the east side of the building.

## **SCHOOL FEES**

All fees (including for lunches and special milk) are to be paid at the time of enrollment. See "Food Service" and "Milk Programs" for lunch/milk prices.

<u>Grade</u>	<u>Textbook/Consumables</u>	<u>Other Student Fees</u>	<u>*Fab Family Shirts</u>
Pre-K3	\$50	Milk \$33.00	
Pre-K4	\$50	Milk \$33.00	
Kindergarten	\$30	\$1.00	\$10.00
1st Grade	\$30	\$1.00	\$10.00
2nd Grade	\$30	\$1.00	\$10.00
3rd Grade	\$30	\$1.00	\$10.00
4th Grade	\$30	\$11.00	\$10.00
5th Grade	\$30	\$6.00	\$10.00
6th Grade	\$30	\$6.00	\$10.00

There is a fee of \$125/month for Out of District Preschool Students who do not meet state criteria.

\*Fab Family shirts will be purchased by all K-6<sup>th</sup> students once every two years, so that students have shirts that appropriately fit them as they grow older.

Band Instruments: \$50.00 per year rental on district-owned instruments. Percussion rental is \$30.00 per year rental.

If a student enrolls during the school year, the enrollment fees will include the fees collected on enrollment day, based on a declining scale as shown:

1st nine weeks.....full fees

2nd nine weeks.....3/4 of fees

3rd nine weeks.....1/2 of fees

4th nine weeks.....1/4 of fees

## **ACADEMIC DISHONESTY**

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

## **ASSEMBLY PROGRAMS**

Assembly programs will be selected, financed, and scheduled by the faculty and administration each year. Programs will be selected that are informative, educational, and entertaining. Students are expected to demonstrate proper respect toward the presenters.

## **ASSIGNMENT TO CLASSES**

Students are assigned to classrooms by the previous year's teacher with the intent of achieving a balance of academic levels, social maturity, personalities, and special needs. Teachers work together with special education, title support, counselor and principal to place students in a manner that will set the students up for success.

## **ATTENDANCE/TRUANCY**

Research continues to show a high correlation between regular school attendance and academic achievement. **Chronic absences result in inconsistent learning and reduced student achievement.** Attendance is clearly necessary for success in the classroom. Students at Inman Elementary are expected to be punctual and regular in their attendance. **Please notify the office by 8:30 a.m. if your child will be absent. A failure to call will result in an unexcused absence.**

Due to concern for student safety, a call will be placed to the parents or guardian of any student that is not excused from school by written permission or a documented phone call.

All absences which do not fit into one of the below categories would be considered an unexcused absence. The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course; •

Absences pre arranged by parents and approved by the principal; and

- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

In any case, the school office should be notified by phone or note of ANY absence for ANY reason. In the case of planned absences, class work is to be made up prior to leaving, if possible. Please send a note when your child is not to participate in any school related activity for health reasons.

**Following six absences in a semester, the principal has the authority to:**

1. **Schedule an attendance review with the parents and appropriate school personnel; and/or**
2. **Require a doctor's note explaining the reason for excessive or extended absences.**

**In compliance with state law, truancy is defined as three (3) consecutive days of unexcused absences, five (5) days of unexcused absences in any given semester, or seven unexcused absences in any school year. The principal will inform parents and the Department for Children and Families in writing if this occurs.**

On the other end of the spectrum, we do not wish to spread illnesses unnecessarily. **Our school policy requires that students remain home for 24 hours after throwing up, having diarrhea and being fever free without the use of fever-reducing medications. If a student is diagnosed with**

influenza, Kansas Department of Health & Environment (KDHE) rules say a child cannot return to school until five days after the onset of the first symptom.

## **BREAKFAST**

Inman Elementary School offers breakfast for students from 7:50 AM -8:10 AM. Breakfast costs \$2.15 daily. The breakfast menu is available at [www.usd448.com/calendars](http://www.usd448.com/calendars). All meals should be paid for in advance. Any account, which has a negative balance of \$15.00 will be considered delinquent, and steps will be taken to collect the account. At that point no further charges will be allowed. USD No. 448 participates in the federal program for serving free or reduced price meals to those children qualifying under published federal guidelines. No distinction is made between those children receiving free or reduced-price meals and those paying the full price.

## **BULLYING POLICY**

When someone says or does something unintentionally hurtful and they do it once, that's Rude. When someone says or does something intentionally hurtful and they do it once, that's Mean and when someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset, that's Bullying.

For more information about our district bullying policy see our school website, <https://www.usd448.com/>.

## **CARE OF PROPERTY**

We have a beautiful school building and campus due to the care given by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be disciplined in accordance with IES and Board of Education policies. **The student will also be required to pay a dollar amount including labor costs for repairing the damages. Damages resulting from accidents or horseplay may result in full payments by the student(s) responsible.**

## **CHECKING IN AND OUT AT THE OFFICE**

**All visitors must sign in and out at the office and receive a visitor's name tag.** All parents must check with the school office before visiting a classroom or picking up a student from school. Parents needing to take a child out of school during regular school hours must check out at the office. Teachers are not to dismiss any child from school at an early time without communication from the office. No student will be released from school, except to a parent, guardian, or designee. This procedure helps to ensure that students are accounted for at all times.

## **CHILD ABUSE/NEGLECT**

Kansas law requires all cases of suspected child abuse/neglect be reported to the Kansas Department for Children and Families.

