

**New Beginnings  
Student Handbook  
2018-2019**



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Lansing, KS 66043**

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**BENEVOLENT** (shows kindness and concern for others)

**RESPECTFUL** (considerate and polite to others)

**IMPROVE** (to make or become better)

**GENEROUS** (willing to share with others)

**HUMANE** (not cruel or brutal; kind)

**TRUSTWORTHY** (able to be depended on; reliable)

## Contents

<b>Message from the Superintendent</b> .....	6
NB School Families.....	6
<b>Message from the Staff at NB</b> .....	6
<b>Important Details</b> .....	7
Student Rights .....	7
School Hours.....	7
School Fees .....	7
Transportation .....	7
Administrative Discretion/Disclaimer .....	7
<b>Nondiscrimination Statement</b> .....	8
<b>Requirements for Entry</b> .....	9
Immunizations .....	9
Birth Certificates - Proof of Identity.....	9
<b>Teaching and Learning</b> .....	10
Plagiarism Policy .....	10
Confidentiality.....	10
<b>Attendance</b> .....	11
Attendance Policy .....	11
Absences – Excused/Unexcused.....	11
Absences - Unexcused .....	12
How to Excuse an Absence that Was Recorded As Unexcused.....	12
Repeated Absence Due To Illness.....	12
Excessive Excused Absences .....	12
Parental Responsibility Regarding School Notification.....	12
Tardiness.....	13
Truancy.....	13
Early Dismissal for an Individual from School.....	13
Leaving School without Permission .....	14
<b>Disciplinary Code</b> .....	15
Bullying, Hazing, Harassment, Intimidation and Menacing.....	15
Possible Consequences for Misbehavior Up to and Including Any or All of the Following .....	16
<i>Detention</i> .....	16

<i>Suspension</i> .....	16
<i>Expulsion of Students</i> .....	16
<i>Corporal Punishment</i> .....	17
Issues That Might Cause Disciplinary Action.....	17
<i>Controlled Substances</i> .....	17
<i>Disrespectful Behavior</i> .....	17
<i>Firecrackers</i> .....	17
<i>Disruption of School</i> .....	17
<i>Illegal or Prohibited Activities</i> .....	17
<i>Tobacco</i> .....	17
<i>Vandalism</i> .....	18
<i>Verbal or Physical Assault</i> .....	18
<i>Violence</i> .....	18
<i>Weapons</i> .....	18
Personal Appearance of Students JCDB.....	18
Gang Activity or Association .....	19
Searches of Property.....	20
Searches of Students JCABB.....	20
Public Displays of Affection.....	21
<b>Health Policies</b> .....	22
Immunization .....	22
Communicable Diseases .....	23
Head Lice .....	24
Health/Medication Policy .....	24
Dismissal for Illness .....	25
Accidents and Emergency Information.....	25
<b>Child Nutrition Information</b> .....	26
<b>Safety for All</b> .....	27
Safety and Courtesy for All Students .....	27
Bicycles/Skateboard Safety.....	27
Child Abuse - Reporting .....	27
Trespassers.....	27
<b>Emergency Management</b> .....	28

Tornado Drills.....	28
Fire Drills .....	28
FIRE ALARMS: Pulling a false fire alarm is a crime and violates state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed. ....	28
Other Drills .....	28
Visiting the School.....	28
<b>Communication Methods</b> .....	29
Changes of Student/Parent Information .....	29
Skyward.....	29
Conferences .....	29
Goal Setting and Progress Monitoring.....	29
Emergency School Closings.....	30
<b>Parents and the Community</b> .....	31
Parent Volunteers .....	31
Lansing Education Foundation.....	31
<b>Miscellaneous</b> .....	32
Insurance.....	32
Electronic Equipment.....	32
Cell Phones.....	32
Distribution of Publications .....	32
Birthdays .....	32
Class Parties .....	32
Field Trips.....	32
Gum, Candy, Food, and Drinks.....	33
Money .....	33
Pets .....	33
School Pictures/Yearbook.....	33
Supplies .....	33
Telephone Use .....	33
Tobacco Use by Parents.....	34
Visiting Students .....	34
<b>Required Notifications</b> .....	35
Safe and Drug Free Schools and Communities Policy.....	35

Asbestos Plan ..... 35  
Parents Connected with Federal Agencies ..... 35  
Directory Information ..... 35  
Student Privacy Rights ..... 36  
Student Records/FERPA..... 36  
Agreement for Appropriate Use of Technology..... 40

## **Message from the Superintendent**

### **NB School Families,**

It is my privilege to welcome you to the school year. For us to be successful as a district, we rely on the ongoing dedication of a school system that includes staff, families, and community. Our mission is to ensure high levels of learning for all students. We look forward to working together as a professional community of learners to advance that mission.

The purpose of this handbook is to provide information that will support a successful school year at NB. The handbook is an extension of district policy and provides guidance for many situations that our families encounter throughout the school year. Please take the time to review the information herein and help keep our school community well-informed and united in purpose.

If you have any questions, please visit with the Assistant Director of Special Education for clarification. Thank you for your support and commitment to the academic success and well-being of our students.

With Lion Pride,

Dr. Darrell Stufflebeam  
Superintendent of Schools

## **Message from the Staff at NB**

Thank you for your interest in the NB day treatment program, a special treatment program for students experiencing significant behavioral challenges and related school difficulty. The program is designed to create a positive environment, where students can learn responsible behavior, while regaining a commitment to school, learning, and self. Please read through the enclosed information, discuss it with your family and the student being considered for this special learning opportunity.

Feel free to talk with the staff and ask any questions you may have. It is our goal to work together with parents and families for the success of our students. This success begins with having well informed and involved parents. This handbook is our first effort to open the lines of communication to a positive school experience for your son or daughter. Thank you, again, for taking the time to learn more about this unique school program.

