

# Woodlawn Elementary Handbook



Elm Street  
Lawrence KS 66044  
Phone: 832-5920

Jayci Roberson, Principal  
Andi Anderson, Administrative Assistant

## School Hours

M, T, Th, F	8:00 a.m.	3:05 p.m.
W	8:00 a.m.	1:35 p.m.
Office Hours:	7:30 a.m.	3:45 p.m.
BGC Hours:	After School	6:00 p.m.

[Woodlawn Website](#)

## Woodlawn Expectations:

Respect Yourself and Others  
Respect Time  
Respect Property

## **Table of Contents**

<b>Board of Education Members</b>	<b>5</b>
<b>Welcome!</b>	<b>6</b>
<b>Animals and Plants in the School</b>	<b>7</b>
<b>School Hours</b>	<b>7</b>
Arrival	7
Parking	7
Dismissal	7
Crosswalk	7
Loading and Unloading	7
<b>Afterschool and Playground Use</b>	<b>7</b>
<b>Attendance</b>	<b>8</b>
Attendance: Truancy Law	8
Attendance: Tardy / Absent Students	8
Attendance: Illness	8
Attendance: Parental Request for Student Absence	8
Attendance: Moving To New School	9
<b>Behavior</b>	<b>9</b>
Behavior: Expectations	9
Positive Behavior Intervention And Supports	9
Positive Reinforcement: Rudy Rewards	9
Office Discipline Referral	9
Behavior: Detention	9
Behavior: Hazing And Bullying	9
Definition of Bullying:	9
Behavior: Suspension And Expulsion Procedure	10
Behavior: Prohibited Activity	10
<b>Emergency Safety Intervention (ESI)</b>	<b>10</b>
<b>Birthdays And Parties</b>	<b>10</b>
<b>Boys And Girls Club</b>	<b>10</b>
<b>Business Partnerships</b>	<b>10</b>
Lawrence Education Achievement Partners – (LEAP)	10
<b>Classroom Assignment Responsibilities</b>	<b>10</b>
<b>Communication</b>	<b>10</b>
Meetings With Staff	10
Messaging System	10
Newsletters	11
Concerns	11
<b>Computer Use</b>	<b>11</b>
Use Of Personal Technology Devices	11
Children’s Internet Protection Act	11
Discrimination/Harassment	11

[Back to Table of Contents](#)

<b>District Mandatory Reporting Policy</b>	<b>11</b>
DCF Access To Students On School Premises	11
(See Complete Board Policy JCAC)	11
Cooperation Between School And Agencies	12
<b>Dress Code</b>	<b>12</b>
<b>Drug Free Schools</b>	<b>12</b>
<b>Enrollment</b>	<b>12</b>
Enrollment: Transfer Of Elementary Students	12
<b>Equity</b>	<b>12</b>
<b>Field Trips</b>	<b>12</b>
<b>Food Services</b>	<b>12</b>
Free and Reduced Lunches	13
A la Carte Purchases	13
Online Debit/Credit Card Payments	13
Low Balance Reminders	14
End of Year Balances	14
Returned Checks	14
Competitive Food Rules	14
Prices:	14
Questions?	14
Breakfast	15
<b>Health Curriculum</b>	<b>15</b>
<b>Health Office</b>	<b>15</b>
Health: Accident Or Illness	15
Health Assessments And Physicals	15
Health: Immunization And Physical Assessment	15
Health: Medication Administration	15
Health: Medication Supervision	15
Health: Over-the-counter Medications	15
Health: Prescription Medications	16
Health: Self-administration Of Medications	16
<b>Homework Expectations</b>	<b>16</b>
<b>Intellectual Property</b>	<b>16</b>
<b>Kindergarten Orientation</b>	<b>16</b>
<b>Mental Health and Social Emotional Learning</b>	<b>16</b>
<b>Native American Student Services</b>	<b>16</b>
<b>Parent/Teacher Conferences</b>	<b>17</b>
<b>Parent/Teacher Organization (Pto)</b>	<b>17</b>
<b>Personal Belongings</b>	<b>17</b>
<b>Phone Use</b>	<b>17</b>

[Back to Table of Contents](#)