## **CLASSROOM TREATS & CELEBRATIONS**

Traditionally students have enjoyed celebrating their birthday by bringing in treats for their classmates. All treats must be store bought and individually wrapped with nutritional labels attached (for those with food allergies). Treats that are made by a home baker as a business will be permitted. Please contact the teacher several days before you plan to send in treats to find out the best day and time, as well as any food allergies in the class. Remember to send in enough treats for the entire

class, plus plates, napkins and silverware if needed. To avoid feelings of being left out, invitations to birthday parties should not be distributed at school unless the entire class is invited.

## **CONDUCT**

Students are expected to conduct themselves in a manner that is a credit to themselves, their family, and the student body at all times. Fighting, destruction of school property, or other malicious action will not be tolerated.

Disorder and disruption of the educational process cannot be tolerated. The Board of Education will, to the full extent of its legal power, prosecute persons with a disruptive intent to endanger the safety of pupils or school employees, to damage property, to interfere with the educational process, or to attempt to close the schools. Violations of laws and ordinances will be referred to law enforcement agencies, the county attorney, and the courts for proper disposition.

## **COUNSELOR SERVICES**

Our school counselor is a certified/licensed professional with a masters' degree or higher in school counseling and are uniquely qualified to address the developmental needs of all students. He/She delivers a comprehensive School Counseling program encouraging all students' academic, career and personal/social development and help all students in maximizing student achievement.

The counselors primarily deliver short-term solution focused services through individual, small group, classroom guidance, and career education. If longer-term counseling services are needed, the counselor can assist families with making referrals.

**Confidentiality:** The relationship between the student and counselor is a confidential one. The student client is entitled to privacy about personal matters. However, there are limits to confidentiality, which include situations where there is risk of danger. If there is suspicion that the student could harm him or herself, is in danger of being abused or neglected, or could be of risk to others, the counselor is legally and ethically bound to report this to the proper adults to investigate and take protective action if warranted. Because many of our students are minors, parents or legal guardians are entitled to general information about the nature of the problem and counseling interventions. Since many of the concerns brought to counseling by a student relate to situations where teacher or caring adults in the child's life need to be involved in making changes to benefit the student, permission to involve these adults is frequently requested and received.

**To request service:** Appointments can be requested by writing a note, calling, emailing or stopping by the counseling office. Students may self-refer. Often referrals are made by teachers, parents, principals, or occasionally, even concerned friends.

## **DETENTION**

Teachers, at their discretion, may detain a student after school from 3:25 p.m. to 4:25 p.m. The **teacher** will notify parents when this occurs. Students will be responsible to find transportation home. Parents of bus riders will be given a 24-hour notice to allow time to find alternative transportation.

## **DISCIPLINE**

Effective discipline is always fair, reasonable, and dignified. The best discipline is self-discipline, and it should be the goal of every student to be able to control his or her own behavior. Each teacher will use a positive method of discipline, aimed at developing the accepted Inman Elementary School Life Skills. Teachers' methods of classroom management and discipline will also emphasize decision-

making, self-responsibility, and promote positive behavior. Each classroom will list basic rules, tailored to the age and grade level of the class, that should be followed. If a student chooses to not follow the expectations set by teachers and is sent to the office, the principal may visit with the student, assess the situation, teach appropriate behaviors, try and resolve the problem, give consequences and/or parents may be contacted. Please see the IES Behavior Report and Table of Consequences at the end of this handbook.

## **DRESS CODE**

Proper dress of the students has an influence on the overall atmosphere of the school. Proper grooming is necessary on the part of both boys and girls. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

**If a student does not comply with the dress code, clothes from the office will be given to the student to wear for the remainder of the day, or parents will be called.** The following will be used as guidelines for appropriate dress for the school:

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress codes shall be published in the appropriate student handbooks.

1. Dress must be reasonable and non-disruptive.
2. Shirts must be long enough to cover the torso and back (even with hands above your head - no halter tops will be allowed).
3. Spaghetti strap shirts may **not** be worn in grades 4-6 unless a thicker strap is underneath.
4. No purposefully torn clothing or shirts with a slit down the side will be allowed. Cut-off sleeves will be judged by the administration. If the child's body is covered appropriately, cut-off sleeves are allowed.
5. Shorts, skirts, or dresses should be of appropriate length.
6. Clothing with obscene, suggestive, or sexual double meanings imprinted or pictured will not be permitted.
7. Clothing alluding to or portraying alcoholic beverages, other drugs, or smoking materials will not be permitted.
8. Sunglasses, unless required to be worn under the circumstances by a physician, are unacceptable inside the school. They will be left in one's locker. Students, however, are welcome to wear sunglasses on the playground if parents feel they are necessary. The school will not accept responsibility for lost, stolen, or damaged sunglasses.
9. Jewelry that is disruptive is unacceptable.
10. Caps, hats, sweatbands, "doo-rags", scarves, and hoods are not appropriate school apparel and need to be removed when entering the building and kept in the student's locker. Bandannas are not allowed in the building.
11. Bare feet or stocking feet will not be allowed unless permitted by staff/administration.
12. If dyed/altered hair color presents an interruption to the learning of the student himself/herself or others, it will be addressed as violation of dress code.
13. Undergarments are to be covered at all times, for boys and girls.

