

**2019-2020  
Lawrence Public Schools  
Board of Education Members**

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*The Lawrence Board of Education welcomes public input. Contact information for board members is frequently published in the Lawrence Journal-World. The Board invites public comment about items not included on its agenda at the beginning of each regular board meeting. There is opportunity for public comment regarding a specific agenda item after the Board discusses the item. Patrons are asked to complete an Audience Participation Form, distributed during board meetings, to assist the Board in keeping an official record of individuals making public comment during its meetings. These forms also assist board members and staff in responding to questions and issues that may arise during public comment. Written comments also may be submitted.*

### **Board of Education Goals**

In order to achieve educational equity and excellence for students of all races and backgrounds, the Lawrence Board of Education and Superintendent will establish a learning climate of high expectations, set annual equity and achievement goals, and charge district- and school-level teams with responsibilities for developing strategies to eliminate achievement disparities while improving achievement for all students.

### **Mission**

Lawrence USD 497 is a learning community committed to ensuring educational equity and excellence so that students of all races and backgrounds achieve at high levels and graduate prepared for success in college, careers and life in a diverse and rapidly changing world.

### **Vision**

The school board, administration, teachers and staff build positive relationships, seek multiple perspectives, set high expectations and hold each other accountable for ensuring that through equitable access to rigorous, culturally relevant and seamlessly aligned curriculum and effective, research-based instruction, all students achieve at high levels, graduate on time and are well prepared for their future.

### **EXCELLENCE**

Raise the achievement of all students in the Lawrence Public Schools

### **EQUITY**

Raise achievement for all students, while closing achievement gaps

### **ENGAGEMENT**

Develop a learning community of school, family and community partnerships committed to ensuring educational equity and excellence so that all students achieve at high levels and graduate prepared for success in college, careers and life

## LETTER FROM THE SUNFLOWER STAFF

The staff at Sunflower extends to everyone a cordial welcome. Our goal is to enrich the lives of all our students and to make Sunflower a safe, supportive place to learn. This handbook has been compiled to help assist in that effort. We hope it will answer any questions you might have.

The educational process is a cooperative effort between home and school. Commitment to this relationship will enable each child to reach his or her maximum potential. The elementary years are especially important, as this is the time when attitudes and work habits are formed. In addition, parents are encouraged to visit and take part in the activities of the school. Please feel free to ask questions and offer comments.

The Sunflower staff is committed to helping each child have a successful experience. We look forward to working with you and your children in the coming year.

Sunflower Elementary has a website that can be accessed for additional information. Please go to [www.usd497.org/sunflower](http://www.usd497.org/sunflower). **Board Policies referenced in this handbook** can be found on our district website, [www.usd497.org](http://www.usd497.org) in the School Board tab.

*“Knowledge is like the wind...  
once obtaining it, you can go anywhere  
-Yellow Horse*

## PARENT INVOLVEMENT

The Lawrence Public Schools recognize that parental involvement is an important part of a child’s academic success. The district values positive relationships with parents in order to achieve common educational goals for students. Ongoing communication between home and school is a key factor in these relationships.

School district staff includes a number of professionals who can be important resources for parents as they guide their children through their education years. There are school counselors, social workers, psychologists, nurses, specialists and interrelated resource teachers assigned to every attendance center, although not necessarily present on a full-time basis at each school. If parents would like to consult any of these individuals about their children’s education, the school office can provide names and contact information.

## CONCERNS

The Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are suggested procedures. First talk to a teacher, counselor or another trusted adult at the school for assistance. If the concern is not resolved at the classroom level, please visit with the principal. If the issue persists, please contact the district office, (785)832-5000 and ask to speak to the administrative liaison assigned to the school. If after following steps 1-3 your concern has not been resolved to your satisfaction, please contact the district office, (785)832-5000, and ask to speak to the superintendent’s office. A Complaint Form may be filed to trigger a formal investigation of any unresolved school concerns. Find this form at <http://www.usd497.org/complaintform>.

Investigative steps include:

- Review Complaint
- Interview complainant and witness
- Determine appropriate course of action
- Issue disciplinary measure as necessary

Communicate with complainant, while protecting student / staff confidentiality.

## SCHOOL HOURS

The schedule for Sunflower is as follows: Grades K-5 attend from 8:45 a.m. until 3:50 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesdays, students attend from 8:45 a.m. until 2:20 p.m.

## ARRIVAL AND DEPARTURE

**For the safety of all Sunflower students, our doors will remain locked until 8:20 a.m. when teachers are on duty and ready to supervise students.** At that time we welcome all students into the building. If your child is part of the Boys & Girls Club Before-School Program, you will be able to enter starting at 7:00 a.m. Breakfast will be served starting at 8:20 a.m. Classes begin promptly at 8:45 a.m. and dismiss at 3:50 p.m. In the event there is any change in the times of our schedule for special events, you will be notified at least one day in advance.

## ATTENDANCE

(See complete Board Policy IHEA)

Attendance Policy:

Every school day counts in a student's academic life. A missed school day is a missed opportunity to learn. Students are expected to be at school unless there is a reasonable excuse not to be in attendance.

Examples include:

- Personal illness
- Illness or death in the family
- Necessary appointments that cannot be made outside the school day
- Obligatory religious observances of the student's own faith
- Participation in a school approved student activity
- Personal matters\*
- Emergencies requiring a student's service or presence at home \*

- Family vacations arranged in advance with the school administration\*

\*A student absent from school due to personal matters, home emergencies, and/or family vacation is allowed ten (10) excused absences per school year. A parent requesting additional excused absences above this limitation may submit a Parent/Guardian Request for Student Absence to the school administrator.

Please be advised that at any point when school officials feel that excessive absences for any reason are adversely affecting a student's academics and learning progress, administration may request a meeting with parents and the student. This discussion will explore the causes of the excused/unexcused absences and determine what interventions may be necessary to improve the student's well-being, and/or academic and learning progression. School administration or their designees are authorized to request evidence from parents to verify reasons of excessive absences. Please note that excused vs. unexcused absences will be at the discretion of the school administration.

## ATTENDANCE: TRUANCY LAW

(See Complete Board Policy JBE)

### ATTENDANCE: TARDY / ABSENT

**Tardy:** Student that arrives less than one hour late to school.

**Leave:** Student is gone for less than one hour at any other time throughout the school day.

**Half-Day Absence:** Student is gone 1 hour or more and less than 3.5 hours (excused/unexcused) at any time during the school day.