Building Lifelong Learners

The Staff of NB

## **Important Details**

### Student Rights

NB students have the right to:

- Specific behavioral expectations for personal success and to have equal opportunities to learn and practice those expectations;
- An environment which consistently upholds appropriately high standards for students to achieve social competence;
- An educational climate which affirms the worth and diversity of all students.

### School Hours

New Beginnings: 8:00 a.m. to 2:45 p.m. Monday thru Friday.

### School Fees

Kansas Statute 73-5390 allows for Kansas school districts to collect fees for the rental of textbooks and purchase of workbooks and other consumable materials. Accordingly, a textbook and materials fee is set annually by the Board of Education and payable at enrollment. The fees collected are used by the district to purchase textbooks issued to students and to cover the cost of materials and workbooks used in classrooms. Parents who are unable to pay this fee may make application for the waiver of fees. The schedule used to determine eligibility for the School Lunch Program will be used to determine waiver of fees.

Students are responsible for the books which have been assigned to them. Any damaged or lost textbooks or books borrowed from the library must be paid for by the student.

### Transportation

Home districts provide bus service to and from school for families as they attend a special education school outside their attendance area where placement has been determined by the IEP team.

### Administrative Discretion/Disclaimer

The building administrator may deviate from the policy guidelines when warranted by extenuating circumstances. This student handbook has been prepared for your information to help you understand our rules and regulations, as well as the philosophy of the building and school district. It is virtually impossible to have everything included in this manual, but we have tried to list those areas of greatest concern. Any other items that you would have questions about should be covered in the Board of Education Policies and Regulations, with any questions regarding these being brought to the attention of

the building administrator. Thank you for your interest and please do not hesitate to contact us to clarify any of your concerns.

## **Nondiscrimination Statement**

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)



## Requirements for Entry

### Immunizations

All students enrolling shall enroll online through the Skyward system. The school nurse will confirm proof of immunization of certain diseases or furnish documents to satisfy state statutory requirements. Please see Health Policies section for more detailed information.

### Birth Certificates - Proof of Identity

A copy of each student's birth certificate must be kept on file through Skyward. Students enrolling for the first time shall provide required proof of identity. 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. Guardians, other than parents listed on the birth certificate, must provide legal documentation of custody to be enrolled.

Students will not be allowed to enroll or attend school without the above stated documents.

## Teaching and Learning

Reading, writing, listening, speaking, and mathematics are emphasized at all grade levels. Social studies, science, and health are also taught at all grade levels.

### Plagiarism Policy

Plagiarism is legally and ethically wrong. Plagiarism is the "taking and using as one's own the writings or ideas of another" without citation of the source. (American Heritage Dictionary. 1996 ed.) For example:

A student commits plagiarism when he or she submits without proper citation:

- A copy of part or all of another student's assignment.
- Part or all of an assignment copied or paraphrased from a source such as a book, magazine, pamphlet, newspaper, speech, graphic, or Internet site.

A student also commits plagiarism when he or she:

- Allows his or her assignment to be copied and submitted as the work of another.
- Prepares a written assignment for another student and allows it to be submitted as his or her work.

Students caught plagiarizing can be subject to the following discipline or penalties depending on the severity or repetition of the offense:

- Re-do the assignment.
- Partial credit.
- Failure of the assignment.
- Failure of the course.
- Suspension or expulsion from school (consistent with and according to the school policy and procedure for student discipline).

### Confidentiality

Student academic and disciplinary records are kept confidential. Only parents of the student and school personnel with a need to know, including the home principal and the student's teacher, will have access to a student's records.

## Attendance

### Attendance Policy

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained. (JB)

For students to be successful in school, consistent daily attendance is vitally important. Whenever a student is absent from class, a valuable part of the student's education is missed. Attendance in school is the legal responsibility of the student and the student's parents/guardians. The school's responsibility is to provide instruction and to inform parents/ guardians of absences from class.

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day (for more information see board policy JBD-2).

An attendance letter will be sent to the parents of students with 3 days of unexcused absences in a row, 5 days of unexcused absences in a semester, or 7 days of unexcused absences in a year (absences for reasons other than absences substantiated by a doctor's statement or caused by emergency family situations or other extenuating circumstances known to the principal). Additionally, a report will be made to the District Truancy Officer.

### Absences – Excused/Unexcused

Absences which are approved by both the parents and the principal will be considered excused. Parents should contact the school any time a student must be absent. Whenever possible, arrangements should be made to complete the work prior to an 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 prearranged 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.

A letter will be sent after 15 excused absences indicating that a Doctor’s note must accompany any further absences. Family vacations may be excused by the building administrator provided the request is made before the trip is taken, the student has good attendance history, and the student is in good standing academically.

## Absences - Unexcused

All absences not approved by both the principal and the parent will be considered unexcused. When students are absent from school and the reason for the absence is unknown, the absence shall be deemed unexcused. Students are not allowed to attend school functions on days of suspensions or expulsion.

## How to Excuse an Absence that Was Recorded As Unexcused

The process for requesting that an unexcused absence be changed to excused includes submitting a written request to the principal specifying the dates missed and the reason for the absences. The building administrator may request that additional verification be provided. The building administrator will consider the request based on the categories for excused absences listed above.

## Repeated Absence Due To Illness

Students who are frequently absent due to illness may require medical attention. Parents are encouraged to maintain close communication with the child's teacher, administrator, and attendance liaison if repeated absences are necessary for health reasons. After six absences, the principal may require a note from a physician before further absences are considered excused. In the event that a child is ill for more than three consecutive days, a physician's note may be required to consider the absences excused. Factors, which may be considered in deciding whether or not to require a physician's note include:

- Past attendance history of a child;
- Past attendance history of siblings;
- The reasons for past absences;
- The degree to which parents have communicated with school personnel regarding absences;
- The point in the school year when six absences accumulate (for example, six absences in the first quarter is much more significant than six absences spaced out over an entire school year).