<b>Phone Use: Cell Phones</b>	<b>17</b>
<b>Progress Reports &amp; Grading System</b>	<b>17</b>
<b>Recess</b>	<b>17</b>
Recess Inclement Weather	18
<b>Safe School Information</b>	<b>18</b>
Emergency Drills	18
School Closing Announcements	18
Searches: Property	18
Searches: Students	18
<b>Site Council</b>	<b>18</b>
<b>Student Activities</b>	<b>18</b>
Art	18
Guidance And Counselor Program	18
212 Degree Club	18
Library	18
Overdue/Lost Media Center Resources	19
Marathon Club	19
Physical Education	19
Student Council	19
Title I Support	19
Vocal Music	19
<b>Student Support /Special Education Team Meetings</b>	<b>19</b>
<b>Student Records</b>	<b>20</b>
Student Records – Release Of	20
Student Records: Updating	20
<b>Students Support Programs</b>	<b>20</b>
<b>Titles VI, VII, and IX</b>	<b>20</b>
<b>Tobacco Use</b>	<b>20</b>
<b>Transportation</b>	<b>20</b>
Transportation: Safety On Bicycles And Other Wheeled Conveyances	20
Elementary School Restrictions	20
Use Of Protective Helmets	20
<b>Vandalism</b>	<b>21</b>
<b>Visits To School</b>	<b>21</b>
<b>Volunteers</b>	<b>21</b>
<b>Weapons Policy/Other Dangerous Objects</b>	<b>21</b>
<b>Family Educational Rights And Privacy Act</b>	<b>22</b>
<b>Emergency Safety Interventions</b>	<b>23</b>
<b>Contract for Learning</b>	<b>26</b>

[Back to Table of Contents](#)

## 2020-2021

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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.

#### **District 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.

#### **District 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.

#### Woodlawn Mission Statement

To promote for the Woodlawn community a healthy self-image, positive attitude, and essential skills to live, learn and work in an international society.

#### **District Goal Areas:**

**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

[Back to Table of Contents](#)

## **Welcome!**

We appreciate the opportunity to work with your child, and we take seriously the responsibility you have entrusted to us. We strive to create a positive environment conducive to learning and personal growth. Our goal is to help all children develop to their utmost potential and be “future ready” by personalizing their learning in a blended and collaborative environment. Each year we review our student data and revisit and revise our School Improvement plan to meet our current needs.

The staff at Woodlawn focuses on the components of an Effective School. Those include strong instructional leadership; a clear and focused mission; a safe, orderly, and positive school climate that is conducive to learning; high expectations for all students and staff; frequent monitoring of student progress and strong home-school relationships.

We invite you to become an integral part of your child's educational program. Research says that students achieve more and schools are better when parents are involved. With teachers, students, parents and staff working together, your child will have a positive school experience.

There are many opportunities to get involved in your child's education; from helping your child with homework to volunteering in the classrooms to attending PTO meetings. PTO meetings take place on the 1<sup>st</sup> Wednesday of each month from 5:45-7:00 p.m. with child care available. Our PTO does their best to match your interests with our needs. With teachers, students, parents and staff working together, your child's opportunity for success is greatly increased.

Please use this handbook as a guide for assistance on elementary school procedures, practices and policies. We ask that you take the time to familiarize yourself as well as help your child understand the rules and policies of our school. Communicating the importance of these guidelines helps our school maintain a safe learning environment. If there is something that worries you or your child, if there is a misunderstanding, or if you need additional information, communicate with the school immediately by contacting the teacher and then the principal.

We are here for the students and we encourage you to help us to work continuously to improve the quality of education at Woodlawn Elementary. Let's work together to provide an exciting, engaging, and successful school year for you and your child.

Sincerely,  
Jayci Roberson, Woodlawn Principal

### **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 educational 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.

### **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.

[Back to Table of Contents](#)

## Animals and Plants in the School

(See [Complete Board Policy ING](#))

## School Hours

M, T, Th, F	8:00 a.m.	3:05 p.m.
W	8:00 a.m.	1:35 p.m.
Office Hours:	7:30 a.m.	3:45 p.m.
BGC Hours:	After School	6:00 p.m.

- **Arrival**

The building is locked and students will not be allowed to enter the building before 7:45 a.m., as there is no adult supervision. Please do not drop off your child when the building is locked.

Students who eat breakfast at school may enter the school at 7:45 a.m. The first bell rings at 7:50 a.m.

From 7:45 a.m. to 8:00 a.m. the front door and common's doors are open for students to enter upon arrival. All doors, except the front door, are locked at 8:00. All students must enter through the front doors if arriving after 8:00.

- **Parking**

We have limited parking for staff. We ask that all parents/visitors park along Elm Street when visiting the school as opposed to the east or west parking lots.

- **Dismissal**

(See [Complete Board Policy JBH](#))

Students will be dismissed MTTFF at 3:05 p.m. and at 1:35 on Wednesdays. If students are kept after school by their teacher for more than 10 minutes, parents should be notified. Students are to go directly home unless arrangements have been made with parents PRIOR to coming to school.

All students MUST be picked up promptly after school unless attending the Boys and Girls Club. There is no other student supervision after dismissal. If students are not picked up immediately after school, the office staff will attempt to call parents. If parents cannot be reached by 3:30, law enforcement or DCF may be called for assistance.

