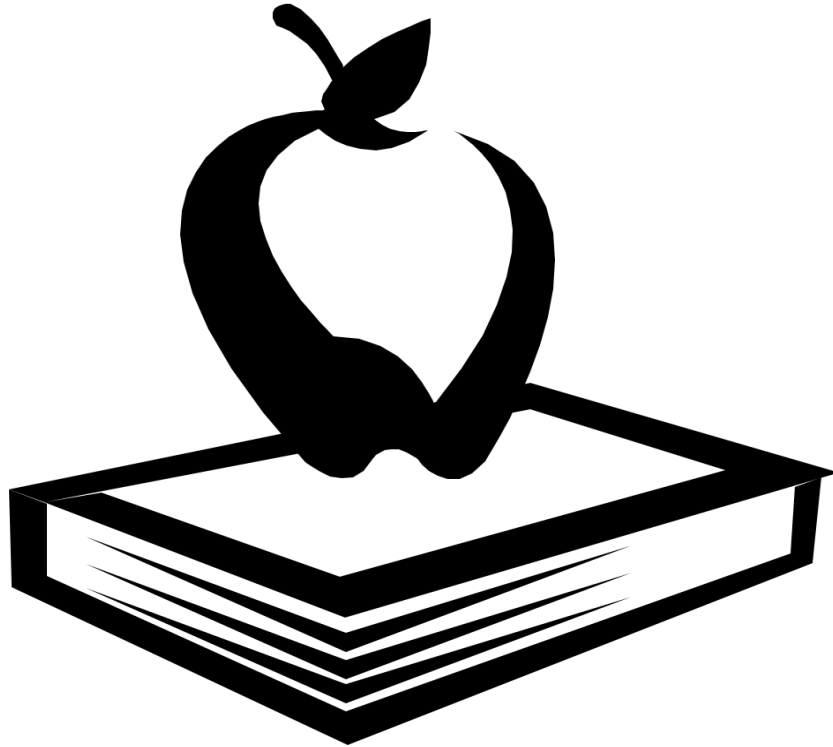


Lansing Elementary School
Student Handbook
2018–2019



The Lansing Elementary School’s mission is to provide support and promote respect for all students in their endeavor to become life-long learners and contributing citizens of our society.

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PARENTS, PLEASE READ

IMPORTANT INFORMATION TO KNOW

K-3 Principal, Tim Newton
Assistant Principal, Mary Ann Hotaling

Lansing Elementary School
450 West Mary Street
Lansing, KS 66043
Tele: 913-727-1128 Fax: 913-727-273-0051

Arrival: Building Opens at 8:00 a.m.
School Starts at 8:30 a.m.
First Bell Rings at 8:20
TARDY BELL at 8:30. (students must be in classroom by 8:30)
(There is NO supervision for students who arrive at school before 8:00).

Dismissal: 3:27 2nd bell Walkers released
3:30 3rd bell Car riders released
3:35 4th bell Bus riders released
Students need to be picked up no later than 3:45 p.m.

Breakfast: Served from 8:00 – 8:25 a.m.

Lunch: If you are planning to eat lunch with your child, please call that morning before 9:00 a.m. We ask that FAST FOOD or POP not be brought into the cafeteria.

It is important that the office be notified by written note or phone call when:

- **A child is going to be absent or tardy, call by 8:45 a.m.**
- **There is a change in dismissal procedures, call by 2:15 p.m.**
- **Office Phone # 913-727-1128**

We will send your child home via the means indicated on Skyward unless a parent has told us otherwise.

Sign in: You MUST sign your child(ren) in and out at the office. When visiting or volunteering in the building, please check in/out at the front office and please be prepared to show proper identification.

School Closings Due to Weather: Sign up for email and text message alerts at www.usd469.net and select LION ALERTS.

WELCOME

We hope that all of you attending our school can expect a continuation of a high-quality, positive educational environment. We can say with confidence that you are in for an exciting year. With the mutual support of home and school, each of you will benefit from the opportunities this school has to offer. There will be many new and exciting endeavors that each of you will face this school year. With the aid of a wonderful teaching and supporting staff, we are sure that you will be successful in not only the area of academics, but also in your social and emotional growth as well.