## Excessive Excused Absences

After fifteen excused absences, all additional absences will be considered unexcused unless it involves a medical condition verified by a note from the doctor, legal proceedings verified by court documents, or other extenuating circumstances excused by the program administrator.

## Parental Responsibility Regarding School Notification

Parents should contact the school any time a student is absent. If at all possible, parents should call the school office before 9:00 a.m. on the day of the absence. This call serves several purposes including:

- Notifying school personnel that the student is safe at home;
- A record of the reason for the absence can be recorded in the school attendance files; and
- Arrangements can be made for homework to be picked up.

If a call cannot be made the day of the absence, a written note may be sent with the child on his/her return to school.

## Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts a class and causes loss of instructional time. Students who arrive at school late, but within 30 minutes of the beginning of the school day are considered tardy. Students who leave before the end of the school day, but within 30 minutes of the end of the school day will be considered tardy, for the purpose of the attendance policy.

Students who are consistently late may be required to stay after school to make up time lost. In addition, it is district policy that five (5) unexcused tardies equate to one (1) unexcused absence and will be recorded as such in figuring truancy.

## Truancy

In accordance with state regulations and district policy, students who have excessive unexcused absences; (three) consecutive days; (five) days in a semester; or seven (seven) or more school days in any school year, will be considered truant. It is the responsibility of the building administrator to notify parents of the pupil's absences and to report cases of truancy to the District Truant Officer. Absences due to suspension or expulsion from school do not contribute to truancy as defined by Kansas State statutes.

## Early Dismissal for an Individual from School

When parents wish to have their child leave school before the regular dismissal time, they must come into the building on the west side to sign out the student from 8:00-2:45 Monday thru Friday; the student will be called down to leave at that time. A parent must be in the building before a child is called from class; phone calls will not be accepted. The parent/guardian may wish to send a note in the morning with the student, so the teacher will have advance notice that the child is leaving. In the event that a parent is legally restricted from removing his/her child from school, copies of court orders must be on file in the school office. All court orders need to be resubmitted on a yearly basis.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted, and someone has come to pick the student up. They too will need to sign the student out in the office.

**Under no circumstances** is a student to leave the building during school hours without a parent or other authorized adult signing him/her out in the main office on the west side.

For the safety of our students the following checkout procedures will be followed:

- An authorized adult must sign the student out on the clipboard in the main office
- Verify that the adult is listed on the student enrollment sheet.
- Use the phone to call the student to the office. All students must check out through the main office. Parents are not to go to the child's classroom unless staff specifically request them to do so.
- If the adult is not on the list, the following steps will be taken:

- Call a parent to gain approval.
- Ask for identification if appropriate.
- Ask the administrator for assistance. If the administrator is not available, a Lansing District Special Education Administrator will be called for assistance.
- We must have authorization from a parent before we release a child to someone not listed on the enrollment sheet. If the situation can't be resolved, it might be necessary to call for police assistance to clarify custodial issues.

### Leaving School without Permission

Leaving school grounds during the designated school day without teacher, administrative, or parent permission is not allowed. In the event that a student leaves school grounds without permission, his/her parents will be contacted. They will be given the choice of coming to school themselves to assist the child, or the police will be called. In the event that parents cannot be reached, the police will be called.

## Disciplinary Code

NB views effective schools as a nurturing environment where all students must experience both academic and social success. We recognize the critical role responsible behavior plays in the life-long success of our students. To be successful, our students must understand their role and responsibilities as learners and possess a full repertoire of social skills that will empower them to interact responsibly with adults and peers at home, in the community, and eventually at their workplace.

We believe discipline is the deliberate process of teaching students to behave responsibly. This requires all educators, regardless of the level, to establish high expectations for students' behavior, to thoroughly teach those expectations to students, and to thoughtfully provide ongoing encouragement for their use and corrections when mistakes occur. Social and academic success can only occur within a positive school climate that upholds student's dignity at all times and promotes respect for others and learning. NB supports a positive and instructional approach to student discipline.

### Bullying, Hazing, Harassment, Intimidation and Menacing

NB is committed to providing a positive and productive learning and working environment. The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation with this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or NB.

Individuals may also be referred to law enforcement officials.

Bullying is defined as a "specific type of aggression in which (1) the behavior is intended to harm or disturb, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power, with a more powerful person or group attacking the less powerful one."

There are different types of bullying including physical bullying and relational or emotional bullying. Physical bullying includes pushing, tripping, and hitting. Relational or emotional bullying is the use of peer pressure or manipulation to isolate or hurt a person's feelings. A bully can get a whole group to exclude or ignore a particular student. Verbal bullying includes teasing, mocking, threatening, taunting, and spreading rumors or lies.

## Possible Consequences for Misbehavior Up to and Including Any or All of the Following

- Make up work missed as a result of misbehavior
- Loss of dining room time (note: Lunch is never withheld for disciplinary purposes. In some instances, however, the student may not be permitted to eat with other children.)
- Loss of privileges and /or participation in activities
- Removal from class for a short period of time
- In-School Suspension/Team Focus
- Out-of-School Suspension: short-term, extended or long-term, or expulsion
- Restitution for damage done to property
- Assigned time after school to make up for time missed from the classroom, Time/Out detention(s), etc.
- Parent/guardian conference
- Behavior
- Parent escort

### *Detention*

Detention involves keeping the student after or before school for a definite period of time as a consequence for inappropriate behavior. Detention is an option for teachers. Parents will be called if students are being kept for longer than ten minutes after school.

### *Suspension*

In-School-Suspension (ISS) and Out-of-School Suspension (OSS) may be logical consequences for a student's inappropriate behavior, especially for violent behavior. In-School Suspension (ISS) and Out-of-School Suspension (OSS) will be a consequence left to the discretion of the administrator.

Long term Suspension and Expulsion are consequences reserved for the most serious infractions of school rules (e.g., bringing a weapon to school) and repeated violations of school rules. Long Term Suspension would include any suspension lasting more than 10 days and less than 90 days. An expulsion would be any suspension from school lasting more than 90 days and up to 186 school days.