If students leave school early, they must be signed out by a parent /guardian. Office staff may ask for ID before releasing the child.

- **Crosswalk**

We prefer that all students and parents use the crosswalks located around the school.

- **Loading and Unloading**

Students riding to and from school in cars or buses are to be loaded and unloaded from the side of the street adjacent to the school grounds. At no time should students cross the street to or from cars. Students are not to be loaded or unloaded in the marked crosswalk areas or bus stop areas. **Please do not double-park on Elm Street.**

## Afterschool and Playground Use

The Boys and Girls Club has exclusive use of our school playgrounds from 3:05-5:30 MTTFF and 1:35-5:30 on Wednesdays.

Non-B&G Club students are asked to exit the playground once B&G Club students come outside (only exception is Marathon Club).

[Back to Table of Contents](#)

## Attendance

(See Complete [Board Policies JBD](#))

When your child is absent, parents or guardians are to notify the school no later than 30 minutes after classes begin. If you do not have a phone, you will need to send a note the following day. We must hear from a parent or guardian to verify a child's absence on the day of the absence.

- **Attendance: Truancy Law**

(See [Board Policy JBE](#))

- **Attendance: Tardy / Absent Students**

(See Complete [Board Policy JBE](#))

- **Attendance: Illness**

Parents/ Guardians are asked to keep ill students at home. Examples of illnesses that should keep your student home may include, but are not limited to:

- Contagious diseases – such as measles, mumps, chicken pox, pink eye and influenza.
- Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage. (may require Dr. note to verify that the student is not contagious)
- Head lice infestation that has not yet been treated with an anti-parasitic shampoo. One day of absence will be excused. See more about head lice under Health Office Policies.
- Fever – students with an oral temperature of 100.0 or greater should be kept home until they have been fever free without medication for 24 hours.
- Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.

It is our expectation that students who become sick at school are to be picked up within 30 minutes of receiving our call unless arrangements have been made with the principal.

Please notify the nurse if your child will need accommodations due to a recent illness or injury.

- **Attendance: Parental Request for Student Absence**

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 academic 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: Moving To New School**

We are required to keep your child “officially” enrolled at Woodlawn until we are notified of your enrollment by your child’s new school. If we are not notified within 2 weeks, we are required to file Truancy with DCF. Please make sure you enroll promptly at your new school and that you ask them to contact us to verify your enrollment.

## **Behavior**

(See Complete [Board Policies JDB; JHCAA; JCDBBC; JCAB; JCABB; JCDA; JDD](#))

Appropriate student behavior is a must in order for the maximum educational learning to occur. It allows the teacher the opportunity to teach and the student the opportunity to learn.

- **Behavior: Expectations**

(See Complete [Board Policy JCDA](#))

Woodlawn Expectations:

- Respect Yourself and Others- *Do your best, and treat others like you would want to be treated.*
- Respect Time- *Be on time and ready to learn. Use your time wisely.*
- Respect Property- *Be proud of your school. Be responsible and pick up after yourself.*

Expectations for several settings are explicitly taught to our students each year. (See Expectation Matrix in Appendix)

- **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 support (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 work 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.

- **Positive Reinforcement: Rudy Rewards**

Students who follow the expectations are recognized with Rudy Reward tickets which can be used for prizes and special privileges in the classroom.

- **Office Discipline Referral**

There are times when some students misbehave even though staff have explicitly taught our expectations, offered reminders of the expected behaviors, and used the positive reinforcement system. When this occurs, the staff will use the Office Discipline Referral Form. This form looks at “major: behavior infractions that may disrupt student learning or create an unsafe environment for others at school. Staff will document what has occurred in writing. Teachers/or the principal will contact a parent/guardian to discuss the issue of concern so that a plan can be formulated if needed to help the student correct these behaviors. Our goal is to keep the lines of communication open between home and school.

- **Behavior: Detention**

(See Complete [Board Policy JDB](#))

- **Behavior: Hazing And Bullying**

(See Complete [Board Policy JGECA, GAAE](#))

- **Definition of Bullying:**

Bullying is when a person or group of people repeatedly and intentionally hurt someone’s body or feelings.

- Woodlawn Bullying Rules:
  - We will not bully others.
  - We will help students who are bullied when it is safe to do so.
  - We will include students who are left out.
  - We will report to an adult at school when we see someone being bullied.

[Back to Table of Contents](#)

- Behavior: Suspension And Expulsion Procedure  
(See Complete [Board Policy JDD](#))
- Behavior: Prohibited Activity  
(See Complete [Board Policy JHCAA](#))

## **Emergency Safety Intervention (ESI)**

(See Complete [Board Policy GAAF](#))

## **Birthdays And Parties**

If they wish, students may bring a small, easily-served treat to celebrate their birthday. The district provides wellness guidelines to parents which encourage healthy snack choices. Many classrooms also have students with special dietary needs. Please check with your child’s teacher for a convenient time to bring treats and if any food allergies exist.