This Lansing Elementary School Student Handbook is designed to help you (and to help you help your student) know and understand our school and district guidelines. If you have any questions, please feel free to contact the office of your student's school. Please let us know if we can help you in any way. Let this be the best year yet in the Lansing Elementary School.

SCHOOL VIOLENCE HOTLINE

1-877-626-8203

The hotline allows students to anonymously report possible impending violent acts in schools. The hotline, enacted by House Bill 2489, connects to the Kansas Highway Patrol central dispatch center. From there, information is transferred to local law enforcement who will relay information to the local school administrator.

This hotline is a cooperative effort between the Kansas Highway Patrol and the Kansas State Department of Education.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ENROLLMENT INFORMATION – JBC

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory. If proper proof of identity is not provided within thirty (30) days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. Enrollment documentation shall further include such documentation as may be required by the superintendent to establish the student residency and or eligibility for attendance in the district.

IDENTIFICATION OF STUDENTS – JBC

All students enrolling in the district for the first time shall provide required proof of identity and residence. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

PUPIL INFORMATION FORM

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s), and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency, other than the parents: They should be local & may pick up your student
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

HEALTH ASSESSMENTS – JGCB

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

ASSIGNMENT TO A GRADE LEVEL & CLASSES – JBC

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

RESIDENT STUDENTS – JBC

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For the purposes of this policy, parent means natural parents, adoptive parents, step-parents, and foster parents. For the purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care for and control of the child with written consent of a person who has legal custody of the child.

NON-RESIDENT STUDENTS – JBC

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board. Only those students who qualify as residents of USD 469 shall be permitted to enroll except as set forth in the following exceptions.

Non-resident students admitted to the district shall be evaluated before admitted to the district and each spring using the following criteria: academic standing (did the student make progress), attendance (was the student's attendance regular and punctual), and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.) Consideration shall also be given to the student/teacher ratio in each building. These ratios should be according to best practice for each building. Students may be admitted, readmitted or denied admission for the current school year or the next school year based on the results of these findings. Parents shall be informed of the administrative decision as soon as it has been acted on by the Board of Education.

IMMUNIZATIONS / INOCULATIONS – JGCB

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. Immunization requirements for the current school year are based on the Kansas Advisory Committee on Immunization Practices (ACIP), which can be found at Kansas Department of Health and Environment.

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(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the immunization / inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

FEES – JS

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged, or destroyed by a student.

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees;
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

ATTENDANCE

COMPULSORY ATTENDANCE REQUIREMENTS

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program recognized by the local board of education; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

ATTENDANCE POLICY

It is the philosophy of Lansing School District to educate the total student and not merely to provide the academic or skills portion of the individual's education. Active attendance in class is a valuable and integral part of the student's formal education. Absence from class, for whatever reason, causes the student to miss a truly necessary part of learning, which can be only partially regained through make-up work. Attendance in school is the combined responsibility of the student and parents/guardians. The responsibility of the school is to provide instruction and to inform parents of absences from class.

Absences will be recorded on the student's permanent record. (School sponsored activities and in-school suspension are not recorded as absences although students are still missing valuable classroom time.) In the following policy, students are defined as anyone enrolled at Lansing School District regardless of age.

NOTIFICATION OF ATTENDANCE BY PARENT

Parents/guardians of a student absent from any of the Lansing Unified School District's attendance centers are required to notify the student's attendance center before 8:45 a.m. on the day of the absence and state the reason for the absence. Any parent/guardian with a student absent from any attendance center without proper notification to the school will be

called by the school after 9:00 a.m. If the school must call to find out why your child is absent, the school has the right to consider that as an unexcused absence. The school will attempt to call only two telephone numbers provided to the appropriate attendance center. It is the parent's responsibility to provide the appropriate attendance center with the phone number(s) at enrollment time and any changes thereafter. If no phone number is provided or if a phone number is changed during the year, and the school not notified of the change, the parent is thereby releasing the school official from this notification responsibility. After the two numbers have been tried, no further calls will be made. No attempt will be made to contact parents/guardians who have made prior notification to the school that their student will be absent from the attendance center.

STUDENT/PARENTAL RESPONSIBILITIES

- Families should schedule vacations and appointments for students when school is not in session.
- Parents/guardians should submit to the office all court and medical documentation for verification of absence.