Recommendation for long term suspension and expulsion are made by the principal to a hearing officer appointed by the Board of Education. The hearing officer is given the discretion of determining the length of suspension warranted, following a hearing.

### *Expulsion of Students*

**NB** will expel pupils from its school for possession of weapons at school as required by the Legislature of the State of Kansas. Expulsion can also result from repeated offenses or serious offenses such as violence or harassments.



### *Corporal Punishment*

Corporal Punishment in any form is not approved at **NB**.

### Issues That Might Cause Disciplinary Action

#### *Controlled Substances*

Alcohol and drugs are not permitted at school. Responsible students take learning seriously and do not jeopardize their health and learning potential. Students will not possess, handle, use, sell, trade, distribute, or be under the influence of alcohol, drugs, narcotics, prescription drugs, or intoxicants of any kind on school grounds, en route to and from school, or while attending any school sponsored activity. Students in possession of such items at school will be subject to disciplinary sanctions and will be reported to the police.

#### *Disrespectful Behavior*

All students and staff are to be treated with respect. Acts of disrespect; including profanity, insulting remarks or gestures, threats (through words or actions) are not tolerated. The parent or guardian will be notified and law enforcement officials may be summoned. A comprehensive plan that seeks to correct or eliminate the seriously irresponsible behaviors (e.g. medical, counseling, or rehabilitation programs) should be developed before a student can successfully re-enter the school program.

#### *Firecrackers*

Firecrackers and other combustible or explosive items or devices are not permitted. Students in possession of such items at school will be subject to disciplinary sanctions.

#### *Disruption of School*

The focus of **NB** is on learning, respect, cooperation, and effort. Therefore, it is not fair to students or staff when an individual is allowed to disrupt learning. Students will not behave in such a way as to disrupt the learning function of school (e.g. coercion, theft, vandalism, and harassment) or interfere with the teacher's ability to conduct class, their own learning or the learning of others.

#### *Illegal or Prohibited Activities*

While any activity or behavior that does not reflect respect, responsibility, cooperation, and learning will be discouraged at **NB**, safety is an unconditional concern. The laws are very clear when it comes to controlled substances, weapons, threats, and violence or assault.

#### *Tobacco*

Tobacco is not permitted on school campus. The staff of **NB** are concerned about student health. Students cannot smoke, have tobacco products in their possession, or remain in the presence of smokers in school buildings, on school grounds, or while attending any school sponsored activity. Students selling, using, or in possession of such items at school will be subject to disciplinary sanctions and will be reported to the police.

### *Vandalism*

We are proud of our school. Any person damaging **NB** property will be assessed the total cost for all replacement or repair. In the case of a minor child, the parent or guardian will be responsible.

### *Verbal or Physical Assault*

Students of **NB** are treated with respect and directly taught appropriate means to deal with anger and frustration. Students will not cause or attempt to cause physical injury to school staff or students. Students will not engage in verbally abusive behavior (e.g. racial slurs, sexual harassment, threats, degradation, etc.) towards school staff or other students.

### *Violence*

Violent acts may result in In-School Suspension, short-term suspension, long-term suspension, or expulsion as per **NB** discipline policy. Violence of any kind will not be tolerated.

### *Weapons*

In order to maintain a safe and inviting environment, all students and staff must be free of fear for safety. Students will not possess any known weapons or articles for use as a weapon, or facsimile of a weapon, while on school grounds, en route to and from school, or attending any school sponsored activity. Any student found in violation of this weapons policy will be subject to an immediate short-term suspension, long-term suspension, and/or expulsion. Any use of a weapon will result in a long-term suspension and recommendation for expulsion. For further information, refer to Board of Education policy JCDBB.

### Personal Appearance of Students JCDB

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

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

The district reserves the right at all times to regulate the dress and/or grooming of any student deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal decorum of the school community and/or creates a health, discipline, or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance. Students' attitudes toward school and

behavior at school are affected by their dress. To foster a pleasant school environment conducive to teaching and learning, students are expected to dress appropriately for school and for the weather.

The body must be sufficiently covered to ensure modesty (some examples of inappropriate clothing include: pajama pants, tube tops, halter tops, muscle shirts, bare midriffs or displaying navel, bare chests, extremely short shorts, overly short skirts, or plunging necklines, and other articles of clothing as determined by staff and administration). Dressing appropriately for school includes the following guidelines:

- Students are expected to be neat and clean at all times.
- Students may not wear T-shirts, jackets, and other articles of clothing which have slogans, lettering, pictures, or graphics which advertise or promote the use of tobacco, alcohol, sex, violence, or illegal substances or contain profanity.
- Students may not wear clothing, emblems, badges, symbols, or colors that promote gang affiliation or activity.
- All shirts must have sleeves.
- No hats, hoods, or bandanas in the school without permission from the principal.
- Shoes must be worn at all times. Heels are not appropriate for school. House slippers are not acceptable.
- No mesh tee shirts or boxer shorts exposed under other garments.
- Shirts of excessive length are to be tucked in.
- No sunglasses worn in the building.
- No gloves, picks, combs, sweat bands, chains, or do-rags may be worn in the building.
- Face painting is not permitted during school hours without permission of the principal.

Inappropriately dressed students will be given the choice of changing to appropriate clothing or calling parents to bring appropriate clothing to school. A final decision of appropriate dress will be made by the administration.

### Gang Activity or Association

The Board of Education of USD 469 has an established policy on gangs. Policy JHCAA on gang activity or association reads:

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities or which disrupt the school environment are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities. JHCAA

The administrator will establish procedures and regulations to ensure any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The types of dress, apparel, activities, acts, behaviors or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, student, staff, and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon school or personal property or on one's person.
- If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student make appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make necessary correction. The principal will take appropriate corrective and disciplinary action.

Disciplinary action may include suspension and expulsion.