**Full-Day Absence:** Student is gone 3.5 or more hours (excused/unexcused) at any time during the school day.

(See Complete Board Policy JBE)

### **LEAVING SCHOOL DURING SCHOOL HOURS**

If it is necessary for your child to leave during school hours for health or urgent personal reasons, please inform the child's teacher and the office in advance. Please come to the office so that the school knows a responsible person is accompanying your child. All students must be signed out by a parent or the parent's designee and signed in upon returning during school hours. Parents should not expect to pick up students before regular dismissal time unless previous arrangements have been made. It is the responsibility of the pupil to take the initiative in making up work missed while he or she is absent from school. At no time will your child be excused from school with strangers or by a telephone call. **NO PUPIL SHALL LEAVE SCHOOL PREMISES DURING SCHOOL HOURS OR LUNCH HOUR WITHOUT THE PERMISSION OF THE PRINCIPAL.**

### **CHANGES TO AFTER SCHOOL TRANSPORTATION**

Please notify the school by 3:00 (1:30 on Wednesday) if your child has a change to their afterschool transportation or Boys and Girls Club attendance. We cannot let students know of any changes given after 3:00 (1:30 on Wednesday).

### **COMMUNICATION BETWEEN HOME & SCHOOL**

**Wednesday is the day designated for official school news and announcements.** In an effort to begin moving to a paperless communication system between home and school, families will have the option of receiving a hard copy of the Wednesday Word or receiving it by email. Only families who have specifically

requested a hard copy will have one sent home with their oldest child. Please call the school office if you need to update your email address.

### **VISITS TO SCHOOL**

(See Complete Board Policy KM)

Home and school must cooperate if your child is to progress happily. Parents are urged to visit school so that they may see their child in an everyday school situation and promote a better understanding with the teachers. We ask that arrangements be made with the teacher prior to the actual day of the visit. When visiting, the following suggestions might be helpful:

1. Check in at the office and obtain a visitor's badge or pass.
2. Introduce yourself to the teacher.
3. Try to visit in the morning or early afternoon. Avoid visiting just before a program, party or holiday.
4. Quietly observe your child in the group.
5. If you have problems concerning your child, ask the teacher to arrange a conference.

### **CAMPUS POLICIES FOR SOUTHWEST MIDDLE SCHOOL AND SUNFLOWER ELEMENTARY**

Due to the fact that Southwest Middle School and Sunflower Elementary School are in close proximity to each other, policies regarding student visits from one campus to the other have been established. This has been done to provide for the safety and security of all students and to maintain uninterrupted instructional time on both campuses. Please read and share the following with your students.

#### **Campus Visits**

**NO** visiting of either campus is to be done by students without prior written

approval of the school principal. **NO** student visitors from schools outside of the Lawrence School District will be allowed.

Middle school students wishing to visit the elementary school must obtain prior written approval of the elementary principal. **Students who come on the campus of the school in which they are not enrolled may be suspended.**

**Middle school students picking up younger siblings will wait at the middle school until time for the elementary school to be dismissed. Friends may not accompany a middle school student who is picking up a younger sibling.**

Elementary school hours are from 8:45 a.m. to 3:50 p.m.

The principals of both schools will work together to ensure the safety of all students. On occasion, classes from the middle school and elementary school may work together on special projects or programs. The goal is to have good relationships among the students from both schools and to have all students feel safe on their respective school campuses.

### **CARING FOR YOUR PROPERTY**

Your personal property should be marked with indelible ink, especially coats, gloves and lunch boxes. Electronic devices or toys need to be kept at home. These items can become a distraction during the school day. In addition, there can be problems with lost or stolen items and disagreements over the use of said items. Water guns, cap guns, knives or any type of weapon is not allowed at school. **Bringing a weapon to school will result in police notification and student suspension.** If brought, they will be taken away. A lost and found department has been established. If you lose your personal belongings, check with the office.

Students are not to bring money to school other than for lunches and other

special activities announced in notes sent home. Gum, candy and toys, including roller blades, inline skates, skateboards and radios, should not be brought to school or to the school grounds.

### **CRISIS PROCEDURE**

(See Complete Board Policy EBBC)

In the unlikely occurrence of a crisis in which the building would have to be evacuated, students will be assembled outside the school building. Children will be released only to parents or a person designated by the parent. Any person picking up a child will be required to sign the child out of school supervision. Teachers will be responsible for students in their classes until the students are officially dismissed.

### **FIRE AND TORNADO DRILLS**

Fire drills will be held every month. They are not designed to frighten the students, but to develop the proper procedure to be followed if the need should ever arise. Tornado drills are held three times a year. If a tornado occurs during the school day, please do not come to the school. We have safe areas where the children will be kept. They will be sent home or taken home as soon as it is safe. If a tornado warning occurs as school is being let out and you are waiting or on your way, plan to stay inside the school with your child. Bus drivers have been trained in tornado procedures.

### **SCHOOL CLOSING**

(Referenced in policy EBBD – Evacuations and EMERGENCIES)

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings, late starts or cancellations by announcements made over designated area

radio and TV stations and on the district web site. The district tries to avoid unexpected early dismissals; however, on occasion, early dismissal is unavoidable.

### **SEARCHES: PROPERTY**

(See Complete Board Policy JCAB)

### **SEARCHES: STUDENTS**

(See Complete Board Policy JCABB)

### **STUDENT ACTIVITIES**

(See Complete Board Policy JH)

### **FIELD TRIPS**

(See Complete Board Policy IFCB)

Field trips are scheduled with grade levels and classes throughout the year. There are many field trips that need parental assistance for transportation and/or supervision. If parents are needed for these trips, teachers will notify the parents as far in advance as possible. If a parent volunteers to assist with a field trip, we ask that younger siblings not be in attendance on the field trip. Parents will be responsible for supervising Sunflower students and our first priority on field trips is the safety and security of our students.

### **STUDENT SUPPORT /SPECIAL EDUCATION TEAM MEETINGS**

(See Complete Board Policy IDAC; IDAB)

You or your child's teacher may be concerned that your child's needs are not being met in the classroom. There are procedures in place at Sunflower to assist your child. Student Support Teams meet monthly and a Special Education Team meets weekly to focus on children with specific needs. Your child's teacher can help familiarize you with these procedures for the purpose of appropriately meeting the needs of your child.