Absences and Excuses - JBD (See IHEA, JDD, JBE)

Quality education and attendance at school are highly correlated. Therefore, absence from school is discouraged. The following student absences will be excused by the administration:

- Personal illness – up to three days after which a doctor's note must be provided. If no note is provided the absence will be marked as "unexcused."
 - Health related treatment, examination, or recuperation.
 - Serious illness, or death of a family member.
 - Obligatory religious observances.
 - Participation in a district approved or school sponsored activity or course.
 - Students in good standing may be allowed up to five days per year for parental requested absence when pre-arranged with the building principal. Parental requests for the absence must be made a minimum of one calendar week before the student is to be absent from school. All required work must be turned in before the student leaves school for a parental requested absence whenever possible.
 - Student of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
- All other absences will be considered unexcused unless previously approved by the building principal.

- It is the responsibility of the student to obtain the necessary makeup work from his/her teachers when absent.
- Make-up Work - Excused Absences - The student is responsible for obtaining all make-up work and for making appointments to meet with teachers to make-up tests, labs, etc. Students will be expected to make up all work missed as the result of an absence. They will be allowed two (2) days for the first day missed and one (1) day for each consecutive day absent beyond the first, unless other arrangements are made with the individual teachers. Advance make-up is required when the absence is due to a regularly scheduled school sponsored activity and may be required on prearranged absences authorized by the principal.
- Make-up Work – Out Of School Suspensions - The student must make up the work and return it each Friday during the out of school suspension period unless other arrangements have been made with individual teachers. Work satisfactorily completed will not be averaged into the grade. Incomplete work will receive a zero, and the zero will be averaged into the grade.

TRUANCY – JBD/JBE

Any absence not excused is unexcused. Truancy is a violation of law. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. Truancy requires notification to the Leavenworth County Attorney and the Kansas Department for Children and Families. (RE: # K.S.A. 72-1113)

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian. The building principal shall report students who are truant from school to the appropriate authority (students 13 and under shall be reported to the local office of the Kansas Department for Children and Families and students over 13 shall be reported to the Leavenworth County Attorney.) A total of five (5) tardies will equal one unexcused day. Prior to reporting to either the Kansas Department for Children and Families or the Leavenworth County Attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse is a violation of the attendance statutes for the State of Kansas and shall result in the student being reported truant.

TARDINESS

A student will be considered tardy if he/she is absent from the school building for thirty (30) minutes or less. If a student enters the building tardy, he/she must be accompanied into the office by a parent or guardian. Five tardiness are considered to be one unexcused absence.

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day, and the student will be counted as absent for ½ day.

RELEASE OF STUDENT DURING SCHOOL DAY – JBH

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written request of a parent or lawful custodian. The name, address and telephone number of the parent or legal custodian shall be entered on the permanent record of the student in accordance with board policy. See also JBC and JBH-R.

At the time of school enrollment and admission, the school shall complete the student's permanent record on Skyward which will identify the student's legal name, address, and telephone number of the student's parents or lawful custodian(s).

Before releasing a student during the school day, the office staff/building principal shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student.

If the office staff/principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

Students will not be allowed to run personal errands for school employees off school premises during the school day.

Students needing to leave the building must:

1. Have an authorized parent/guardian sign them out in the school office.
2. The student will then be called from his/her classroom to checkout.
3. Upon returning, the authorized parent/guardian must accompany the student to the office and sign them back in.

HEALTH AND SAFETY

FIRST AID - JGFGA

Do Not Resuscitate Requests-DNR orders shall not be accepted or implemented by district staff and all DNR requests shall be denied.

MEDICATIONS, ADMINISTERING

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications to students, including prescription and non-prescription drugs, except as outlined in district policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons thereof.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

STUDENT HEALTH AND SAFETY

If a student becomes ill at school, a parent or guardian will be called by the school nurse or school secretary. Please keep telephone numbers current in the office. Students who have a fever of 100 or higher cannot remain at school. Students must be fever free without medication for at least 24 hours before returning to school. If your child vomits and/or has diarrhea during the night, please keep him/her at home the next day.

It is recommended that each student have a dental and vision examination before beginning school. Regular examinations should continue throughout the student's school career.