### Searches of Property

Administrators are authorized to search property if there is a reasonable suspicion by district policy, or rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. This is in accordance with board adopted policy JCAB.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the student must request a receipt for the items. Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or "designated representative."

### Searches of Students JCABB

Principals (Administrators) are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal

unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal (administrator) may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal (administrator) believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal (administrator) or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal (administrator). (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

### Public Displays of Affection

Public displays of affection are not appropriate behavior for school. Students will be warned against such actions, and if further displays continue, appropriate discipline up to and including suspension and expulsion will be imposed.

## Health Policies

(See USD469 Board of Education policies JGC, JGCB, JGCC, JGFG, JGFGA, JGFGB, and JGFGC)

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.

### Immunization

All students enrolling in Kansas schools are required to provide the school nurse with proof of immunization record documenting that the following vaccinations have been administered by a licensed physician or local health department:

- Diphtheria
- Hepatitis B
- Measles (Rubella)
- Mumps
- Pertussis (Whooping Cough)
- Poliomyelitis
- Rubella (German measles)
- Tetanus
- Varicella (Chickenpox), unless proof of prior Varicella disease is provided.

Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students must have proof of having received all required vaccinations before entering school.

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 inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

The legal alternatives to this requirement are: the child is medically exempt by a physician (M.D.) or an osteopath (D.O.) licensed in the State of Kansas by the Kansas Board of Healing Arts from receiving one or more vaccinations, an adherent of a religious denomination whose religious teachings are opposed to inoculations, or in the process of receiving the inoculations and will be completed within 180 calendar days after admission to school.

Kansas School Immunization Law does not permit exemptions to vaccination solely on the grounds of personal or philosophical beliefs.

Each student must, prior to attending **NB**, show proof of being properly immunized. A child may satisfy this requirement by:

- Showing proof of having completed the first series of immunizations as required by the Kansas Department of Health, or showing proof of being fully immunized.

A student who does not comply with one of the above will not be allowed to attend school.

The following constitutes proof of immunization:

- Kansas Certificate of Immunization
- Kansas Immunization Record
- Passport or similar official governmental document that clearly denotes the number and kind of immunizations received and the dates thereof.
- Signed statement by a physician, nurse, or public health official that indicates the kind, number, and dates of immunizations received.

Timeliness of Immunization:

- Students with no immunizations: after completing the first series of immunization, students will have 180 calendar days to complete the remaining immunizations.
- Students with partial immunization: students who enroll with partial immunizations will be given 90 calendar days to complete the immunization process.

Students who fail to comply with timeliness for immunizations may be suspended until such time as they comply with the policy.

Students will first be given a five-day suspension which is the maximum allowed by Kansas State law. They may return to school upon providing proof of receiving the required immunizations. At the end of five days, if the student has not returned and there is no proof of immunizations being received, the child will be suspended for another five days and a letter will be sent to the parent or guardian advising them that an expulsion hearing has been scheduled within the next seven days. A letter will also be sent to DFS (Department of Children and Families) and Leavenworth County Juvenile authorities advising them of the child's situation and action taken by the school district.

### [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 that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

### Head Lice

Head lice infestation is a difficult and time-consuming problem. All lice and nits must be removed before the student can re-enter school. Further treatment of all infested family members, carpet, bedding, draperies, car seat, and stuffed animals is required to prevent a reoccurrence of the problem. Contact our school nurse if you need information regarding head lice treatment. It is acknowledged that head lice infestation can create serious family issues. However, all action needed to deal with the situation and to prevent reinfestation simply must be done. Absences due to head lice will be considered excused only on the day the student is sent home and the following day. Further absences are considered to be unexcused. A parent must accompany the child back to school to be cleared by the nurse, so the child can return to class.

### Health/Medication Policy

A school nurse is assigned to **NB**. The nurse will be responsible for hearing and vision screening and for recording height and weight. A record of immunizations and illness will be kept on file per state law, in the nurse's office.

To avoid the spread of illness, students may not attend school with the following symptoms:

- A temperature of 100.0 degrees or greater. Students should not return to school until the temperature has been normal for 24 hours without medication.
- Vomiting or diarrhea-student should remain at home 24 hours after the illness has ended.

The Kansas State Health Department has ruled children must be excluded from school if they have certain communicable diseases. Following is a partial list of those diseases for which children must be excluded:

- Head lice: see the District's head lice policy.
- Ringworm: Infection must be covered while at school and be treated with anti-fungal treatment.
- Chickenpox/Shingles: Excluded until six days after first eruption.
- Impetigo: Exclude until under treatment by physician.
- Measles: Exclude until four days after the rash appears.
- Mumps: Exclude for 10 days after onset of illness.



- Strep Throat: Exclude until 24 hours after appropriate antibiotic therapy has begun, or ten days, if antibiotics are not given.
- Pinkeye (Conjunctivitis): Exclude until there is no discharge from the eye.
- Rubella (German measles): Exclude for seven days after rash appears.
- Scabies: Exclude until treated with scabicide.
- Hepatitis A: Exclude until seven days after onset of jaundice.

### Dismissal for Illness

When the administrator/school nurse feels it is in the child's best interest to be dismissed from the school for illness, parents/guardians will be called to make arrangements for the child's transportation home (walking and/or bussing is not permissible). The usual criteria for dismissal are presence of fever, and/or vomiting/diarrhea, or a communicable disease. The student will be without fever (not on acetaminophen or ibuprofen) and/or vomiting/diarrhea for 24 hours before returning to school.

### Accidents and Emergency Information

When a student is ill or hurt at school and is sent to the office, normal first aide procedures will be followed, including the use of small ice packs if needed. If the injury warrants, parents may be called to inform them about the injury and to allow the parents to decide whether to take the child to the doctor. In all instances, a health referral form will be filled out, and a copy for the parents will be sent home with the student.