We discourage the delivery of balloons or flowers to school. These items will not be delivered to classrooms, but will be held in the office until dismissal at the end of the school day.

Birthday invitations are not to be passed out at school, unless there is an invitation for every student in your child’s class.

The PTO room parents arrange refreshments for parties in October, December and February. Parties are planned under the direction of classroom teacher and the room parents

## **Boys And Girls Club**

Boys and Girls Club has an after school program located at Woodlawn. The program is offered to students in grades K-5. Program hours are from 3:05-6:00 Monday, Tuesday, Thursday, Friday and from 1:35-6:00 on Wednesday. All participants must enroll and be accepted into the program. Enrollment is limited. Contact Boys and Girls Club at 785-423-3695 for more information, find information on their website <https://bgcl.org/> or contact our BGC Area Director, Mike Copeland at (785) 813-6827.

## **Business Partnerships**

- Lawrence Education Achievement Partners – (LEAP)  
(See Complete [Board Policy IDAA](#))

Lawrence Public Schools are involved with the business community in a partnership venture. A partnership is a mutually supportive agreement between a business and a school or school district, often in the form of a written contract, in which the partners commit themselves to specific goals and activities, intended to benefit students. Woodlawn’s business partners are ICL, First State Bank, Bowersock and Juniper Hill Farms.

## **Classroom Assignment Responsibilities**

The building principal is responsible for assigning teachers to specific grade levels and, with teacher input, assigning students to a particular teacher. Because we cannot grant every parent request for a particular teacher, we do not take “preference” requests into consideration when making class assignments.

## **Communication**

- Meetings With Staff

If you would like to meet with your child’s teacher or any other staff member, please schedule this in advance. We want to give you full attention and that cannot always be the case during a “drop in” visit.

- Messaging System

School Messenger is the district’s automated messaging system that disseminates school, district and emergency information. It is important to keep the school updated whenever parent contact information changes. Directions for updating your child’s contact information can be found under Student Records: Updating located in this handbook.

- Newsletters

The Woodlawn newsletter, classroom newsletter, notes and flyers are published electronically. In an effort to reduce paper usage, this procedure will replace sending home hard copies whenever possible. Please contact the school if your email address changes.

School Newsletters will generally be sent home once per month. Your classroom teachers are expected to send home at least one class newsletter a month. If you do not have an email account, we will continue to send home a hard copy. We will also post information on the Woodlawn website and social media pages.

- 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 the complainant, while protecting student / staff confidentiality.

## Computer Use

(See Complete [Board Policy IIBG](#))

- Use Of Personal Technology Devices

(See Complete [Board Policy IIBGD](#))

- Children's Internet Protection Act

(See Complete [Board Policy IIBGA](#))

- Discrimination/Harassment

(See Complete [Board Policy JGEC and GAAC](#))

## 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 being 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.

[Back to Table of Contents](#)

- **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](#))

When clothing is distracting, indecent or that interferes with the teaching and learning process, it 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](#))

## **Equity**

(See Complete [Board Policy CBA](#) )

Lawrence Public Schools recognizes the importance of making and supporting significant shifts in mindset and practice to provide and sustain equitable outcomes for all students. Children, regardless of race, socioeconomic status, and/or other minoritized identities, will be able to access freely the resources and supports necessary to reach their fullest potential. Current and past federal, state, and local failures to act urgently in the pursuit of educational equity contribute to reduced access to academic opportunities, and to disparities in graduation outcomes and disciplinary actions for students from historically marginalized communities. These disparities contradict the beliefs and values the Lawrence Public Schools community articulates about what students can achieve and the adults' role in ensuring conditions for success. To disrupt systemic racism and other forms of injustice that profoundly impact students' current and future quality of life, the board commits to advancing educational equity by applying a systemic change framework to school governance and resource allocation.

The board, district administrators, certified and classified staff will work together to aggressively and efficiently eliminate inequitable practices, systems, and structures that create advantages for some students and families while disadvantaging others. School and district staff at all levels are encouraged to raise issues of inequity and offer solutions to remedy them. Lawrence Public Schools employee behaviors shall contribute to a school district 1) where students' educational outcomes cannot be predicted by race, socioeconomic status, and/or other historically marginalized identities; and 2) where all students and staff are engaged in a positive and academically rigorous environment where educational equity is woven into every single department or division.