According to K.S.A. 72-1205 and K.S.A. 72-2505, basic hearing and vision screenings will be provided without charge to each pupil. Upon completion of these screenings results will be reported to the parent only if the student fails the screening. If you have any concerns about these screenings, please contact the school nurse.

Any time your child misses more than a half day of school due to illness, he/ she may not attend any after school functions or programs on that day.

COMMUNICABLE DISEASES

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

DRILLS

Students shall be informed of emergency drill procedures at the beginning of each school year.

Building principals on a periodic basis will conduct the minimum emergency drills required by law and BOE policy to instruct students in the proper procedures to follow in contingencies such as a tornado alert, lockout/lockdown, fire, or any other such emergencies. A buzzer will sound and teachers will direct their students to the proper tornado shelter, or in case of a fire drill, to the designated exit.

The classroom teacher or teacher in charge will be responsible for assisting any student with a disability in exiting the building during a fire, emergency, or tornado unless a full time para-professional is assigned to that student. Teachers with more than one disabled student in their class must notify the principal on the first day of school so that another staff member or para-professional can be designated to assist such student(s) in the event of a fire, emergency, or tornado. Refer to JGFA for complete policy.

Parents are encouraged to keep informed about any emergencies by signing up for Lion Alerts at www.usd469.net.

WEATHER EMERGENCIES

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Reports will be posted on the local news media channels.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

ASBESTOS

An asbestos management plan has been developed for the school district. A copy of the management plan is available from Board of Education Office.

PEST CONTROL

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from maintenance.

BEHAVIOR/CONDUCT – JCDA

BULLYING – JDDC

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Lansing USD 469 will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in its school buildings, on school grounds, or in any school related activities. USD 469 will investigate all reports and complaints concerning bullying, cyber bullying, and retaliation in a timely and appropriate manner and take action to end that behavior and to restore a sense of safety to all community members. USD 469 will support this commitment in all aspects of its school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Bullying Definition:

Bullying means any intentional gesture or any intentional written or verbal act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically, mentally, or emotionally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear or harm to the student or staff member or
- Placing a student or staff member in reasonable fear or damage to the student's or staff member's proper

Minor/Major Definitions 2018-2019

Behavior	<u>Minor</u> Students are not sent to the office. Behavior referral form may be submitted at the teacher's discretion.	<u>Major</u> Send the student to the office and complete an office referral form.
Bullying/Harassment/Threat	Corrective feedback, notify parents, think sheet, exclusion from participation with peers. These are isolated occurrences. (Refer to counselor)	Repeated bullying, harassment or threat towards students or adults.
Cheating/Academic Misconduct (KAN-DIS)	Copying and sharing answers, verbally or nonverbally, when you are supposed to be working independently	Any type of cheating that occurs in relation to a formal academic exercise. It can include plagiarism, deception, bribery, or sabotage.
Disrespect	Gateway behaviors, such as eye rolling, talking back, etc. 3 minors = a major	Continued disrespect to adult or other students
Disruption (Skyward uses Distracting/ Disruptive, KAN-DIS uses Behavior-Disruptive)	Anything that interrupts teaching and learning but with correction learning continues. 3 minors = a major	Disruptive behaviors that are serious enough to potentially clear the classroom Continued, non-stop disruption

Fighting/Physical Aggression (KAN-DIS uses assault-fighting or physical assault which results in bodily harm)	Unintentional harm horseplay 3 minors = a major	Aggression in response due to anger; physical aggression with the intent to harm.
Inappropriate Language	Foul language/curse words or inappropriate gestures that occur in response to something that happens to you personally. Example: Student drops something and says “damn it.” 3 minors = a major	Foul language or foul gestures accompanied by verbal and/or physical aggression.
Misuse Computer/Phone/Electronics (Inappropriate Computer Use-KAN-DIS)	Technology Violation: Off task behavior, such as when a student is playing games instead of using the technology to complete an assignment.	Technology Violation When students use technology to view items of a sexual, violent, or “mature” nature.
Non-Compliance (Minor)/ Insubordination (Major) (KAN-DIS uses Behavior-Insubordination)	Brief or low intensity failure to respond to adult request. (Failure to follow directions by not listening to an adult or doing what it asked, talking back, and/or arguing) 3 minors = a major	Unwillingness to submit to authority, refusal to respond to a reasonable request or other situations in which a student is “disobedient”.
Out of Bounds	Leaving classroom without asking 3 minors = a major	Leaving the Building: Leaving the learning environment without permission which requires staff retrieval.
Physical Contact	Putting hands/feet on others while playing; non-aggressive.	Choosing to hurt a student out of anger; leaves a mark.
Theft	Taking something without knowledge of who it belongs to –	Intentionally taking something that does