## **DRUGS AND ALCOHOL**

Unless otherwise specified in board policy JDDA, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or



in school property, or at school sponsored activities or events is prohibited. In the event any student violates this policy, the student shall be subject to the USD No. 448 policies and procedures.

## **EMERGENCY SAFETY INTERVENTION**

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

### **Definitions**

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

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

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

“Incident” means each occurrence of the use of an emergency safety intervention. “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement. “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments

thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

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

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

## **Prohibited Types of Restraint**

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

Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

## **Use of Emergency Safety Interventions**

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

### **ESI Restrictions**

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

Such a written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not GAAF Emergency Safety Interventions GAAF-5 subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

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

## **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. 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 staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

## **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

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

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

## **Law Enforcement, School Resource, and Campus Security Officers**

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

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

use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

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

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

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

### **Reporting Data**

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

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

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

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

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

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

measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

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

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

### **ENTRANCE REQUIREMENTS: PK3 & PK4: Identification and Immunization**

Whenever a child enrolls in our preschool program for the first time, the board is required to secure proof of identity of the child, a health assessment that is not older than one year on the child's first day of preschool and a current copy of the student's immunization records. Our policy at Inman Elementary School is that preschool students must have all of their paperwork turned into the school office PRIOR to their first day of school.

Proof of identity is considered to be a certified copy of the birth certificate of the child.

### **ENTRANCE REQUIREMENTS: K-6<sup>th</sup> Grades: Identification and Immunization**

Whenever a child enrolls in school for the first time, the board is required to secure proof of identity of the child. Proof of identity is considered to be a certified copy of the birth certificate of the child. If proof of identity of the child is not presented to the school board within 30 days after enrollment, the school board shall immediately give written notice to a law enforcement agency having jurisdiction with the county of the school.

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school

by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by federal law. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Kansas health assessments are required in Kansas. According to the law the assessments must be completed within twelve months prior to school entry or within 90 days after school entry. The law applies to children age 8 and under who are enrolling for the first time.

## **FAB FAMILIES**

FAB Families are small multi-age groups of students assigned to a staff member as their FAB 'parent.' Students remain in their family during their years at IES. The goals of FAB are to give students another positive adult contact that remains constant through the years, to build multi-age friendships, to build school pride and self-esteem, and to promote leadership skills. FAB Families meet monthly for lunch and conversation while completing various character and team building activities, playing games, and encouraging relationships among family members.

## **FAMILY NIGHT**

Wednesday night is Family Night in the Inman community, as many community organizations hold their activities on this evening. As a result, a strong effort will be made toward NOT scheduling school activities on Wednesday evening. If homework is a concern, please contact the classroom teacher and/or the office.

## **FIELD TRIPS**

School field trips and various recreational activities have become an integral part of the process of educating our students at IES. When you enroll your student, you have the opportunity to sign permission for your student to attend field trips. Permission forms are not sent home throughout the school year. The teachers will inform you about all field trips or when the students leave the school grounds. Some field trips may require a small extra expense. Teachers may request parent supervision for some field trips. When parents are given a supervision role, we ask that siblings are not brought along. We ask the parent volunteers to follow school rules while supervising.

## **FIRE/SAFETY DRILLS**

Fire drills will be held each month according to state regulations. All drills should be taken seriously by both teachers and students, and carried out as quietly and quickly as possible. Routes to follow for building evacuation are posted in each room. The teacher will be responsible for escorting students to the designated safety area.

## **GRIEVANCE PROCEDURE**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent located at 119 South Main, 620-585-6441 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

## **GYM ACCESS**

We welcome community access to our gym and/or kitchen. Please contact the office to reserve time and/or check possible fees. Adults in charge are responsible for all children remaining in the gym. Please be respectful of district property and staff.

## **HALL CONDUCT**

Proper conduct in the halls is expected at all times. Students will walk quietly in the halls according to their teachers' expectations. HALLS is used in order to have clear expectations for hall behavior. H- Hands to Yourself, A- All Eyes Forward, L- Lips Zipped, L- Low Speed, S- Straight Line

## **HEAD LICE PROCEDURE**

If a student is found to have live lice (infested with head lice) a call shall be made to the student's parents about the infestation. The student can remain at school, but will need to be treated with an adequate pediculicide before returning to school. A note regarding instructions on treatment will be sent home with the student. This note will include information about treating a child's head that day, checking daily for nits or live lice, repeating treatment in 1 week, and continuing to check daily for another week and then weekly for a month. The note will also include information regarding items in the home to be cleaned.

- a. At the discretion of the nurse and/or building administrator it may be required that the parents complete a treatment form and return it to school before the student would be allowed back to class.

If a student is found to have nits but no live lice, parents will be contacted and the school will recommend that they begin treatment if they have not done so already.

## **Homeless Rights of Children and Youth**

Who is considered homeless? Under the McKinney-Vento Act, the term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths:

- who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- who are migratory children who live in one of the above circumstances.

What protections does the McKinney-Vento Act require for homeless children and youths? Under the McKinney-Vento Act, State educational agencies (SEAs) and local educational agencies (LEAs) must review and revise policies and procedures to remove barriers to a high-quality education for homeless children and youths. Every SEA must have an Office of the State Coordinator to oversee implementation of the Act, and every LEA must designate a local liaison able to carry out their duties to ensure that homeless students are identified and have a full and equal opportunity to succeed in school.