Your input is very valuable to the process. Please talk with your child's teacher if you have specific concerns or questions about your child's progress. The Special Education Team consists of several professionals that may include the psychologist, counselor, social worker, classroom teachers, learning resource teacher, nurse, speech clinician, reading teacher and principal.

### **PARENT AND TEACHER CONFERENCES**

It is important that the school and home share information which will be helpful in planning an educational program for your child. Parents are encouraged to attend parent-teacher conferences prepared to discuss the progress of their child in school or to share concerns that their child may have. Parent-teacher conferences will be scheduled two times per year for each child in our classrooms. Both parents are invited to attend. Your classroom teacher will inform you of a time for a conference by a note which will be sent to you at least a week before the conference date. Each conference will last approximately fifteen to twenty minutes. If you find it impossible to attend that conference at the time scheduled, please contact the teacher to make arrangements to come at another time. Additional parent-teacher conferences may be held if desired. Please feel free to contact your child's teacher if you have questions or concerns.

### **RECESS**

(See Complete Board Policy IHA)

We encourage the children to go outside to play whenever the weather permits. Please be sure that your child has proper clothing for outdoor play. During the winter if the temperature or wind chill is below 15 degrees Fahrenheit we will not go outside.

We do expect all students to participate in outdoor recess. However, if your child has been ill and the doctor recommends staying indoors for recess, please send a note to the teacher.

During school hours, the playground is to be used by Sunflower students only.

## **PETS**

Pets are not allowed at school.

## **TRANSPORTATION**

(See Complete Board Policy JGG)

### **TRANSPORTATION: SAFETY ON BICYCLES AND OTHER WHEELED CONVEYANCES**

#### Elementary School Restrictions

Except as to District provided transportation, parents and guardians are responsible for the safety of their children in getting to and from school. The District strongly recommends that no student be allowed to ride bicycles to and from school before the student has been enrolled in the 3<sup>rd</sup> grade, unless accompanied by an adult. Scooters, rollerblades and skateboards, motorized or not, may not be brought to school. Bicycles are to be walked on school grounds. Bicycles are to be parked and locked in the bicycle rack and not removed until the student is ready to leave for home.

Use of Protective Helmets City of Lawrence Ordinance No. 7738, section 17.706 states:

- No person fifteen (15) years of age or younger shall ride bicycle, wear, ride or use any roller skates, inline skates, roller blades, skateboards, or scooter, as these things are commonly defined, within the city limits without properly wearing an approved skate or bicycle helmet securely fastened by chin or neck strap.
- An approved skate or bicycle helmet is headgear which meets or exceeds the impact standard for protective helmets

set by the U.S. Consumer Products Safety Commission Safety Standard for Bicycle Helmets.

City of Lawrence Ordinance No. 7738, section 17.707 states: There shall be no fine or jail sentence for violation of Section 17-706. In lieu of a fine, any person fifteen (15) years of age or younger found violating section 17-706 shall be eligible to receive a coupon from a Lawrence law enforcement officer or a Lawrence/Douglas County Fire Medical Department staff person; such coupon shall be valid for one (1) free bicycle helmet redeemable at a designated Lawrence – Douglas County Fire and Medical facility as supplies of helmets are available

### **SAFETY AND BEHAVIOR CODE FOR BUS RIDERS**

Permission to ride a bus is conditional on the pupil's good behavior and observation of First Student bus regulations. Any pupil who violates the rules will be reported to the building principal and could be denied permission to ride a bus to and from school.

### **SAFETY SUGGESTIONS**

Safety is a priority at Sunflower. A crisis management plan is in place for use in the event of an emergency. Building crisis response team members are identified and their roles are defined. School safety procedures are practiced by staff and students.

Parents play a key role in ensuring safe schools by encouraging open communication with their students at home. Please contact the school administration if you have safety concerns. In addition, safety hotlines have been established for the anonymous reporting of threats or safety concerns. The Lawrence Crime Stoppers Hotline is 843-TIPS (8477). The Kansas School Safety Hotline is 1-877-626-8203.

Our school's interest is in the safety of your child. It will help protect your child if he/she understands the following rules:

1. Obey all traffic rules.
2. Take the safest way to and from school.
3. Do not accept rides with strangers.
4. Go directly home from school.
5. Know his/her name, address, phone number and parent's name.

### **HEALTH CURRICULUM**

(See Complete Board Policy IKCA)

Age appropriate education on human sexuality and disease will be taught as part of the K-12 health class curriculum. This is in compliance with state and federal regulations regarding the teaching of this content in the school. Prior to this instructional unit, teachers shall send written notice to parents of the forthcoming human sexuality content and information on the opt-out process. Opt-out requests are required annually and are valid only for the school year in which they are submitted.

### **NOTICE OF ACCESSIBILITY**

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the

Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

### **HEALTH**

**If your child or children are ill and will be absent from school, please call the school office before 9:00 a.m. so that we can give them an excused absence.**

Children with temperatures of 100+ will be sent home from school and should **NOT** return the following day. If your child has a temperature they are to stay home 24 hours after the fever has subsided **without** the use of fever reducing medication. This means a student could be out of school for more than 24 hours.

Children with chicken pox will need to be out of school for six days after onset of the rash. They may return before all the scabs are gone. Please feel free to contact the school nurse if you have any questions regarding the appropriateness of sending your child to school with certain illnesses or possibly contagious symptoms.

At Sunflower we want our students to be as safe and healthy as possible, so please monitor your child carefully.

### **EMERGENCIES: ACCIDENTS OR ILLNESS**

In case of an accident or illness such as temperatures of 100+, the school will immediately attempt to contact the child's parents or guardian. If they cannot be contacted, others designated on the family enrollment sheet will be called if medical attention is needed.

## **MEDICATION POLICY**

Only medication prescribed by a licensed physician and brought to school by the student with a note from parent or guardian may be administered by school personnel. The school administration shall establish guidelines for the administration of prescription drugs during the day. The district shall provide information about the district's medication policy to local health care providers.

### **Regulations for Prescribed Medication**

1. It is the responsibility of the parent or lawful custodian to obtain the medication which the licensed physician who has established the need has prescribed if the student is to take such medication during school.