	example: markers, pencils, and etc.	not belong to them through bullying Continuous stealing Stealing personal property, forging adult signatures.
Unsafe Act	Putting hands/feet on others while playing; non-aggressive. Horseplay: Wrestling, playing in an unsafe manner.	Action could result in bodily harm to self or others.
Vandalism	Marking on something that does not belong to them, but can be fixed by the student.	Damaging any personal or school property. Marking up something that has to be taken care of by a janitor or is vulgar in nature.

TYPES OF CONSEQUENCES

The following are consequences used in this district, in order of severity from minimum to maximum.

- Making eye contact with the misbehaving person
- Walking toward the misbehaving person
- Verbal reprimand without humiliation
- Informal talk
- Counselor referral
- Isolation/Loss of recess
- Behavior contract/Plan
- Time Out/Opportunity Room
- Referral to principal
- Restitution
- In-school suspension
- Removal from school bus
- Principal-teacher-parent conference

- Suspension from school-related activities
- Out-of-school short-term 1-10 day suspension
- Referral to local agencies
- Long-term suspension
- Expulsion for the remainder of the school year
- Expulsion for 186 days

Transportation

BUS STOP RULES

- Students are expected to be at their bus stop 5 minutes before their scheduled pick up time. School bus drivers are not able to wait for late students.
- Students are expected to respect the property of others while waiting at their bus stop.
- Use of profanity is not permitted at bus stops.
- Students must stay away from the street, road or highway when waiting for the bus. Students should wait until the bus comes to a complete stop before approaching the bus to board.
- Students departing the bus must move away from the bus.
- If the student must cross the street, they are to always cross 10 feet in front of the bus where the driver can clearly monitor the student's location. Students are to wait for the bus driver to signal students to cross the street.
- Fighting, harassment, Intimidation and horseplay are forbidden at bus stops.
- No use of alcohol, tobacco or drugs at bus stops.

BUS RULES

No parent or unauthorized person may approach the entry door of the bus at any time. Authorities will be contacted if any unauthorized person attempts to enter a bus. If you need to contact your student once they are on the bus please call the transportation office or the school. Thank you for helping us ensure the safety of our students.

The driver is in charge of the students and the bus. Students must follow the driver's instructions at all times.

The driver will assign a seat to each student. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened, with the driver's permission, and while the bus is stopped.

Students who do not ride the bus or ride a different bus, but wish to ride home with a friend on another bus, must have a note from a parent along with a number that parent can be reached.

No alcohol, tobacco or firearms on school buses.

Profane language is strictly prohibited.

BUS RULES

After 3 No-show days at a stop, the bus may no longer stop at that location or travel to that road. The parents should communicate with the transportation department if their child will no be riding for a few days.

Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.

Students must not throw waste paper or other rubbish on the floor of the bus. Food is not allowed on school buses.

Students must not try to get on or off the bus or move about within the bus while it is in motion.

Students must not at any time extend arms or head out of bus windows.

When leaving the bus, students must observe directions of the driver.

If you cross the road, do so in front of the bus after making sure the roadway is clear, and the driver has given the all clear signal.

Any damage to the bus must be reported at once to the bus driver.