## **Field Trips**

(See Complete [Board Policy IFCB](#))

## **Food Services**

(See Complete [Board Policy JGH](#))

Woodlawn offers a breakfast program served from 7:30 a.m.-7:50 a.m. each day in the cafeteria. Lunch is served in 25-minute periods each day. Lunch times for the school year are as follows:

Grade Level	Time (M-F)
Kindergarten	11:00 - 11:25
Grade 1	11:30 - 11:55
Grade 2	11:00 - 11:25
Grade 3	12:00 – 12:25
Grade 4	11:30 - 11:55
Grade 5	12:00 – 12:25

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 post-dated 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 non-profit 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.

- **Prices:**

	Breakfast	Lunch
Full Price	\$1.75	\$2.75
Reduced Price	\$.30	\$.40
Adult	\$2.40	\$3.70
Extra Milk	\$.85	\$.85

**Meal prices are subject to change)**

**\*All student meals are FREE for the 2021-2022 school year**

- 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.**

## **Breakfast**

Breakfast is from 7:30 – 7:50 a.m. Please have your child at school by 7:30 if planning to eat breakfast at school.

## **Health Curriculum**

(See Complete [Board Policy JKCA](#))

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.

## **Health Office**

(See Complete [Board Policy JGC](#))

The health clinic is staffed full-time by a registered nurse and / health office attendant. The nurse provides health counseling, health education, health promotion and referrals to community resources as well as administering school screenings. These services are available to staff, students and parents. If you have questions or concerns about your child's health, please contact our School Nurse or Health Office Attendant.

- Health: Accident Or Illness

If there is an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities and training. The school will attempt to contact the child's parents. If they cannot be contacted, individuals designated on the enrollment/family information sheet will be called. Any Student who is ill must be picked up within 30 minutes of receiving our call.

Reasons your child will be sent home, may include:

Suspected contagious diseases – such as measles, mumps, chicken pox, and influenza and untreated pink eye

- Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage. (may require Dr. note to verify that the student is not contagious)
- Head lice infestation that has not yet been treated with an anti-parasitic shampoo.
- Fever – students with an oral temperature of 100 or greater should be kept home until they have been fever free without medication for 24 hours.
- Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.
- Injury that requires medical follow-up.

- Health Assessments And Physicals

(See Complete [Board Policy JGC](#))

- Health: Immunization And Physical Assessment

(See Complete [Board Policy JGBC](#))

- Health: Medication Administration

The prescribing of drugs and medicines is not the responsibility of the public schools and cannot be practiced by any school personnel, including the school nurses. Supervision and administration of medications is carried out by district personnel in strict compliance with the rules and regulations of the board and the Nurse Practice Act of Kansas when medication is necessary for a student to remain in school. Medication can be administered at school when it is medically necessary for it to be given within the school day. Medication must be picked up by the last day of school. Medication that has not been picked up by the last day of school will be thrown away.

- Health: Medication Supervision

(See Complete [Board Policy JGFGB](#))

[Back to Table of Contents](#)



- **Health: Over-the-counter Medications**

Over-the-counter medications coming to school must arrive:

- In the original container with the label intact.
- Accompanied by doctor's orders stating the time, dose, route and reason the medication is needed at school.
- Parent permission for medication form, including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.

- **Health: Prescription Medications**

Prescription medications coming to school must arrive:

- In a pharmacy labeled container
- Accompanied by a completed permission for medication form, *including the signed release of information that allows the nurse to contact the physician if there is a question about the prescription.*
- Sample medications that do not have a pharmacy label will be given only when accompanied by written doctor's orders and the required parent permission form. (Permission for Prescription Medication and Authorization for Non-Prescription Medication forms can be picked up at the school or printed from the Deerfield website.)

- **Health: Self-administration Of Medications**

(See Complete [Board Policy JGFGFB](#))

Elementary students with severe chronic health problems may self-administer prescription medications with the written approval of the parent, physician and school nurse. Parents may obtain this form from the school office. Only one dose of medication should be sent to school, exception: multi-dose inhalers. The container must have a pharmacy label attached. The student must keep the medication on him/her at all times. If the student fails to follow the rules for self-administration the principal may revoke the privilege. Controlled substances, including stimulants such as Ritalin, may not be self-administered. It is recommended that a duplicate supply of the medication be maintained in the nurse's office

## **Homework Expectations**

(See Complete [Board Policy IHEA](#))

## **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 online enrollment 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

### **LOST AND FOUND**

Unclaimed items will be donated at the end of each trimester.

## **Mental Health and Social Emotional Learning**

Lawrence Public Schools is committed to addressing the social-emotional and mental wellness needs of all students. Every building has full-time counselors to work with students to support their academic, social-emotional, or mental wellness needs. If you need to speak with your Counselor, go to Student Services to schedule an appointment.