The McKinney-Vento Act also requires that:

- homeless students who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschools) if that is in the student's best interest;
- if it is in the student's best interest to change schools, homeless students must be immediately enrolled in a new school, even if they do not have the records normally required for enrollment;
- transportation must be provided to or from a student's school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison;
- homeless students must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before and after-school care;
- unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship; and
- parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decision.

### **IES Life Skills**

IES embraces the following Life Skills as a value system for its students. Each Life Skill will be taught, reinforced, and modeled.

- Responsibility
- Respect
- Active Listening
- Honesty
- Personal Best

### **ILLNESS**

We do not wish to spread illnesses unnecessarily. **Our school policy requires that students remain home for 24 hours after throwing up, having diarrhea and being fever free without the use of fever-reducing medications.** If a student is diagnosed with influenza, Kansas Department of Health & Environment (KDHE) rules say a child cannot return to school until five days after the onset of the first symptom.

In the event of a communicable disease outbreak, such as COVID 19, McPherson County School Nurses work closely with the McPherson County Health Department and will follow the guidelines set forth by them and also the CDC.

### **LIBRARY**

1. Library books and magazines are checked out for a two-week period and may be renewed.
2. Reference books may be checked out for use overnight or during the weekend.
3. Materials may be used in the library but should be checked out if they are to be taken from the library.
4. Books lost by the user must be replaced at the new book cost.
5. Students should have no more than three library books checked out at one time.

### **LOCKERS**

Some students may be assigned a locker. Students are not allowed to change lockers or name tags with another student. Students are held responsible for the maintenance and neatness of lockers.

**The school retains the right to inspect lockers at any time for any reason.** No harmful



substances or objects should be kept in lockers at any time. If it is necessary to bring a significant amount of money or an object of value to school, it can be left in the school office until it is needed. Students may not lock their lockers.

## **LUNCH**

School Lunches are free for all students for the 2023-2024 school year, subject to change. Hot lunches will be served daily. The price shown includes one carton of milk

	<u>Day</u>	<u>Month</u>	<u>Adults</u>
<b>Lunch</b>	<b>\$3.20</b>	<b>\$64.00</b>	<b>\$4.20</b>
<b>Breakfast</b>	<b>\$2.15</b>	<b>\$43.00</b>	
<b>Seconds</b>	<b>\$1.25</b>		

Reduced price lunches are \$.40 per day or \$8.00 monthly.

All meals should be paid for in advance. Any account, which has a negative balance of \$15.00 will be considered delinquent, and steps will be taken to collect the account. At that point no further charges will be allowed. If a student has a negative balance, no main dish seconds will be served. USD No. 448 participates in the federal program for serving free or reduced-price meals to those children qualifying under published federal guidelines. No distinction is made between those children receiving free or reduced-price meals and those paying the full price.

**Adult lunches are \$4.20 per day.** Parents are welcome to visit the school lunch program. The price for visiting parents is the same as the adult price stated. Please notify the school before 9:00am on the day you wish to eat.

Milk for a snack may be purchased for preschool students but will not be offered in any other grade level. However, any student who brings a sack lunch to school may purchase milk to drink at the noon meal. (Those students who buy a school lunch receive a carton of milk as part of the meal.) The cost of a carton of milk is 40 cents.

## **MAKE-UP WORK**

It is the student's responsibility to obtain the work missed due to an absence. School work should be requested before any planned absences. The make-up work should be completed within the number of days absent, plus one day. A student will not receive credit for any work not made up, unless there are extenuating circumstances. Students will be allowed an opportunity to do the class work they miss for credit, regardless of the reason they missed school.

## **MEDICATION FOR STUDENTS IN SCHOOL**

If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and/or parent. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:

1. "Permission to Medicate" form is required before any medication (prescription and nonprescription) can be given. Parents may come to school to give medication to their child, or students may be authorized to self-medicate as specified in board policies JGFGBA and JGFGBB.
2. The "Permission to Medicate" form will be completed by the family physician or the parent/guardian in the case of over-the-counter medications.

The "Permission to Medicate" form shall be kept with the medication and locked in the school or nurse's office, unless the student is authorized under policies JGFGBA or JGFGBB to carry the medications.

**The medication must:**

1. Have been administered at least once at home to reduce the risk of a reaction at school.
2. Be in the original prescription or non-prescription bottle with the proper label.
3. Be hand delivered by the parent or a responsible adult designated by the parent.
4. The school secretary or person designated by the building principal will dispense the medication as directed by the "Permission to Medicate", as applicable.
5. The dispensing of the medication must be noted on a "Medication Record" form kept in the office which shows the date, time, type, and dosage of medication, and the person administering the medication.

**OUT OF DISTRICT STUDENTS**

Inman USD 448 welcomes non-resident students to our district. We are pleased that you would choose to educate your children in USD 448. The USD 448 Board of Education has established this non-resident application process to better manage and balance enrollment at both district schools.

**Process**

To be considered for admission to the Inman School District on a non-resident basis, the parent or legal guardian must complete and submit to the USD 448 Central Office an "USD 448 Out of District Request." The google form is located on our district website under BOE/District Info.

<https://www.usd448.com/>

After the USD 448 Central Office receives the "USD 448 Out of District Request, the application will be forwarded to the Principal of the proposed attendance center for the non-resident student. After the Principal has made his/her recommendation, the form will be forwarded to the Superintendent.