Discipline

Level 1 Minor Offenses

1. Out of seat while the bus is moving
2. Excessive noise (yelling or screaming)
3. Eating, drinking, littering
4. Violation of safety rules
5. Failure to sit in assigned seat
6. Inappropriate language
7. Horseplay – Physical Contact (Pushing, tripping etc.)
8. Disturbing others
9. Disobedient or disrespectful to driver
10. Other (see bus rules)

Consequences:

1st Offense: Minimum – warning to 5 day removal

2nd Offense: 3-5 day removal

3rd Offense: 5-10 day removal

Level 2 Major Offense

1. Fighting
2. Harassment of any kind (racial slurs, bullying, sexual harassment)
3. Vandalism
4. Gross disrespect to driver or monitor
5. Defiance (Repeated refusal to follow requests from Level 1)
6. Possession of use of drugs, alcohol, or tobacco
7. Possession of any weapons
8. Other (see bus rules)

Consequences:

1st Offense: 5 day removal – removal for the remainder of the year

2nd Offense: 10 day removal – removal for the remainder of the year

3rd Offense: 30 day removal – removal for the remainder of the year

The bus is considered to be an extension of the school day. All rules during the course of the school day are expected to be followed on the bus. School consequences such as detention or suspension may be also used for bus behavior infractions. Consequences may be altered based on principal's discretion.

Parents are responsible for transporting big items used for class projects or large band instruments. Large items cannot safely or conveniently be carried on the limited space available on the bus.

GENERAL INFORMATION

PARENT INVOLVEMENT

Parent volunteers are utilized in all areas of the school. Parents should contact the classroom teacher or principal to arrange for volunteer activity.

PARTIES / SOCIAL EVENTS

All classroom parties and other school social events must be approved in advance by the principal.

DISTRIBUTION OF MATERIALS - KI

Materials unrelated to the school's curriculum may not be distributed without prior consent of the building principal or superintendent. Refer to KI for complete policy.

EXCLUSIONARY ACTIVITIES

The administration and staff will not support nor participate in activities that appear to be exclusionary in nature. Activities of this kind are often divisive and can be hurtful to individuals not invited. Activities that involve selective invitation should be organized and held away from the school.

Group celebrations by class, grade, school, family, community and/or organized by the school continue to be supported.

No lunches or snacks may be brought in for particular groups of students at lunch. Parents may only provide food for their own students.

INSURANCE - JGA

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance, or activities insurance is the responsibility of the parents.

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

- If students bring skateboards, scooters, bikes, or roller blades to school, they need to stop riding the equipment, pick it up or guide it, and walk on the school sidewalks.
- If a student has a lost or stolen item, they should notify a teacher and check with other students. Students may also notify the office of the lost items.

CELL PHONE USE

Students are prohibited from using cell phones during the school day. Phones must be turned off upon entering the building, placed in an unsecured locker, or given to their teacher during the school day and may be turned on with permission from a teacher or after leaving the building. Under no circumstances are students to take cell phones to class. The school is not responsible for loss or damage to cell phones.

ANIMALS AND PLANTS IN THE SCHOOL

Prior permission must be approved by the principal before bringing a domesticated animal to school. Domesticated animals must be inoculated against rabies at the parent's expense before the parent may bring such animal to school. Animals must be adequately housed and cared for in a screened cage or proper restraint. Under no circumstances are animals to be transported on school buses. All animals must be transported by parents. A copy of the rabies vaccination may be required and should be provided to the school nurse.

POSTERS

Posters, drawings, or other materials must be approved by the principal for posting in the school. All unauthorized postings will be removed immediately and become the property of the school.

STAFF-STUDENT RELATIONS - GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature at any time regardless of the student's age or status.

VISITORS - KM

We encourage and welcome parents and patrons to visit our school. **Visitors must sign-in and out at the office upon arrival and wear a visitor's badge while in the building.** In an effort to offer quality time with parents that wish to have a conference with a teacher or a team of teachers, please contact the team or individual teacher to set up an appointment. Students from other schools are not permitted to visit classes without prior approval from administration.

Our school actively works to provide a safe and productive learning environment for our children. While we embrace parent involvement, parents can expect the principal to protect instructional time. Every effort should be made to keep classroom interruptions to a minimum. Your child's instructional time is the highest value at L.E.S. Emergencies are an exception. All other communication with the teachers is done at a pre-arranged conference time or via phone message and/or email. To ensure a smooth start to the day, we ask that your child enter the classroom independently.

Guidelines for visiting classroom:

Must stay with the class

The use of any electronic device is prohibited in the classroom

Arrangements with the classroom teacher must be made for visits over 1 hour.

Loitering in the hallway is not permitted.

Classroom visitations will not exceed half a day or 3 hours without the approval from an administrator.