## **Native American Student Services**

“Providing educational opportunities for our American Indian and Alaska Native children to succeed.”

Since 1972, the Native American Student Services (NASS) program has provided educational opportunities and support for American Indian/Alaska Native children in the Lawrence Public Schools. The goal of NASS is to enhance and provide support to the student's overall growth and development through cultural and academic programs for students and families.

[Back to Table of Contents](#)



We serve more than 530 students who represent more than 100 tribal affiliations.

Our program is part of the division of Student Intervention Services under the umbrella of Teaching and Learning Services. We work collaboratively within the community and the Lawrence Public Schools to meet strategic goals by being a student-centered environment that ensures all students learn academic and life skills to reach their maximum potential.

#### **NASS Location**

Lawrence Public Schools Education Support Center  
110 McDonald Drive, Lawrence KS 66044

#### **Contact**

Kelly Walker (NASS Coordinator)  
785-330-4433, [krwalker@usd497.org](mailto:krwalker@usd497.org)

Susanne Stoupakis (NASS Administrative Assistant)  
785-330-1607, [Susanne.stoupakis@usd497.org](mailto:Susanne.stoupakis@usd497.org)

For up to date NASS event information, please visit, <https://www.usd497.org/Page/4271>

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled twice during the school year, in the fall and in the spring. Directions for scheduling conferences will be sent to parents in the Fall. Any parent wishing to have a conference with the principal or support staff should contact them directly to schedule. Teacher conference time is very limited; therefore, each child will be given one conference time. We ask that parents do their best to attend their child's conference together.

### **Parent/Teacher Organization (Pto)**

Woodlawn has an active and supportive Parent Teacher Organization that provides many opportunities for parents to become involved in school activities. The organization sponsors annual events to promote school spirit and raise funds that are used to benefit Woodlawn students and our school community. The PTO actively supports students through coordination of special events such as Watermelon Feed, Book Fairs, Carnival, etc. The PTO also assists Woodlawn students and teachers with financial aid and volunteer help.

The Parent/Teacher Organization meets on the first Wednesday of each month from 5:45 – 7:00 p.m. in the conference room. Parents/guardians are encouraged to attend and child care is provided. Your input and ideas are important to the success of Woodlawn.

### **Personal Belongings**

Students should not bring money to school other than for lunches or other school related activities. Students are discouraged from bringing toys, electronic equipment and other personal property to school unless it is for a special school activity. The school will not assume responsibility for lost personal property.

### **Phone Use**

Students need to make after-school plans prior to the time that they come to school. Students have access to school phones for emergencies only. Students are not allowed to use the phones for making after-school arrangements.

### **Phone Use: Cell Phones**

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 their backpack until dismissal. The only exception is if the teacher has given permission for students to “bring their own devices” to school for educational purposes. Students found using their phone during school hours without permission will be required to check their phone in and out of the office each day.

### **Progress Reports & Grading System**

(See Complete [Board Policy JHA](#))

### **Recess**

(See Complete [Board Policy JHA](#))

Students should not bring play equipment from home to use on the playground.

[Back to Table of Contents](#)

## Recess Inclement Weather

Students will be expected to come dressed for outside play - even in winter. While students may not stay outside for an entire play period, if the wind-chill index and temperature are within reason, students will go outside. Outdoor recess occurs when the temperature or wind chill is 15 degrees or above. Please make sure that your child is dressed for cold weather. If for medical reasons, your child is restricted from this play, a note should be sent to the teacher. If the restricted period is for more than one or two days, a note should be sent from a physician.

## Safe School Information

(See Complete [Board Policy EBBC](#))

A Crisis Management Plan is in place for use in the event of an emergency. District crisis response team members are identified and their roles are defined. Please contact the Woodlawn principal 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.

## Emergency Drills

(See Complete [Board Policy EBBC](#))

## School Closing Announcements

(REFERENCED IN [POLICY EBBB](#) – 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 website. 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](#))

## Site Council

(See Complete [Board Policy IB](#))

## Student Activities

(See Complete [Board Policy JH](#))

### Art

Students Receive Art Instruction Every Third Day For Forty-five Minutes (30 Minutes On Wednesday). Art Classes Include Basic Art Instruction In Understanding And Applying Media, Techniques And Process. Student Artwork Is Available For Viewing Through A Web-based Program Called Artsonia.

### Guidance And Counselor Program

The Elementary Guidance Program Supports Each Student's Personal, Social And Educational Development. The Counselor Works With Students Individually, In Small Groups And Teaches Lessons In Classrooms Throughout The Year. The Overall Purpose Of These Lessons Is To Give Students A Foundation Of Self-confidence And To Teach Life-long Skills, Such As Decision-making And Conflict Resolution.