2. Permission to administer medication must be obtained from parent(s) or legal guardians by using a "Permission for Medication" form. These forms are available in the school office and must be signed by the parent or guardian.

3. Medication must be brought to the school in the **original container** appropriately labeled by the pharmacist or physician stating the **name of the medication, the dosage and the person for whom the medication was prescribed.**

4. Such prescribed medication shall be placed in the possession of the principal, or the principal's designee, who is responsible for its safekeeping.

5. Any changes in type of drugs, dosage and/or time of administration should be accompanied by a newly labeled pharmacy container and a new prescription from the doctor and accompanied by a note from the parent or guardian.

6. Elementary students with severe chronic health problems such as asthma may self-administer prescription medications with a written statement from the physician

that the child suffers from a chronic health condition and needs to carry medication on his/her person at all times. A form is available from the school if a physician chooses to use it in lieu of a written statement. Parents may obtain this form from the school office. Parents must also sign this form which states that the student has been instructed in the method for administration of the medication and acknowledge that school personnel will not be responsible for supervising or documenting the administration of this medication. A duplicate supply of the medication in a prescription container must be maintained in the nurse's office.

### **Regulations for Non-Prescriptive Medication**

School personnel should not be expected to give over the counter medication. If you believe your child needs this type of medication such as Tylenol, decongestants, cough medicine, etc.:

1. Evaluate the need for medication. If the child is ill, he/she should be kept home.

2. Give just before the child leaves for school.

3. The parent or guardian may come to school to administer the medication.

4. In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe or dispense medication or the parent if it is a non-prescription medication must send a written order to the school nurse who may supervise the administration of the medication or treatment. The parent must submit written permission to the building administrator requesting the school's cooperation in such supervision and

releasing the school district and personnel from liability. The parent must also provide a release of information allowing the school to discuss medication issues with the health care professional who prescribed the medication (Board Policy JGFGFB)

**STUDENT RECORDS**

(See Complete Board Policy JR)

**STUDENT RECORDS: RELEASE OF**

(See Complete Board Policy JRB)

**STUDENT RECORDS: UPDATING**

(See Complete Board Policy JRB)

**STUDENTS SUPPORT PROGRAMS**

(See Complete Board Policy IDAB)

**TOBACCO USE**

(See Complete Board Policy JCDA)

**BEHAVIOR**

(Board Policies JDB; JHCAA; JCDBBC; JCAB; JCABB; JCDA; JDD)

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

Our school uses a school-wide systematic approach to proactively support the needs of our students. Positive behavior intervention and supports (PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. School-wide PBIS focuses on taking a team-based approach by teaching appropriate behavior to all students. Through PBIS, school staff works to establish and maintain a productive, safe environment in which students, staff and families have clear expectations and roles in the educational process.

An important aspect of PBIS is the understanding that appropriate behavior and social competence is a skill that requires

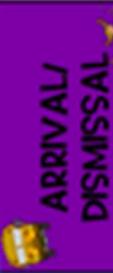
direct teaching to students just like math and reading. There is no assumption, in PBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in PBIS leads to its effectiveness.

A strong component of this plan is our BEST Bucks program. You will notice our staff will be handing out Sunflower BEST Bucks to our students as they meet our school expectations

We will use a variety of tools and screeners to assist us as we work to meet the social, academic, and behavioral needs of all the students in our school. As part of our CI3T plan, we will be teaching social skills with a new resource titled, *Positive Action*. This resource will assist us as we support your child’s social development by focusing on character education. Screening, whether for reading, math, behavior, vision, or hearing allows us to meet students’ needs with a proactive response as early as possible. We look forward to partnering with you in educating your child!

<b>B</b> e Responsible	I will act responsibly as I follow directions. I will have integrity at all times.
<b>E</b> for Effort	I will do my best work every day as I cooperate with my classmates to listen, think, solve problems, read and write.
<b>S</b> how Respect	I will respect others, myself, and my school.
<b>T</b> ry	I will try my Sunflower BEST every day as I work to reach my learning goals.

# I WILL BE A SUCCESSFUL STUDENT BY FOLLOWING THE B.E.S.T. EXPECTATIONS

	 <b>B</b> <b>BE RESPONSIBLE</b>	 <b>CLASSROOM</b>	 <b>HALLWAY</b>	 <b>CAFETERIA</b>	 <b>PLAYGROUND</b>	 <b>BATHROOM</b>	 <b>ARRIVAL/ DISMISSAL &amp; BUS</b>
<b>S</b> <b>SHOW RESPECT</b>	<ul style="list-style-type: none"> <li>I will finish and turn in my work</li> <li>I will own my actions</li> <li>I will use my time wisely</li> <li>I will get along with others</li> <li>I will take care of property</li> </ul>	<ul style="list-style-type: none"> <li>I will follow directions</li> <li>I will keep my hands to myself</li> <li>I will walk in a straight line</li> </ul>	<ul style="list-style-type: none"> <li>I will clean up after myself</li> <li>I will eat my own food</li> </ul>	<ul style="list-style-type: none"> <li>I will line up when the whistle blows</li> <li>I will take turns on the equipment</li> <li>I will stay in my area</li> <li>I will report unsafe behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>I will wash my hands with soap</li> <li>I will keep my area clean</li> <li>I will report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>I will stay in my area</li> <li>I will keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>I will stay clear of moving vehicles</li> <li>I will use self-control</li> <li>I will use the crosswalks</li> <li>I will walk my bike in the circle (on school property)</li> </ul>
<b>E</b> <b>EFFORT</b>	<ul style="list-style-type: none"> <li>I will complete work with my best effort</li> <li>I will remain on task and stay focused</li> <li>I will use self-control</li> </ul>	<ul style="list-style-type: none"> <li>I will pay attention to where I am going</li> <li>I will use self-control</li> </ul>	<ul style="list-style-type: none"> <li>I will use my time wisely</li> <li>I will keep my area clean</li> <li>I will use self-control</li> </ul>	<ul style="list-style-type: none"> <li>I will follow grade level expectations</li> <li>I will use self-control</li> <li>I will include others in activities</li> <li>I will play fair</li> </ul>	<ul style="list-style-type: none"> <li>I will use self-control</li> <li>I will use my time wisely</li> </ul>	<ul style="list-style-type: none"> <li>I will remain seated</li> <li>I will listen and follow directions</li> <li>I will be a good friend</li> <li>I will use a level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>I will try my Sunflower BEST every day as I work to reach my learning goals</li> </ul>
<b>T</b> <b>TRY</b>	<ul style="list-style-type: none"> <li>I will follow directions</li> <li>I will cooperate with others</li> <li>I will listen and pay attention to the speaker</li> </ul>	<ul style="list-style-type: none"> <li>I will keep my hands and feet to myself</li> <li>I will use a level 1 voice</li> <li>I will be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>I will listen and follow adult requests</li> <li>I will use polite manners</li> <li>I will use a level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>I will respect others personal space</li> <li>I will respond immediately to adults</li> <li>I will be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>I will stay in my own stall</li> <li>I will respect other's privacy</li> <li>I will wait my turn</li> </ul>	<ul style="list-style-type: none"> <li>I will try my Sunflower BEST every day as I work to reach my learning goals</li> </ul>	