Principals/teachers will determine the appropriate time for a classroom visit with prior approval. If you would like to eat lunch with your child, please call the school office by 9:00 a.m. to order your lunch. Refer to KM for complete policy.

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

TEXTBOOKS - IF

Students who owe the school money for library fines, lunch charges, athletic uniforms or equipment, book loss or damage, etc. are required to pay the amount in full. Failure to comply could result in grade cards being held and/or students will not be allowed to re-enroll in the district. Refer to IF for complete policy.

The cost of replacing damaged or lost books will be assessed using the following formula:

New Book 1st year = 100%
 2nd year = 100%
 3rd year = 100%
 4th year and thereafter = 50%

SCHOOL/HOME COMMUNICATION

Lansing School District views the school/home communication process as extremely important and vital to a child's successful school experiences. Means of communication include:

Back to School Night – This event at the Lansing Elementary School is for parents only (no students) is scheduled at the beginning of the school year to familiarize parents with classroom policies and activities.

Report Cards – Report cards are posted in Skyward Student Portfolio every nine weeks.

Parent-Teacher Conferences – Conferences are scheduled in the fall and spring, and may be held periodically through the year to discuss each child's progress.

School Website – Information regarding the school may be view at www.usd469.net and the Skyward Family Access.

LIBRARY RULES

1. All school rules apply in the library as well.
2. Library books are checked out for a one-week period.
3. New books cannot be checked out if the student has an overdue book.
4. If a book is lost or damaged, the student must pay in order to replace it.

DRESS CODE – JCDB

Neatness, decency, and good taste are guidelines of the district dress code.

- Parents are encouraged to send their children to school in attire that will be conducive to learning.
- All clothes must conform to acceptable standards of modesty and decency. (no spandex, midriff tops, or saggy pants, shorts must be approximately 6 inches from middle of knee).
- T-shirts need to be worn underneath spaghetti straps or muscle shirts.
- Hats and hoods are not to be worn in the building by any student.
- Clothing with pictures, diagrams, writing, lettering and numerals is not appropriate at school or school activities if it contains any of the following:
 1. profane, obscene, or promotes violence.
 2. indicates or makes reference to tobacco, drugs, or alcoholic beverages.
 3. determined to contain a double meaning concerning any of the subjects outlined in a and b above.
 4. considered inappropriate or distracting attire.
- If dresses are worn on P.E. days, shorts must be worn underneath them.
- To ensure student safety, students should not wear flip flops for outdoor recess or PE.
- The appropriateness of dress and grooming is the final decision of the principal.

HUMAN SEXUALITY AND AIDS EDUCATION PROGRAM – IKCA

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, or attendance center, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

The counselors teach all students about personal safety. Prior to those lessons being taught, a letter will be sent to the parents to inform them of the objectives covered.

SPECIAL EDUCATION PROGRAM

Parents new to the district and requiring special programs for their child(ren) should notify the principal at the time of enrollment. Placement in a special education class requires an Individual Education Plan developed by a placement staffing committee. Parents should take past Individual Education Plan and evaluations with them. A temporary placement may be made based upon this information. All students returning to special education classes in the fall should enroll according to the last I.E.P. developed or as directed through personal correspondence from the Special Education Office. Additional special education services are made available through the Lansing Special Education Office at 913-727-1755.

FOOD SERVICE

USDA's National School Lunch and Breakfast Program is provided for all Lansing students in grades K-12. All students are encouraged to use the program. Through this program families can apply for free & reduced meals based on income and household size. Applications can be obtained confidentially online at <http://www.usd469.net/resources.html> , at the district office or at any of the schools. A student qualifying for free or reduced breakfast or lunch will receive a meal that consists of: one entrée choice, fruit and/or vegetable selections, and one milk. Purchase of a second meal, extra milk, a milk to drink with a home lunch, bottled water or any a la carte items are an additional cost to you. Student's meal accounts are handled through a computer system called Skyward, which has been set according to state and federal accounting guidelines. Our system is linked to your "at-home" access so that you can see daily what purchases your child has made, check account balances and make payments, if necessary.

Parents and students may not bring "fast food" or soda drinks to school for lunch. Fast foods in the building detract from the emphasis placed upon the Child Nutrition Education. We encourage students to participate in our meal program. Two options include eating a school lunch or bringing a lunch from home.