### 212 Degree Club

Each Week A Student From Each Class Is Nominated To Receive Recognition During Our Friday Announcements For Exemplifying Our Woodlawn Expectations. We Have Explained The 212 Degree Club In This Way: When Water Is Heated, It Becomes Very Hot. But, When Extra Energy Is Added And The Water Reaches 212 Degrees, It Boils! Students Who Are Nominated For The 212 Degree Club Have Put Extra Energy And Effort Into Following Expectations And Making A Difference At Woodlawn! Parents/Guardians Will Be Called And Invited To Join Us Friday Morning At 7:45 While We Recognize Those Students With A Certificate And Take Their Picture To Go Up On A Bulletin Board In The Hallway.

[Back to Table of Contents](#)

## Library

The Lawrence School District Operates An Integrated Library Program At The Elementary Level. Library Services And Classes Are Considered A Part Of The Elementary Curriculum And Are Integrated Into The Regular Classroom Program. The Library Is Open For Students From 8:00 A.M. – 3:05 P.M. On Regularly Scheduled School Days. Children Are Encouraged To Use The Library As Often As Necessary. Check-out May Be Done As A Class Or Individually Depending On The Teacher's Preference.

## Overdue/Lost Media Center Resources

- When A Book Is Overdue A Written Notice Will Be Given To The Student And Parents.
- When The Book Is More Than 60 Days Overdue, A Notice Will Be Sent To Parents That The Book Is Considered Lost And Has Been Turned Over To The District For Repayment.
- If A Book Is Returned Damaged, The Media Specialist Will Assess A Fee Up To The Cost Of The Replacement Of The Book. The Parents And Student Will Be Notified Of The Assessed Fee For Damages.
- Lost Books That Are Found Or Payments For Lost Books Are To Be Given To The Building's Administrative Assistant. Payments Made For Books That Are Found Will Be Repaid To Parents.
- During The Summer Break, Lost Books That Are Found Or Payments For Lost Books Are To Be Brought To Lawrence Public Schools Finance Department, 110 Mcdonald Drive, Lawrence, Kansas.

## Marathon Club

The Marathon Club Is A Fitness Program Where The Goal Is For Our Students To Complete A Marathon (Or More) By Running Or Walking A Distance Of 26.2 Miles By The End Of The School Year. Students Who Complete A Marathon Will Receive A T-shirt That Commemorates Their Achievement.

## Physical Education

Students Receive Physical Education Instruction Every Third Day For Forty-five Minutes (30 Minutes On Wednesday). Physical Education Activities In The Lower Grades Include Games And Stations Working On Space-awareness, Loco-motor Skills And Object Manipulation. Skill Complexity And Interaction Of Students Increases Throughout The Middle Grades, Culminating In Complex Lifetime Fitness Activities Such As Basketball And Volleyball.

## Student Council

Students In Grade 5 Serve As Ambassadors On The Student Council. The Student Council Plans Activities Throughout The Year To Promote Service Learning And School Spirit. They Are Also Asked To Assist With Projects From The Principal And Other Staff, Such As Helping With Recycling And Serving As Tour Guides Of Our Building.

## Title I Support

This Is A Program To Help Students In Either Reading Or Math, Or Both. Students Are Selected For Services Based On Classroom Performance And Standardized Tests.

Title Support Includes Focused Small Group Instruction, Individual Diagnostic Testing And Careful Monitoring Of Student Progress. Title Staff Have Specialized Training In Teaching Strategies And Techniques. Title Support Is Designed To Help Each Child Achieve Success And Develop A True Understanding Of Reading And Math Concepts.

## Vocal Music

Music Classes Include A Wide Variety Of Activities To Offer A Broad-based Music Education Program To The Elementary Students. Those Activities Include Singing, Playing Percussion Instruments, Moving, Listening, And Creating. Every Student Has Music Every Third Day For Forty-five Minutes (30 Minutes On Wednesdays.)

## **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 Woodlawn To Assist Your Child. Student Support Teams And A Special Education Team Meet Bi-weekly To Focus On Children With Specific Needs. Your Child's Teacher And Other Woodlawn Staff 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.

[Back to Table of Contents](#)

The School Resource Team Consists Of Several Professionals That May Include The Psychologist, Counselor, Social Worker, Classroom Teachers, Learning Resource Teacher, Nurse, Speech Clinician, Title Reading And Math Teachers And Principal.