If approved by the Board of Education, the non-resident student shall be admitted to one of the Inman Schools.

This is a voluntary arrangement between the parent/guardian and the school district. It will be reviewed annually and may be revoked if a student does not maintain "Good Standing." A student in "Good Standing" would be based on the following"

1. Attendance
2. Grades
3. Discipline/Behavior

**PARENT INVOLVEMENT**

Parent involvement is important to us at IES. Parents play an integral role in assisting their child's learning. We encourage our parents to be actively involved in their child's education at school. Parents are partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist the education of their child. These committees may include, PTO, Site Council, Early Learning Advisory Council, Parent Teacher Conferences, IEP meetings and Student Assistance Meetings (SAMS). We offer many other opportunities for parental involvement

through classroom volunteers, family nights, Bring Your Parents to School week, Grandparents day, and many other activities. Communication is important to keep our stakeholders informed about their child's academic learning and school activities. This is two-way, meaningful communication through phone calls, emails, PowerSchool, SeeSaw, Facebook, Twitter, and printed newsletters. Inman

Schools supports the National PTA standards for involving parents and families. The six standards identified are:

- Welcoming all families in the school community;
- Communicating effectively;
- Supporting Student Success;
- Speaking up for every child;
- Sharing power; and
- Collaborating with community

## **PARENT-TEACHER CONFERENCES**

The school will schedule fall conferences with parents. In the event that a parent would like to schedule another conference with a teacher, contact the teacher by email or phone.

IES has a tradition of 100% parent participation in conferences. All parents are strongly encouraged to help IES maintain this tradition of excellent parental involvement.

## **PERSONAL ITEMS**

Students are asked not to bring valuables or money to school. If for some reason it is necessary, valuables or money should be given to a teacher or left in the office. The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the gym.

### **Communication Devices**

Personal electronics (i.e., iPads, cell phones, Gizmos, Fitbits, watches, etc.) are not allowed in class or at recess. Students are strongly encouraged to leave personal electronics at home. The school will not accept responsibility for such items being lost, stolen, or damaged. These devices should be used for emergency use only. Communication with a student or vice versa should go through the teacher or the office. If a device becomes a distraction in the classroom on multiple occasions, the student may be asked to keep the device in their backpack or locker.

## **PHYSICAL EDUCATION**

At Inman Elementary School, we value physical education and our students' physical well-being. PE classes are conducted in every grade. Students do not change into gym clothes but should wear appropriate clothing and shoes for participation in PE.

## **PRE-SCHOOL**

Early learning provides strong foundational skills to help children grow and be successful socially, cognitively, and emotionally. We are fortunate to provide a PreK program for both 3-year olds and 4-year olds. Students must be 3 or 4 on or before August 31<sup>st</sup> to participate. Students must be potty trained. We must have the student's birth certificate, immunization record and recent health assessment on file in our office prior to starting school. Students will not be able to attend until all paperwork is turned in. Free screening for students is provided by our teaching staff. Fees for the program are determined by state qualifiers. Out of district students are welcome, and fees are determined by the district fee structure criteria. There is a \$50 consumable fee for the preschool

program regardless of free/reduced status or new family incentive program. For more information and questions, call the main office, 620-585-6441 x 3.

## **RECESS**

### **Playground Safety Rules: Grades K-3**

1. Respect other children and the staff on duty at all times. Respect is shown through kind words and actions.
2. Remain seated on swings and swing back and forth only.
3. Remain seated on the merry-go-round. Push no faster than is safe.
4. Only one person may be on the slide at a time, and one other student may be on the ladder. Slide sitting down, and do not swing from the overhead bar. Never go up the slide from the ground.
5. Only two persons may be on the large tire swing at a time. Those standing in line waiting for their turn should be a minimum of 10 feet away from the tire swing.
6. Students should not push or pull on each other, although a gentle tag is acceptable.
7. Tag should not be played on any playground equipment.
8. Any ball kicked over the fence cannot be retrieved without the permission of the supervising teacher. Any ball kicked over the fence twice will be put out of play.
9. Students are to line up in an orderly fashion once the teacher calls them (either by whistle or shout).

### **Playground Safety Rules: Grades 4-6**

1. Respect other students and the staff on duty at all times. Respect is demonstrated through kind words and actions.
2. Basketball rims or nets should not be hung on.
3. All games should be played with sportsmanship in mind.
4. Students should not pull or push during games.
5. Tackle football is not allowed.
6. Any game being played that causes anger or verbal abuse should not continue.
7. Any fighting will result in loss of recess and an office referral.
8. The use of vulgar language and/or swearing will result in loss of recess and office referral.
9. No play should be conducted around the pre-school building, trees, bushes, or bike rack.
10. Soccer goals should not be hung on or climbed onto.

#### **In addition:**

Students are not allowed to re-enter the building unless it is an emergency or an injury. If they genuinely must go to the restroom, they must tell the adult in charge.

Recess supervisors may determine whether time out or an office visit is required for any aggressive or dangerous behavior. The Student Discipline Policy will be followed (see pg 7).

**Inclement weather:** Children will stay in their classrooms, unless moving to a shelter is warranted due to weather conditions. The principal or the supervising recess teachers will judge whether or not recess will need to be inside.