If your child should need a substitute for the milk with school lunches, we must have a note from your family physician. Water is the only substitution offered in place of milk. A new note will need to be presented to the school each year. This is required by Kansas State Board of Education, Nutrition Services (Federal Reg. 7CFR, Part 210.10).

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from the discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure. Refer to JGEC for complete policy.

USD #469 COMPUTER ACCEPTABLE USE POLICY

This document identifies the terms and conditions for the acceptable use of computers, information networks and Internet resources in the Lansing Unified School District. This insures that the use of network resources is consistent with the goals, mission, and objectives of the District. These guidelines are provided so that you are aware of your responsibilities. If a District user violates these provisions, his or her account and access privileges and future access could be terminated or denied in accordance with these rules and regulations.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signature(s) at the end of these documents are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance:

1. Users are responsible for good behavior on the School District networks, just as they are in the classroom, or a school hallway. Students are expected to abide by the generally accepted rule of network etiquette.
2. The networks are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with the educational objectives of the Lansing School District. It is the user's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet is a privilege; not a right and inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff may request the system administrators to deny, revoke or suspend specific user accounts or privileges at any time.
3. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
4. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Using someone else's password or ID or trespassing in other's folders, work, or files without written permission is prohibited. Attempts to log on to the network as anyone but yourself may result in cancellation and denial of

computer, network, or Internet privileges. Do not reveal your personal (home) address, phone or password as well as those of other users. Don't reveal information that you think is personal in nature. Users are responsible for their password and user ID. You should change your password periodically to protect your rights. Do not reveal your ID and password to others! Should a user ID show up as in violation of the Terms and Conditions, they are responsible for that violation.

7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the school's computers or network, you must notify the system administrator.. Do NOT attempt to demonstrate the problem to others. Do not use another's account. Attempts to login to the school networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computer resources.
8. Users are to respect the integrity of the computers and networks; they will agree that the computer systems are set up by the system administrator and are not to be altered in any way.
9. The Lansing Unified School District makes no warranties of any kind, whether they are expressed or implied for the computer and computer network services it provides. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via school computer resources is at your own risk. We specifically deny any responsibility for the accuracy of information obtained.
10. Vandalism – Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of this District, or another user, the Internet, or any of the organizations of other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Users are expected to follow policies regarding computers and computer usage as set forth by the Lansing Board of Education. This policy is found under section IIBG in the Board Policy and is available upon request.
12. Users are not allowed to bring diskettes or software to use on any District computer unless specifically approved.
13. All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District

- administrators. Personal files installed on district computers must comply with copyright laws. Proof of purchase (copy or original) may be required.
- 14.No software, freeware, or shareware may be installed on District computers until cleared by network administrators.
 - 15.Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - 16.Administration may make periodic audits of software installed on district equipment to verify legitimate use.
 - 17.Employees and/or students shall have no expectation of privacy when using District e-mail or other official communication systems.
 - 18.Computer materials or devices created, as part of any assigned District responsibility or classroom activity undertaken on school time shall be the property of Lansing School District.

Should a student violate this policy the following minimum consequences are in effect: Administrators have the authority to make punishments in addition to these. Violators may also be held financially liable for damages to computers, the network, or network resources. This includes repair, replacement, technician cost, etc.

1st Offense: The user is not allowed to access the school computers, the network, or network resources for a minimum period of two weeks.

2nd Offense: The user is not allowed to access the school computers the network, or network resources for a minimum of nine weeks.

3rd Offense: The user is not allowed to access the school computers, the network, or network resources for the remainder of the year.

USD #469 ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 469. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
3.
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.

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

The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

4. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
5. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 469 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
6. The right to obtain a copy of Unified School District No. 469 policies for complying with FERPA. A copy may be obtained from the school district office.

Directory Information: For purposes of FERPA, Unified School District No. 469 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study, videotape, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 469 at the district office or your child's school on or before September 1st of each school year. If a refusal is not filed, Unified School District No. 469 assumes you have no objection to the release of the directory information designated.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

USD #469 NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District #469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504 or other applicable federal, state or local law.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64111, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title VII, Title IX, or Section 504.
(07/2016)