## **SCHOOL PARTIES**

With previous agreement between the teacher and parent, students may bring treats to the class on their birthday. We discourage children taking treats to others outside of their classroom because of the interruption it causes to teaching and learning. **Do not send punch or Kool-Aid that has red coloring** because the red dye is very hard to remove from the carpet.

Three parties are planned at school in October, December and February. These parties are planned under the direction of the homeroom parents in cooperation with the teacher. Parties can provide worthwhile learning situations for children. Good manners and social courtesies may be learned and enjoyed in a party situation at school. If you do not want your child to participate in the parties, an alternate room will be available for other activities. Please let your child's teacher know as soon as possible.

**Parents may donate a book to the library for special occasions such as a child's birthday. The librarian has a collection of books from which one may be purchased for this purpose. A bookplate will be placed inside the front cover commemorating the occasion.**

### **Student Party Invitations**

Please do not send party invitations to school for home delivery unless you plan to invite everyone in your child's class. Addresses for individual mailing can be obtained from the student directory.

## **SITE COUNCIL**

(See Complete Board Policy IHA)

Site Council provides advice and counsel to the principal in evaluating state, school district and school performance results, and in determining the methods that should be employed at the school site to attain those results. Responsibilities of

members might include: being involved in collecting information; reviewing, discussing and analyzing information; providing input for strategic planning; evaluating achievements of results and their role in school improvement.

Sunflower's Site Council is made up of staff, parents, business leaders and community members working together to make the school the best it can be. Site Council will meet three times per year. Dates and times will be published in the Wednesday Word.

## **COMPUTER USE**

(See Complete Board Policy IIBG)

## **CHILDREN'S INTERNET PROTECTION ACT**

(See Complete Board Policy IIBGA)

## **DISCRIMINATION/HARASSMENT**

(See Complete Board Policy JGEC, JGECA, and KNA)

## **DISTRICT MANDATORY REPORTING POLICY**

(See Complete Board Policy GAAD)

Any district employee who has reason to know or suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. The employee making the report shall NOT contact the child's family or any other persons to determine the cause of the suspected abuse or neglect or notify them of a report or pending report been made. All employed personnel of the school district must report to the building principal cases that they believe may constitute child abuse. If appropriate, the principal may confer with the school's social worker,

guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

### **DCF Access to Students on School Premises**

(See Complete Board Policy JCAC)

The principal shall allow a student to be interviewed by DCF or law enforcement representatives at an appropriate location on school premises and shall act to protect the student's interests during the interview subject to the authority of DCF or law enforcement.

### **Cooperation Between School and Agencies**

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property should not be in uniform.

### **DRESS CODE**

(See Complete Board Policy JCDB)

Clothing that is distracting, indecent or that interferes with the teaching and learning process will not be allowed. Inappropriate dress includes, but is certainly not limited to the following: profanity or adult themes on clothing, body, or school supplies, wheeling shoes or revealing clothing.

### **DRUG FREE SCHOOLS**

(See Complete Board Policy JDDA)

### **ENROLLMENT**

(See Complete Board Policy JBC)

### **ENROLLMENT: TRANSFER OF ELEMENTARY STUDENTS**

(See Complete Board Policy JBCA)

### **INTELLECTUAL PROPERTY**

(See Complete Board Policy JT)

### **KINDERGARTEN ORIENTATION**

(See Complete Board Policy JBC for age of Admission.)

Parents of prospective kindergartners are invited to Kindergarten Orientation in the spring. During this meeting, parents will complete enrollment paperwork and the kindergarten student will do activities with the kindergarten staff. **State law requires that a child be five years old on or before August 31st to be eligible for kindergarten. State law also requires that a child be six years old on or before August 31st to be eligible for 1<sup>st</sup> Grade.** Parents are required to present an original, certified birth certificate, health assessment and immunization records prior to the first day of attendance.

### **TRUANCY**

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 occurs first. The school year means the period from July 1 to June 30. A letter shall be sent to the student's parent notifying him/her that the student's failure to attend school without a valid excuse shall result in the student being reported truant. This letter shall be sent before reporting the truancy to D.C.F. if the student is under 13.

### **USE OF TELEPHONE AND CELL PHONE**

Students should not bring electronic devices or toys to school. These items can become a distraction during the school day. In addition, there can be problems with lost

or stolen items and disagreements over the use of said items. Cell phones are discouraged at the elementary level. However, if you feel it is imperative that your child bring a cell phone to school, it must be turned off before entering the building and remain in his/her backpack until he/she leaves the building at dismissal. Students found using their phone during school hours will be required to check their phone into the office and it may be picked up at the end of the day. If this continues to occur, cell phones will be held in the office until the parent can pick it up. Should you choose to send your child to school with a cell phone, the school is not responsible if it is lost or stolen.

Parents should feel free to call the school concerning any matter dealing with their children and the school. If needing to speak with a teacher, please call the office and your call will be transferred to the teacher's voicemail. They will return your call during their plan time or after school hours.

Only in very special cases will students be called from their classrooms to answer a telephone call directed to them.

Only in cases of serious need will students be allowed to use the phone as such practice interferes with the conduct of school business in the office.