In the event of an illness, accident or emergency, it is important that we be able to contact the parents. The only way we can do so is if we have accurate and up-to-date home addresses and phone numbers. Please help keep this information up-to-date by contacting the school office anytime an address or phone number changes.

## Child Nutrition Information

Children learn better when they are nourished. Please be sure that your child eats at home and/or eats breakfast and lunch at school. Better grades and better behavior result with better nutrition. Breakfast and lunch are available every school day. The Child Nutrition Department is committed to providing both nutritious and 'child friendly' meals. This meal program is operated within guidelines determined by the USDA for all schools across the nation. Parents or other guests are welcome at either meal. Please contact NB by 8:30 A.M. when you plan to eat lunch at school to be sure your meal is included in the total amount prepared.

Menus are written to include student preferences, healthful choices, and variety. Sodium (salt), fiber, calories, and calcium are monitored and the meals average approximately 30% fat. This is accomplished by using low factor fat free salad dressings, serving fat free gravies and by omitting margarine as a seasoning in vegetables and on breads. The menu routinely includes whole grain breads and students are encouraged to try foods they have not tried previously, especially fruits and vegetables. Students have an option of declining menu items. Menus are posted in each building. They are also available on the school district website.

Financial support for meals is available to qualifying families by applying for reduced price or free meals. Applications are available in each building and can be submitted throughout the year. Regular meal prices apply until the application is approved.

Meal accounts are maintained for each student. Please go to [www.usd469.net](http://www.usd469.net) to access additional information under Resources: Food & Nutrition. Payment for meals can be made by sending funds to school with students. This money can be used for meals, milk, or additional menu items. Low balance notices can be set up through Skyward.

Food allergies and disabilities must be identified by the student's physician. USDA forms, to clarify communication regarding allergies and disabilities, are available from the school's nurse. Child Nutrition cannot honor any restrictions without use of the USDA forms.

## Safety for All

### Safety and Courtesy for All Students

The staff greatly appreciates your support in helping us create a safe and orderly environment when children are arriving and leaving school. When entering and exiting the front of the building:

- Use the sidewalk at all times.
- Use the crosswalk to cross streets.
- Designate a meeting place outside to meet brothers, sisters, and friends.
- Leave school immediately when school is out. Do not play on playground equipment prior to school or before 3:45 p.m.

### Bicycles/Skateboard Safety

Bicycles and skateboards are not to be ridden on campus. Students who abuse this policy will have their bicycle or skateboard confiscated, and a parent will be required to pick it up. Bike racks are available and bicycles should be locked up during the day. The school is not responsible for theft or damage. The following safety measures should be followed:

- Riding bicycles to school is a privilege.
- Obey all traffic and safety rules when riding to and from school.
- Use crosswalks to cross street.
- Walk bicycles when crossing major streets.
- Ride with traffic, not against it.
- Walk bicycles on school grounds, including sidewalks on school grounds.
- Park and lock bicycles in bike racks upon arrival at school.
- Leave bicycles in bike rack until dismissed from school.

### Child Abuse - Reporting

Any District employee who suspects that the welfare of a child is being compromised by neglect, physical abuse, sexual abuse, and/or psychological abuse is required by state statute to make an immediate report to the Kansas Protection Report Center at 1-800-922-5330.

### Trespassers

The school campus is for students, staff, and parents. Guests and visitors are welcome; however, they must be authorized through the main office on the west side of the building. In order to ensure the safety of all of our students, trespassers will not be allowed on campus. The police will be called and charges will be filed. The school district reserves the right to deny access to any person who does not model the behavior code expected of all students.

## Emergency Management

### Tornado Drills

The State Department of Education requires each public school to have tornado alerts during the school year. These drills can be accomplished with a minimum of problems if all students cooperate and follow instructions. The tornado drill procedures are as follows:

- Tornado drills will be given via the public address system.
- Students are to report to the designated area of the building assigned by their teacher.
- Do not leave the building without permission.
- All students are to face the interior of the building. Do not face any glass areas.
- The public address system will dismiss the alert.

### Fire Drills

The State Department of Education requires each public school to have at least one fire drill per month. Each school has developed procedures designed to effectively and safely evacuate the building.

- Exit the building quietly and orderly according to the instructions of the classroom teacher.
- Re-enter the building when signaled and report back to the appropriate classroom.

**FIRE ALARMS:** Pulling a false fire alarm is a crime and violates state law. Anyone caught pulling a fire alarm will be suspended. In addition, the fire department will be notified and charges may be filed.

### Other Drills

For the safety of students, staff, and visitors, various other drills are conducted throughout the year (intruder, lock down, etc.). These drills reflect the main situations that schools may be faced with.

### Visiting the School

For security reasons, all visitors will check in through the Lansing Special Education Administration entrance after 8 a.m. School staff will be notified and will meet you on the west side of the building before visitors may go to other locations in the building. Parents are encouraged to visit their child's classroom. There are days and times which would be more meaningful, so please arrange your visit in advance with the teacher. You should not plan to conference with the teacher during class. Please limit your visiting time before class begins.

## Communication Methods

### Changes of Student/Parent Information

It is very important that parents inform the school of any changes in telephone numbers, addresses, or the identification of people who are to be contacted in the case of emergencies involving students. If we are unable to contact you, the police may be contacted to go to your home.

Please notify the school a week in advance of a planned move from **NB**. Student's records will be forwarded by mail to the new district after we receive a Request for Records form from the new school.

### Skyward

NB uses a parent communication tool. The easy-to-use tool enables students, parents, teachers, and administrators to work together to improve student achievement. Online access to grades, homework, and attendance information will allow parents and teachers to stay connected regarding student progress. The information is current and allows students to take more responsibility for their learning. The school secretary can help you with any challenges you may have utilizing the program.