#### **Snow Day Rules for All Grades:**

1. No play should be conducted where there is ice.
2. Students should be wearing appropriate clothes and footwear if playing in the snow.
3. Snow should stay on the ground and not be thrown.
4. Students should not climb on top of any large mounds of snow.

## **REPORT CARDS**

Parents can access grades anytime through PowerSchool. If you need assistance signing up, contact the school office. Students will receive a report card each nine weeks. Parents should feel free to contact the teacher if there is any question about grades or the grading system. We use a standards based grading system at IES. Progress towards the standards are indicated using 1) below standard 2) approaching standard and 3) met standard.

## **RETENTION POLICY**

The primary purpose of the school is to prepare the student for a responsible role in society. A student is expected to complete the learning requirements of each grade level. The principal and staff will make every effort to cooperate with the student and parents in providing opportunities to meet the education requirements of the grade level. Parents will be kept informed about the student's performance.

Criteria to be used in consideration of retention are the following:

1. Failing grades,
2. Lack of readiness,
3. Lack of maturity,
4. McPherson County Special Education Cooperative recommendations,
5. Parent recommendations, and
6. Teacher recommendations.

## **SAFETY**

A safe learning environment is a priority at Inman Elementary School. All doors will be locked during school hours. Volunteers and visitors need to enter through the front door, sign in and out at the office, and obtain a visitor badge.

## **SPECIAL SERVICES**

Special education services are provided through the McPherson County Special Education Cooperative. These services include:

- **SPEECH-LANGUAGE SERVICES:** A speech-language pathologist serves the elementary school to work with students with communication disorders.
- **SCHOOL PSYCHOLOGIST:** A school psychologist serves the elementary school on a regularly scheduled basis.
- **RESOURCE ROOM TEACHER:** Teachers work with students with special needs that impact their learning process and achievement.
- **GIFTED FACILITATOR:** Students who have been identified as being gifted are assigned time with the gifted facilitator.
- **ADDITIONAL SERVICES:** Occupational and Physical Therapy, Vision and Hearing Services, Behavior Specialist services, et cetera are also provided as needed.

## **SUSPENSION POLICY**

The Board of Education authorizes the administration to suspend any student for any of the following reasons:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct that substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor occurring at school, on school property, or at a school sponsored activity;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation.

### **SHORT-TERM SUSPENSION**

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension upon parent request.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in the policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present, to be notified of the charges, and to be told the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### **LONG-TERM SUSPENSION OR EXPULSION**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year in the case of certain dangerous weapons), a hearing shall be conducted by a hearing officer. The superintendent/principal shall designate a hearing officer authorized by the Board. Formal hearings shall be conducted according to procedures outlined in current Kansas law:

1. The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law and appropriate Board policies, regulations, and handbook language.
3. The hearing may be conducted by either a certified employee or committee of certified employees authorized by the Board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the Board.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the Board.
5. The person or committee conducting the hearing shall prepare findings required by law
6. A record of the hearing shall be available to students and parents or guardians according to Kansas law.
7. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

## Rules Which Apply in All Cases When a Student May be Suspended or Expelled:

1. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
2. A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
3. A student who has been suspended or expelled shall be notified of the day the student can return to school.
4. If the suspension or expulsion is not related to a weapons violation requiring a one calendar year expulsion, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
5. If the expulsion is related to a weapons violation that would require a one calendar year expulsion, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
6. The days a student is suspended or expelled are not subject to the compulsory attendance law.
7. During the time a student is suspended or expelled from school, the student may not: (a) be on school property or in any school building without the permission of the principal.; (b) be on school property or in any school building without the permission of the principal.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the Board within 10 calendar days of receiving written notice of the hearing results. When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **TARDINESS**

Students at Inman Elementary will be counted tardy if they are not with their assigned class when attendance is noted by the teacher at 8:10am. **Excessive tardies may result in consequences. A letter will be sent after the sixth tardy to discuss a plan of action. Thereafter, every two tardies will be considered an unexcused absence.** Repetitive tardies will be reported to DCF, if necessary.

### **TEACHER REQUESTS**

If a parent would like to request an assignment for the next school year, he or she must provide a written statement to the principal prior to **Spring Break of the current year** stating why the request should be granted. A meeting may be scheduled at the discretion of the principal, but the written request must be done prior to the meeting date, if any. Phone requests will not be granted.

### **TELEPHONES**

Use of the school telephone by the students is discouraged except in necessary cases. Unless it is an urgent matter, teachers or students will not be called from class to speak on the phone. The secretary will deliver messages or have the person return the call at the first opportunity. If a message needs to be delivered to a student, please call with the request prior to 2:45pm.

## **TEXTBOOK MISUSE**

Textbooks are purchased by the school district with the intention of an eight-year use. When a student damages a text, purposefully or by accident, and the book is not usable for the eight-year period, the student must pay the cost of the textbook for the proportional cost of early replacement. This cost will be determined by the principal and will be due before the school year closes. The minimum charge will be \$1.50, and further damages will be prorated up to and including the full cost of replacing the book.