### **LIBRARY MEDIA CENTER OVERDUE POLICY**

Overdue notices will be given to all students with overdue books once a month. At the three month mark, an e-mail will be sent to parents or guardians through the automated Destiny library program informing them of the title, when the materials were due and the cost of the book. The four month overdue mark will generate a phone call and another e-mail to parents or guardians letting them know that the book is still lost. A last e-mail for materials,

overdue over four months, will be sent informing parents or guardians that the patron's name, information on the book and the cost of the materials will be turned over to District 497 through the Sunflower Administrative Assistant.

### **WITHDRAWING FROM SUNFLOWER**

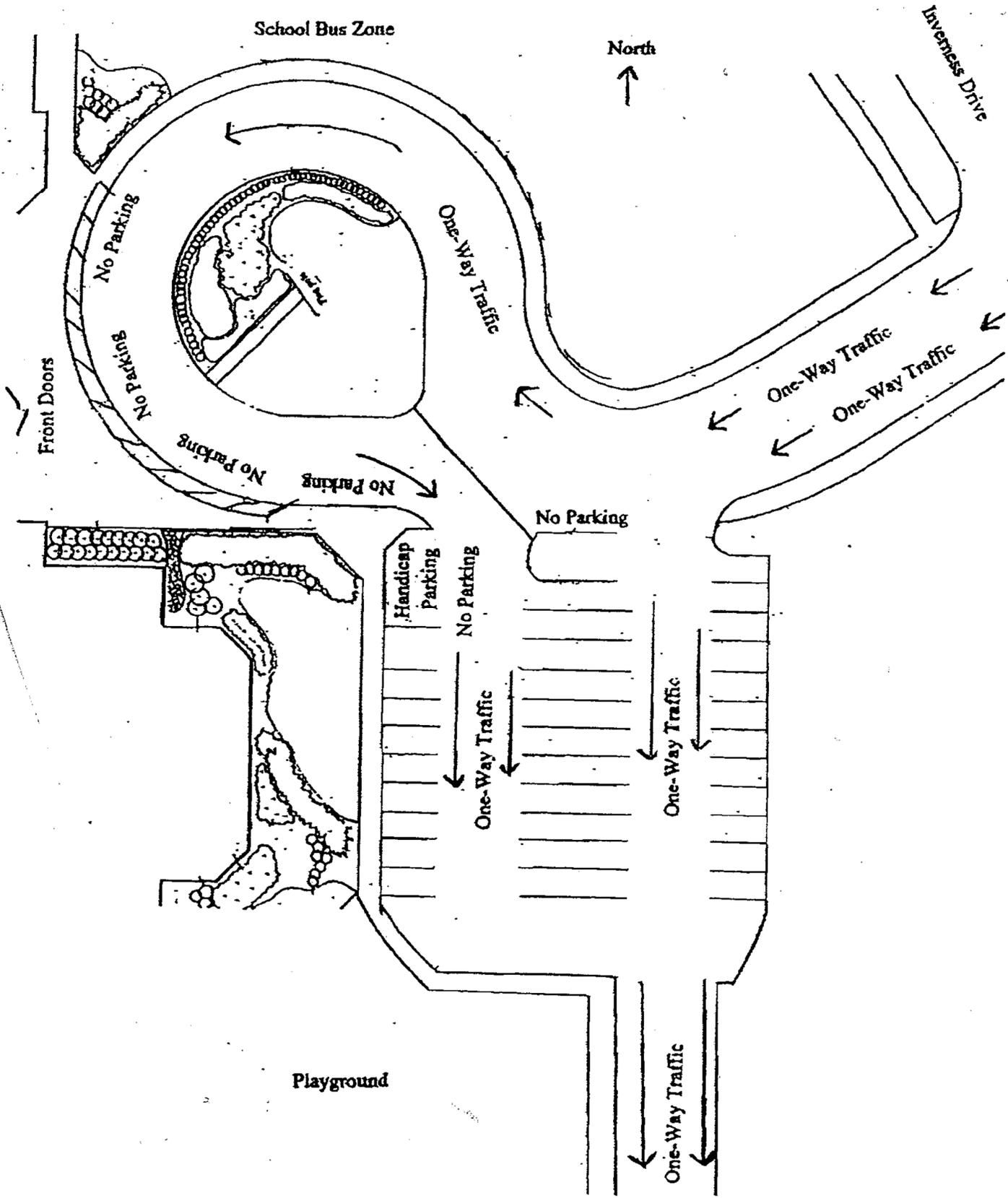
Please inform your child's teacher and the office if you plan to move from Sunflower. This will give us sufficient time to close out grades and send the appropriate forms and reports. We request that our office be supplied with your new address, name of new school and the date of your move.

### **TRAFFIC TIPS**

The safety of Sunflower children is a top priority for our staff, parents/guardians and the surrounding community. Knowing that we are all focused on the safety of our children, we ask everyone to please adhere to the traffic patterns, no parking zones and areas designated for drop off and pick up as outlined below. These patterns were developed in thoughtful consideration with the district office, our staff and conscientious parents/guardians like yourself. Following these patterns will help eliminate some of the congestion problems around the school and keep Sunflower students safe.

- When dropping off or picking up students, family vehicles should use the circle drive in the front of Sunflower. The designated bus zone is in Southwest Middle School's circular drive. Parents are requested to keep the bus zone free of family vehicles.
- When dropping off or picking up your student, **DO NOT** park in the circular drive or block the traffic flow. The circle drive operates as a single lane. Pull

- your vehicle to the farthest available location closest to the curb and wait. The outer lane is reserved for vehicles proceeding through the circle drive. Children are to wait at the “curbless” part of the traffic circle, until their parents reach that area at which time teachers will help them into the vehicle.
- Staff members are focused on keeping students safe while also getting vehicles in and out of the parking lot in an efficient manner. Please refrain from visiting at this time.
  - The driver of any vehicle can expect a relatively short wait time while picking up children. The circle drive is usually cleared in 10-15 minutes. Patience and cooperation are essential to ensuring the safety of students, staff and motorists.
  - For the safety of **ALL** our students, **DO NOT PARK AND THEN LEAVE YOUR CAR IN THE CURBLESS, NO PARKING ZONE IN FRONT OF THE ENTRANCE TO SUNFLOWER.** Parents will be notified of violations.
  - If all parking places are filled, parents are encouraged to park in the Southwest Middle School lot or park on Inverness Drive.
  - Parents who park in the Southwest Middle School lot should walk and pick up their children at the north exit door and cross at the crosswalk to their vehicles. Children and parents are **NOT** to cut in front of the bus parking zone to get to a car parked in the Southwest Middle School lot.
- Please note the crosswalks located at the round-about from Sunflower Park to Sunflower Elementary School, the end of Inverness Drive and the one located on 27<sup>th</sup> Street. Watch for children crossing at these locations.
  - The speed limit around the round-about is 15 miles per hour and the speed limit in the school zone on 27<sup>th</sup> Street, when school is in session from 7:30 a.m. to 4:30 p.m. is 20 miles per hour.
  - Students on bikes should walk their bikes from the bike racks to Inverness and/or from Inverness to the bike racks. The same rule would apply to going from the bike racks to 27<sup>th</sup> Street. This is to keep both the children walking and the bike riders safe from collisions that may result from children riding their bikes from the school to the street.