### Academic Progress is Reported

- Report cards are sent home quarterly (Grades K-12)
- Parent-Teacher conferences twice a year
- Kansas Assessment Test (Grades 3-11)
- Various teacher-parent classroom communication tools
- Please contact your student's teacher with any concerns
- Kindergarten reports given three times a year

### Conferences

Parent-Teacher Conferences are scheduled for all parents twice a year. Dates for the conferences are listed on the district calendar. Parents and teachers need not wait for formal conferences to be held. Anytime during the year, whenever there are concerns about a student's progress in school, parents or teachers may request a conference.

### Goal Setting and Progress Monitoring

*NB* helps students to set behavioral goals and to monitor their progress daily on those goals. This goal-setting process is known as the Motivation System. Students earn points for responsible behaviors and can give up points when misbehavior occurs. Points are used to buy items of interest from the school store or to purchase special privileges. This system is designed to encourage or motivate students to change their behavior, and also helps staff and parents monitor behavioral progress.

Note: All fliers sent home in the folder must be approved in advance by the administrator and, in some cases, the Director of Special Education or the Superintendent of Schools.

## Emergency School Closings

All inclement weather decisions are based on concerns for student, parent, and staff safety. Please consider signing up for Skyward Alerts. Go to [www.usd469.net](http://www.usd469.net) and access Skyward. You will receive a text message about school closings or other significant information in a quicker manner than public media.

Parents need to:

- Listen to news broadcasts on stormy mornings, or check the District website.
- Decide whether or not to send their child(ren) to school. When the decision is made that schools will be open, some parents may choose to keep their child(ren) home because weather conditions may be considered marginal. Such absences will be excused, and work missed may be made up without penalty.

In the event a storm develops or the weather changes unexpectedly during the day NB will:

- Remain open; schools will not dismiss early.
- If parents feel their child(ren) should come home, they may pick them up from school; such absences will be excused and work missed may be made up without penalty.

## Parents and the Community

### Parent Volunteers

Parent volunteers are a valuable resource to our school. We welcome and encourage parents to help in classrooms and with extracurricular activities as often as possible. Background checks are required before a volunteer is allowed to work in the building. To volunteer or for more information, please contact your student's teacher.

### Lansing Education Foundation

The Foundation was formed as a way of supporting educational efforts in the Lansing community that might not otherwise become a reality. It is a non-profit charitable foundation supported by individuals, organizations, and local business persons who seek to expand the learning opportunities within their community and is also supported administratively by the Greater Kansas City Community Foundation and Affiliated Trusts. The foundation is a 501 (c) 3 nonprofit organization. You may access further information about the foundation at <http://lansingedfoundation.org>.

## Miscellaneous

### Insurance

A voluntary insurance plan for students is available through State Assurance Services, Inc. Information about the plan will be distributed at enrollment. For those who do not wish to participate in this plan, a waiver should be signed and returned to school. The waiver, if returned, will be placed in the student's file.

### Electronic Equipment

Radios, tape recorders, games, pagers, cell phones or electronic equipment of any kind, except calculators or other devices approved by the administrator, are not to be used during school hours. All electronic equipment will be confiscated and the student may pick it up in the office at the end of the day. A second offense will require a parent/guardian to pick up the item. Should a student choose to bring this equipment anyway, the school is not responsible for theft, loss, or damage to them. Cell phones should be turned off and checked in as student's enter the building.

### Cell Phones

NB students will not make or receive phone calls during the school day without teacher permission.

### Distribution of Publications

The Board of Education of USD 469 has an established policy of the distribution of publications on campus. Any individual or group wishing to distribute printed material on campus must secure prior permission from the administration using the procedures outlined in this policy. Failure to follow this procedure will result in disciplinary action.

### Birthdays

Please contact the teacher in advance if you are planning to bring or send treats for your child's birthday. The classroom teacher can suggest an appropriate time for treats to be brought so that the classroom celebration will be least disruptive to the instructional day. Invitations to home parties of any kind may not be distributed at school unless all students in the class are to receive invitations. Parents should advise the school and teacher of any student food allergies.

### Class Parties

At times, parties may occur to celebrate holidays. These parties are scheduled by the teacher and consist of treats and games. On occasion, parents may be asked to furnish treats. Parents should advise the school and teacher of any student food allergies.

### Field Trips

Field trips can provide additional education experiences which complement and reinforce the learning that is going on in the classroom. For most field trips, permission slips may need to be signed by parents



and returned to the teacher before students will be allowed to participate in the activity. For some field trips, a minimal cost to parents may be necessary to cover transportation and/or admission costs.

Permission slips and fees will be due on a day designated by the teacher. Students who do not turn in permission slips and/or fees will not be permitted to go on the field trip and will remain at school with appropriate work. If the classroom teacher or principal determine that a student's behavior may be dangerous to himself and/or others, the parent will be called and given the option of accompanying the student on the field trip or having the student remain at school with appropriate work. If the field trip is reward based the student may not participate if in arrears for any previous and current debts owed to the school district.

### Gum, Candy, Food, and Drinks

Gum, candy, food, and drinks are not allowed in the classroom without permission of the teacher.

### Money

It is recommended that students do not bring money to school except for lunch money, book orders, or field trips. When it is necessary to send money with students, please place the money in an envelope and clearly write the child's name, amount enclosed, and the purpose for which the money is being sent. The district is not responsible for lost, stolen, or misplaced money.

### Pets

Pets are generally not allowed at school. If you or your child wants to bring the family pet to school for a brief classroom visit, permission needs to be given and arrangements need to be made with your child's teacher. Leavenworth Animal Control Unit may be called to remove all stray animals on school grounds. Seeing-eye dogs and other service animals are not considered pets and are allowed in the school as needed.

### School Pictures

School pictures are taken once a year. Parents are given an opportunity to purchase any or all of the prints. Individual photographs are generally taken in the early fall.

### Supplies

There will be school supply lists provided at the local merchants and upon request. For parents who are unable to provide the supplies necessary for school, the office may make referrals to community agencies for assistance.