## **TITLE ONE SUPPORT SERVICES**

Inman Elementary School is a school-wide Title I school. This distinction means that Title I support staff may work with all students. They work with all students through our intervention blocks, providing intervention or enrichment in small group settings at every grade level. Title I staff also work with individual students and small groups outside of Interventions when students have individual needs that warrant additional support outside the classroom. Formative assessments such as NWEA and DIBELS help us determine which students are in need of Title I services. Teacher observation and daily performance also help determine which students are in need of support. Examples of Title I services include—95% curriculum, Foundations, R.A.P., Wilson Just Words, ReadLive, and Study Island. Support services are arranged collaboratively among the classroom teacher, the Title I staff, principal, and parents. Parent permission is requested when students are candidates for Title I support. Services are explained both in writing and using face-to-face connections. Title I staff also meet with parents during Student Assistance Meetings and Parent Teacher Conferences to update parents on students' progress.

Parents may request information regarding the professional qualifications of their child's/children's classroom teachers and paraprofessionals including:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

Parents will be contacted by the school if their child(ren) is taught for four or more continuous weeks by a teacher that does not meet the appropriate state certification standards. All students/families served in school wide buildings or targeted assistance programs must complete a parent school compact. All parents will be informed they have the right to request their child'/children's state assessment scores and they have a right to obtain the school and school district state report cards.

## **TORNADO DRILLS**

**Tornado Watch or Severe Weather:** (when the possibility of tornadoes exists) When there is a possibility of severe weather, office personnel will access appropriate media that broadcasts weather news for the Inman area.

**Tornado Warnings:** (when a tornado has been spotted or indicated on radar.) When a tornado warning has been issued for the Inman area, all staff shall be alerted by sounding the tornado siren in the building, and the tornado drill procedures will be implemented immediately. All activities and transportation will be suspended until the tornado warning is canceled. Implementation of the procedure shall be the responsibility of the building principal or his/her representative. Students in school will be released only when the parent comes to the drill area and requests the child. Tornado drills shall be held each school year as required by law.



## **TRANSPORTATION - BUSSING**

1. The driver is in charge of the students and the bus. The students must obey the driver. The driver may assign seats to students.
2. Students must remain sitting down on the seat at all times.
3. Students are to conduct themselves in a respectful manner at all times.
4. Students should keep arms, legs, etc.. out of the aisle.
5. Students must not at any time extend their hands, arms, head or body out of the bus windows.
6. Students must not get on or off the bus or exchange seats while the bus is in motion. Students must remain seated at all times the bus is in motion.
7. Any damage to the bus is to be reported to the driver immediately.
8. Students must be on time. Drivers will not wait for tardy students
9. If school is to be called off due to inclement weather, an announcement will be made over the local TV and radio stations and shown on the district web-site at [www.usd448.com](http://www.usd448.com).
10. During activity or field trips, the students will be under direct supervision of an adult sponsor. Eating or drinking on the bus is discouraged and only allowed with permission of the bus driver.
11. Contact the school or bus driver directly or in writing if your child is being dropped off at a different stop or if they are having a friend ride home with them.
12. If your student is not riding the bus, please notify the school or bus driver and let them know

Non-school age children and post high school adults may ride the school bus on an activity trip with the prior approval of a school administrator and the bus driver. Students riding a bus other than their regular route bus, or requesting to be let off at a destination other than their regular destination must have a note from parents, approved by the office and presented to the bus driver. **Students without a note or a parental call requesting the office to issue such note will not be permitted to make any change in their normal bus schedule.** If a birthday party, 4-H meeting, etc., will necessitate more than one extra rider, the bus driver is to be given 24-hour notice.

MISCONDUCT of a student on a bus could result in the removal of the student from the bus. In compliance with the Unified District No. 448 School Board Policy, the following procedure will be used:

MINOR INFRACTIONS Conference with the student and a written notification to the parent of the effect of future infractions.

Second offense Removal from the bus for five (5) school days. Mandatory notification of parents before the next school day, written notice within 24 hours, and a mandatory conference with the parents informing them when the student may ride again and conditions governing reinstatement on the bus.

Third offense Removal from the bus for the remainder of the semester or 45 school days, whichever is longer, and a mandatory conference with parents.

MAJOR INFRACTIONS *First Major Infraction:*

Minimum discipline: Removal from bus for one week and a mandatory conference with parents.

Maximum discipline: Removal from the bus for the remainder of the semester or 45 days, whichever is longer, and a mandatory parental conference.

Second Major Infraction: A second major infraction would result in removal from the bus for the remainder of the school year and a mandatory parental conference.

Any infraction of school policy, which occurs on the bus, may also result in additional penalty. Example: Smoking on the bus would result in removal from the bus AND short term suspension from school.

## **TRANSPORTATION SAFETY AFTER SCHOOL GUIDELINES**

- All bicycle riders are to exit the school grounds to the south (Harvey Street). Bicycles are to be walked through the crosswalks. Students are encouraged to wear safety helmets. It is encouraged that K-1<sup>st</sup> grade students have an older sibling or parent riding or walking with them.
- Students are to cross the streets only in the white, painted crosswalk areas.
- Students who live south of Center Street should use the crossing guard's services located on the Maple and Center Street intersection before and after school.
- Parents are encouraged to observe all traffic signs and safety regulations, i.e., stop signs, no U turn intersection, cross walks, and parking signs.

## **VISITORS**

Parents of students attending Inman Elementary are encouraged and invited to visit school and become acquainted with our programs. All visitors **must notify the school office of their arrival by signing in and out at the office**. Persons requesting to relay messages or leave items for students, teachers, or other employees are to stop in the office to make arrangements. Students will not be permitted to bring visitors, other than parents to school without prior approval from the principal and teacher.