## **TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

**All parents or patrons who transport students in their own private vehicles must certify that the vehicle liability insurance meets certain requirements as determined by the board of education.** This applies to anyone who transports students for school-related activities on an occasional basis. Anyone providing such transportation must complete and sign a form certifying the driving record and insurance information. The form is available in all school offices. It is required that the insurance coverage form be re-filed each school year.

## **Family Educational Rights and Privacy Act ANNUAL NOTICE**

**(Release of Student Directory Information to the Public and/or Military Recruiters)**

The Family Educational Rights and Privacy Act (FERPA) affords parents\* certain rights with respect to their student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents\* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent\* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent\* believes are inaccurate. Parents\* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents,\* the school will notify the parents\* of the decision

and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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); a person serving on the school board; 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

## **Release of Student Directory Information to Military Recruiters**

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses and telephone listings.

**Parents\* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and [www.usd497.org](http://www.usd497.org). USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school.**

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

\*parents, legal guardians and students age 18 or older

## **Bullying Prevention Plan**

Sunflower Elementary is committed to creating a safe and positive learning environment for all students. We know that bullying has a negative impact on school climate and, for many children, can be a major distraction from learning. Bullying can create unnecessary anxiety that affects the ability or desire of a student to attend school, focus on learning, or to feel safe and secure.

The Lawrence Public Schools Board of Education is committed to maintaining learning environments free from bullying and consequently has adopted policy JGECA which prohibits bullying behavior on school grounds and at school activities. In addition, beginning on January 1, 2008, the State of Kansas required all districts to have policies and practices in place to address bullying behavior. Sunflower Elementary School's anti-bullying initiative prior to the state's mandate meets the requirements established by the Board of Education and the State of Kansas.

## **Sunflower Bullying Definition:**

Bullying is when a person or group of people repeatedly hurt someone's body or feelings on purpose. Bullying involves different types of acts that can be physical or non-physical (outlined below).

## **Our School Rules Against Bullying Are:**

1. *We will not bully others.*
2. *We will try to help students who are bullied when it is safe to do so.*
3. *We will include students who are left out.*
4. *We will report to an adult at school and an adult at home when we see someone being bullied.*

## **Types of Bullying:**

**Direct Bullying** is (but not limited to): Physical: hitting, kicking, shoving, spitting, choking. Verbal: teasing, calling names, harassing. Non-verbal: Making faces and/or obscene gestures

**Indirect Bullying** is (but not limited to):

- Physical: Getting another person to harm someone
- Verbal: Spreading rumors, telling people not to be friends with someone

- Non-Verbal: Deliberately excluding someone from a group or activity

### **Cyberbullying:**

Any act through means of the internet or media communication device that is used to deliberately hurt another person's feelings (includes emails, Facebook, cell phone texting, websites, etc)

### ***Our school sanctions related to bullying behavior:***

1. Incidences of bullying and peer to peer aggression will result in referral to the office with the appropriate building sanctions followed as per the rubric.
2. Reports of bullying will be investigated by building staff in a timely manner. This means interviews with students involved and observations of behaviors by teachers and/or support staff.
3. When a bullying incident has been verified through investigation the building sanctions per the building rubric against bullying will be followed.
4. Steps to protect victims of bullying will be implemented.

### **Explanation of Consequences:**

- **Verbal Behavior Reminder:** Teacher clearly explains appropriate behavior expectations and gives examples of what to do differently next time.
- **Privilege Loss:** As a consequence for aggressive behavior, student loses a privilege (as determined by grade level teams).
  - **Parent Call:** One of two options. Option one: student calls home with principal or teacher present and explains his

or her involvement in the incident using "I" language (student says what he or she did without using "because," "just," or "only") and explains what the consequences are for the behavior. Option two: principal or teacher calls home and explains incident to parents/guardians.

- **Reflection:** With teacher, mental health professional, or other designated staff member, student fills out a behavior reflection during the time of lost privilege, if possible. The student must complete the reflection using "I" language to describe specifically for what behavior the student received the consequence. Counselor will have reflection forms available.
- **Office Referral:** Student is sent to the office. Consequences will be administered by principal.
- **Individual Plan:** Student, parents, teacher(s), principal and other staff members, as needed, meet to create an individual behavior plan (which could be a SIT plan, point sheet, etc, as determined by team) that outlines clear consequences for further incidents of bullying.
- **Modify Individual Plan with Behavior Support Professionals:** The plan created as above will be modified, with help from behavior support

- professionals in the building and/or from the district.
- **Classes Only:** Student attends only academic classes and art, music or PE but does not take part in any special or extra activities (recess, parties, games, field trips, rewards, book buddies, etc). “Classes only” may also include a silent lunch in location determined by teacher.
  - **Suspension:** In school or out of school suspension as determined by principal and in concurrence with district policy.
  - **Police Contact:** Pursuant to K.S.A 72-89b03 and district policy, if the student has broken the law, the principal must notify the police.

**Definitions:**

- **Teasing:** name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves
- **Exclusion:** starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends
- **Physical Bullying:** pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space
- **Severe Physical Bullying:** punching, choking, kicking, and similar behavior that could result in injury to others

- **Threat of Serious Violence:** threats of using a weapon, or other conduct which should be immediately reported to the police
- **Harassment:** racial, ethnic or sexual name calling or other severe harassment

**FOOD SERVICE INFORMATION**

The Food Services Department uses a computerized meal cashier program. Record keeping of money paid and meals eaten by your child are recorded in a computerized database in the school kitchen. Students are able to enter their student ID number or have an ID card that is scanned as each student purchases a meal or an item from the cafeteria.