### Telephone Use

Please feel free to call the school at any time concerning any matter dealing with your child and the school. To lessen disruptions to the teaching and learning process, students typically will not be called out of class to accept telephone calls. However, messages will be taken and delivered to the student in a

timely manner. If you want to contact your child's teacher, the best approach is to call the office and leave a message. The teacher will return your call at a time that will not disrupt classroom instruction. School telephones are for school business. Student use of telephones will be restricted and at the discretion of the administrator.

### Tobacco Use by Parents

Smoking or use of any tobacco product is not allowed on school premises. The district physical education and health curriculum promotes students maintain a tobacco-free lifestyle, and we ask your cooperation in not smoking or using other tobacco products in the presence of students whenever at school or on school grounds.

### Visiting Students

We do not encourage or allow students not enrolled in our school to visit without prior approval of both the teacher involved and the administrator.

## Required Notifications

### Safe and Drug Free Schools and Communities Policy

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. Each school shall develop rules commensurate with the age of the students served regarding enforcement of this policy.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for district students.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. Compliance with this policy is mandatory.

### Asbestos Plan

An asbestos management plan has been developed for the school district. A copy of the management plan is available in the school office.

### Parents Connected with Federal Agencies

All parents who are in the Armed Forces or are asked to make certain that this is indicated on the elementary enrollment form. This information must be available in the Central Office for purposes of audit by federal authorities. Our local district receives federal funds on the basis of these reports.

### Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that USD 469, with certain expectations, obtain written consent from the parent or eligible student prior to disclosure of personally identifiable information from the student's educational records. However, USD 469 may disclose designated

"directory information" without written consent, unless the district has been advised in writing by the parent or eligible student that such information is not to be disclosed.

Directory Information is information that is generally not considered harmful or an invasion of privacy if released. Directory information is used in a number of school publications, including honor rolls, yearbooks, sports and activity programs, and graduation programs. Directory Information can also be shared with outside organizations, including, but not limited to, companies that sell high school rings or publish yearbooks. In addition, federal laws require schools to provide military recruiters names, addresses, and telephone numbers; unless parents or eligible students have advised the school or district in writing that the student's information is not to be disclosed without prior written consent.

### Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Individual, identifiable student information is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department of Children and Families (DFS) interventions, social security number information, and professional misconduct background checks, discipline, and education records.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by the parents, his/her supervisor or otherwise be required to release information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment, with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include suspension and penalties, up to, and including termination.

### Student Records/FERPA

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 other persons will occur only if:
  - 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.

3. 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.
4. 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.
5. 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  
(09/2016)

# NB

# Parent/Student/Teacher Compact

*A statement of support for educational success*

**NB** believes that all children can and will learn.

We are committed to providing the necessary elements for each child's success.

We will ensure a safe and nurturing environment that fosters the fullest potential of each child. In an effort to reach this goal:

As a teacher, I:

- believe that each child can learn;
- will foster a warm, caring, and supportive learning environment;
- will truly understand the individuality of each child;
- will encourage each student to complete quality schoolwork;
- will talk with parents on a regular basis;
- will provide all students the same access to District and State academic standards and resources;
- will demonstrate professional behavior and a positive attitude;
- will celebrate the successes of each child.

As a parent/guardian, I:

- believe that my child can learn;
- will show respect and support for my child, the staff, and the school;
- will ensure that my child is at school daily and on time;
- will provide nutritious meals that enable the brain to learn to its fullest potential;
- will ensure adequate sleep so that the body can wake refreshed and ready for a new day of learning;
- will volunteer, so that our children have an adult mentor;
- will read to and with my child;
- will dress my child in appropriate attire;
- will drop off and pick up my child on time.

As a student, I:

- believe that I can learn;
- will show respect for myself, my teachers, my school, and other people;
- will always do my best with my schoolwork and behavior;
- will complete classwork and homework every day;
- will ask the teacher for help when I do not understand something.

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Teacher

Date

---

Parent/Guardian

Date

---

Student

Date

---

## Agreement for Appropriate Use of Technology

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

### Internet

The district will provide controlled access to approved internet sites. In addition, the district will filter Internet content to provide additional safeguards for students. The district assumes no responsibility or liability for information or content of materiel received or disseminated by users.

### Use of Technology

Unified School District 469 (USD 469) has adopted a school district policy (IIGBA) intended to allow for the appropriate use of all USD 469 technology resources, effective protection of individual (student, teacher and administrator) user's equitable access, and proper management of those resources. Access to USD technology resources imposes certain responsibilities and obligations, and is granted subject to USD 469 policies and local, state, and federal laws. Appropriate use should always be legal, be ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. Individual users agree to the following guidelines:

### DO

- Use common courtesy and respect for others Honor the intellectual property rights of others
- Use resources responsibly
- Provide for security and integrity of information on desktop systems
- Employ high standards of academic honesty and integrity
- Exercise responsibility for all activities under their password

### DONOT

- Use, copy, or otherwise access anyone else's files
- Use computers without explicit permission from the teacher
- Use computers or networks to libel, slander, or harass anyone
- Circumvent security or limitations mechanisms
- Deliberately degrade performance or deny service
- Create or propagate computer viruses
- Disrupt services
- Damage files, equipment, software, or data belonging to others Use or attempt to use unauthorized access methods or abilities
- Install unauthorized devices or software on any computer
- Connect to inappropriate web sites

### ENFORCEMENT

Any violations of the policies included in this document may result in penalties as provided in USD 469 Policy IIGBA-R or local, state or federal law. Such penalties may include the loss of access to USD 469 technology resources, suspension, expulsion, and/or prosecution under the law.

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to use school computers. I have read the above Agreement and discussed this agreement with my child. I accept responsibility for setting and conveying standards for my child to use the Internet. Please sign and return to your child's teacher.

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

Students will be asked to sign after the teacher has reviewed class and school technology rules

I agree to follow class and school rules when using the school computers and the Internet. All Internet sites I use will be approved by my teacher(s).

\_\_\_\_\_ (Student Signature) \_\_\_\_\_ (Date)