## **WEAPON POLICY**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to

1. Any item being used as a weapon or destructive device;
2. Any facsimile of a weapon;
3. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
4. The frame or receiver of any weapon described in the preceding example;
5. Any firearm muffler or firearm silencer;
6. Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
7. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
8. Any bludgeon, sand club, metal knuckles or throwing star;
9. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
10. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

## Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported to the appropriate law enforcement agency and if a juvenile, to DCF.

## WEATHER: SCHOOL CLOSING

The decision to close school is generally a difficult one to make. In one area of the district roads may seem open and passable while in another part they may be unsafe for bus transportation. One of the major problems that must be considered is whether to dismiss early when road conditions are deteriorating. If and when school is dismissed on short notice some children may be left unattended because their parents work. This fact must be heavily considered along with the road conditions when we are deciding if school should be dismissed early, delayed, or cancelled. School cancellations/early dismissal/late starts due to inclement weather will be communicated via the USD 448 telephone & email broadcast system, SwiftReach. This will be our most effective way of notifying parents, therefore, it is essential that we have the most updated contact information from families. School closings/dismissal/delayed starts will also be communicated through TV, Radio, [www.usd448.com](http://www.usd448.com), and Facebook.

Each family needs to plan for such an occurrence as school closing. Work out a plan of supervision for your children that is to be followed if you are not at home and school is dismissed early. The primary concern in transporting students is safety.

### **Radio/TV Stations that will be contacted in the event of school closing/dismissal/delayed start.**

**McPherson KBBE-FM 96.7**  
**Hutchinson KWHK 1260**  
**Hutchinson KWBW 1450**  
**Hutchinson KSKU-FM 106.1**

**Hutchinson KHCC 90.1**  
**KSNW television channel 3**  
**KAKE television channel 10**  
**KWCH television channel 12**

## WITHDRAWAL POLICY

The school should be notified in advance when a student will be withdrawing. All accounts are to be paid in full and all library books returned. Records will be sent to the receiving school once a parent signed formal request of records has been received from the receiving school.

## Inman Elementary School—Discipline Policy and Menu of Consequences At

Inman Elementary School, we believe it is important that our students *respect* their peers and adults. Our other Life Skills will all fall into place if we have RESPECT for ourselves and others.

Note: Consequences represent discipline options available to staff members. Staff members may consider the significance of the behavior as well as the frequency. If a behavior is repetitious or severe, it may require a stiffer consequence. For example, multiple acts of physical conduct. Staff may choose to use a combination of consequences, i.e. natural consequences plus phone call home. Involvement of support staff (counselor, social worker, psychologist) is also available when necessary, to develop a plan of improvement. The behaviors and consequences provided below are meant as examples of possible actions and disciplinary responses, but this is not meant to be an exhaustive list or to suggest that administrators do not have the discretion to modify disciplinary responses at the administrator's discretion.

Levels	Example Behaviors	Example Consequences
<b>One</b>	<ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Dress Code Violation</li> <li>● Property Misuse</li> <li>● Disruptive</li> <li>● Disrespect</li> <li>● Failure to Follow Rules- Class, Recess, Lunch, Restroom, or Hallway</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Natural Consequence <ul style="list-style-type: none"> <li>○ Plan of Action to Correct/Improve</li> </ul> </li> <li>● Detention</li> <li>● Think Sheet sent home</li> </ul>
<b>Two</b>	<ul style="list-style-type: none"> <li>● Inappropriate language, threats, teasing</li> <li>● Possession and use of disruptive items</li> <li>● Stealing</li> <li>● Lying/Cheating</li> <li>● Defiance: Insubordination</li> <li>● Technology Misuse</li> </ul>	<ul style="list-style-type: none"> <li>● Natural consequence <ul style="list-style-type: none"> <li>○ Plan of Action to Correct/Improve</li> </ul> </li> <li>● Student/Teacher/Principal conference</li> <li>● Detention</li> <li>● Teacher makes call home</li> </ul>
<b>Three</b>	<ul style="list-style-type: none"> <li>● Repeated disrespectful actions to staff: talking back, disrespectful gestures</li> <li>● Abusive, inappropriate language</li> <li>● Repeated failure to follow school rules</li> <li>● Harassment/Bullying</li> </ul>	<ul style="list-style-type: none"> <li>● Natural consequences <ul style="list-style-type: none"> <li>○ Plan of Action to Correct/Improve</li> </ul> </li> <li>● Student/Teacher/Principal Conference</li> <li>● Detention</li> <li>● ISS</li> <li>● OSS</li> <li>● Principal makes call home</li> </ul>
<b>Four</b>	<ul style="list-style-type: none"> <li>● Theft</li> <li>● Vandalism of school property</li> <li>● Sexual Harassment</li> <li>● Bullying</li> <li>● Weapons</li> </ul>	<ul style="list-style-type: none"> <li>● Natural consequences <ul style="list-style-type: none"> <li>○ Plan of Action to Correct/Improve</li> </ul> </li> <li>● Student/Teacher/Principal/Parent Conference</li> <li>● ISS</li> <li>● OSS</li> <li>● Principal makes call home</li> <li>● Contact Authorities</li> <li>● Consideration of Expulsion</li> </ul>