The lunch accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. It is expected that all balances will be kept positive. The food services department cannot extend credit to families for purchase of meals or a la carte items. If your account is negative, no purchases are allowed, you must send cash to purchase a meal or send a sack lunch.

We are NOT responsible for any cash sent to school with children. Please pay by check or money order with reference to your student name, ID number, and school. PLEASE NOTE - We cannot be responsible for postdated checks. You may also make debit/credit card payments online via the third party website known as MySchoolBucks.com. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in your student’s account. Please DO NOT combine lunch money payment with

other school type payments (i.e. enrollment fees/fines/cash/etc.) Meal payment envelopes are available in the cafeteria and most school offices.

### **Free and Reduced Lunches**

(See Complete Board Policy JGH)

Families must fill out an application for free/reduced meal benefits every new school year. Only 1 application per family is required. Applications for the new year will be available to download and print on your own printer from the school district website mid-July. Printed applications will be available at the school district Welcome Center mid-July and will also be included in school handbooks and back to school newsletters. You can also obtain an application at individual school buildings when they reopen for the school year.

The food services department has 10 days to process applications from the time they are received in the food services office. Families are responsible for any lunch charges incurred until their application is approved. Until you receive letter notification of your approval, please deposit money to your child's account to cover charges for any meals eaten.

### **A la Carte Purchases**

(See Complete Board Policy EEA)

The USDA has brought about some changes to the meal selection process. Food groups are now called components consisting of the following; Meat or Meat Alternatives, Fluid Milk, Grains, Fruits, and Vegetables. Students must choose a minimum of three of the 5 components to count as a meal. One of the three components must be ½ cup of fruit or vegetable. We encourage all five for a healthy meal. Secondary students may choose a lunch meal of main dish, milk, and 4 side dishes, maximum.

Items purchased in addition to lunch/breakfast meal are considered a la carte purchases. No a la carte charges will be allowed if the student account reaches a zero balance. All students are considered to have permission to make a la carte purchases unless a parent/guardian completes Form FS146, blocking or limiting purchases, and returns it to the school cashier.

### **Online Debit/Credit Card Payments**

Parents/guardians are able to make payments for school lunches with a debit or credit card and are able to check the balance of their student lunch accounts online at MySchoolBucks.com. Go to the district website at [www.usd497.org](http://www.usd497.org), link to Food Services, then to MySchoolBucks.com.

NEW USER'S ONLY...If you have never used this system before, be aware that you will need each child's 8 digit student ID# to set up an account with MySchoolBucks.com.

### **Low Balance Reminders**

Automated phone calls are made twice weekly to parents via the School Messenger program. You can expect a phone reminder when a student account balance falls to 5.00 or less. Due to program constraints, these calls are made for each individual student account, so you may receive more than one.

Many parents have found the service provided by MySchoolBucks.com very helpful. You can register at this site, and then look at student purchase histories or set-up an email notification of low balances if you wish. This service is available to all parents even if they do not want to use the online payment program.

### **End of Year Balances**

At the end of the school year, no refunds will be made on the account unless you are

leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school. If you have a student graduating high school, any balance remaining will be transferred to a younger sibling(s). If this is your last child graduating from the district, you may request a reimbursement form from the cashier for a refund check from the district.

### **Returned Checks**

Lunch payment checks that are returned due to insufficient funds currently go directly to RECHECK, Inc., a collection company in Wichita, KS. RECHECK will represent your check to your bank for payment of both face value and the fee. There is a 30.00 return check fee that you will be responsible for in addition to any fees that your bank may charge. Payment for the check and fee must be made to RECHECK, Inc. Payment cannot be accepted by the district or your school. Students may not make food purchases with a negative lunch account balance, so you will need to provide funds to keep a positive balance in your student's lunch account. This is a separate transaction which does not negate the need to settle with RECHECK. You may reach RECHECK at 1-888-794-7325.

### **Competitive Food Rules**

Competitive food is any food or beverage service available to students that is separate and apart from the districts nonprofit federally reimbursed food service program. The school board has adopted the following policy.

Building Sales – Competitive food service shall not operate in competition with the district's food service program, and shall be closed for a period beginning one half hour prior to and remain closed until one half hour after the last regular scheduled school lunch and/or school breakfast period on the campus

where the school lunch and/or breakfast is served.

Fast Foods – Fast foods in the building detract from the emphasis placed upon the Child Nutrition Program and District Wellness Initiatives. The district encourages students to participate in the district's meal program. However, parents have the option to send food for breakfast or lunch if they prefer not to participate in the district's meal program. The district does not recommend students or parents bring fast foods to school; however, if fast foods are brought to school, they may not be in the original packaging.

### **Questions?**

You may call the Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. After 4:30 p.m. you may leave a voice message and your call will be returned the next business day.

This institution is an equal opportunity provider.

### **PRICES:**

	Breakfast:	Lunch:
Full Price:	\$1.77	\$2.75
Reduced Price:	\$ .30	\$ .40
Adult	\$2.40	\$3.70
Extra Milk	\$ .85	

**(Meal prices are subject to change.)**

### **Lunch Room Behavior**

Students are expected to conduct themselves in an orderly and mannerly fashion while in the lunch room.

Sunflower's lunchroom B.E.S.T.

expectations are: I will clean up after myself, I will eat my own food, I will use my time wisely, I will keep my area clean, I will use self-control, I will listen and follow adult directions, I will use polite manners, and I will use a level 2 voice. Our lunchroom staff is trained in our Ci3T and PBIS behavior programs. Our goal is to have a positive, efficient, and healthy lunchroom.

## **Questions?**

You may call the Food Service Office, 832-5000, for assistance during the hours of 7:30 a.m. – 4:30 p.m. After 4:30 p.m. you may leave a voice message and your call will be returned the next business day.

Contacts at the Sunflower/SWJH Café are:  
Manager/Cashier Office 330-1010 or  
Kitchen 330-4813  
Debra Frye, Manager at [dfrye@usd497.org](mailto:dfrye@usd497.org)  
Teresa Magnuson, Assistant Manager at [tmagnuso@usd497.org](mailto:tmagnuso@usd497.org)