## **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](#))

## **Titles VI, VII, and IX**

The district does not discriminate based on sex, sexual orientation, gender identity or gender expression in admissions, employment, or the educational programs or activities it operates. Discrimination based upon sex, sexual orientation, gender identity or gender expression is prohibited by Titles VI, VII, and IX. Sexual harassment,\* including but not limited to sexual assault and sexual violence, is unlawful discrimination based on sex under Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The Director of Human Resources has been designated the district’s Title VI and VII Coordinator. The Executive Director of Human Resources has been designated the Title IX Coordinator. Information concerning the provisions of Title IX, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

Any person, including staff, students, peers, and/or visitors can be victims of sexual harassment\*. The district encourages all victims of sexual harassment\* and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment\* will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means within 180 days unless the sexual harassment\* is ongoing. Further information regarding reporting sex discrimination or sexual harassment\* and the district’s procedures for handling such complaints may be found in Board Policies GAABA (<https://www.usd497.org/domain/8604>) and JGECAA (<https://www.usd497.org/Page/12894>).

*\*sexual harassment, including but not limited to sexual assault and sexual violence.*

## **Tobacco Use**

(See Complete [Board Policy JCDA](#))

## **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.

## Vandalism

(See Complete [Board Policy EBCA](#))

## Visits To School

(See Complete [Board Policy KM](#))

Visiting The School Shows Your Child You Are Interested In His Or Her School And Give You Valuable Insight Into How He Or She Functions At School. We All Care About Our Children's Safety. Therefore, During School Hours (8:00-3:05) All Visitors Are Required To Sign In And Get A Visitor's Sticker At The Office. When The Visit Is Over, Visitors Are To Sign Out And Return The Pass To The Office.

If You Are Dropping Off Your Child At School And Will Be Staying Past 8:00 You Will Need To Come To The Office And Sign In. Lunchtime Is The Best Time To Visit Your Child At School. Visitors 17 Years Old And Younger Need To Be Accompanied By An Adult. Visitors Are Not Allowed To Go In Student Restrooms.

We Also Ask That You Pre-arrange Any Classroom Visits/Observations And Limit Your Visit To No Longer Than 1 Hour.

## Volunteers

(See Complete [Board Policy KM](#))

A Volunteer Guide Is Sent With One Of The First Newsletters. It Is Also Located On Our School's Website. All Volunteers Will Be Asked To Acknowledge Their Understanding Of The Volunteer Guidelines At The Beginning Of Each School Year. Among Other Expectations, Volunteers Are Not Allowed To Go In Student Restrooms Or Impose Consequences For Students. Volunteers Will Be Supervised By The Classroom Teacher. Volunteers Will Arrange Volunteer Days, Times And Duration With The Classroom Teacher. All Volunteers Must Sign In And Out At The Office And Wear A Woodlawn Sticker/Badge.

## Weapons Policy/Other Dangerous Objects

(See [Board Policy JCDBB: JCDBBC](#))

## 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 By August 18, 2010 (Or Upon Enrollment During The School Year).**

(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.



## **Emergency Safety Interventions**

The Board Of Education Is Committed To Limiting The Use Of Emergency Safety Interventions (“Esi”), Such As Seclusion And Restraint, With All Students. Seclusion And Restraint Shall Be Used Only When A Student’s Conduct Necessitates The Use Of An Emergency Safety Intervention As Defined Below. The Board Of Education Encourages All Employees To Utilize Other Behavioral Management Tools, Including Prevention Techniques, De-escalation Techniques, And Positive Behavioral Intervention Strategies.

This Policy Shall Be Made Available On The District Website With Links To The Policy Available On Any Individual School Pages. In Addition, This Policy Shall Be Included In At Least One Of The Following: Each School’s Code Of Conduct, School Safety Plan, Or Student Handbook.

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

- “Emergency Safety Intervention” Is The Use Of Seclusion Or Physical Restraint When A Student Presents An Immediate Danger To Self Or Others. Violent Action That Is Destructive Of Property May Necessitate The Use Of An Emergency Safety Intervention.
- “Seclusion” Requires All Three Of The Following Conditions To Be Met: (1) The Student Is Placed In An Enclosed Area By School Personnel; (2) The Student Is Purposefully Isolated From Adults And Peers; And (3) The Student Is Prevented From Leaving, Or Reasonably Believes That The Student Will Be Prevented From Leaving, The Enclosed Area.
- “Chemical Restraint” Means The Use Of Medication To Control A Student’s Violent Physical Behavior Or Restrict A Student’s Freedom Of Movement.
- “Mechanical Restraint” Means Any Device Or Object Used To Limit A Student’s Movement.
- “Physical Restraint” Means Bodily Force Used To Substantially Limit A Student’s Movement.
- “Physical Escort” Means The Temporary Touching Or Holding The Hand, Wrist, Arm, Shoulder, Or Back Of A Student Who Is Acting Out For The Purpose Of Inducing The Student To Walk To A Safe Location.
- “Time-out” Means A Behavioral Intervention In Which A Student Is Temporarily Removed From A Learning Activity Without Being Confined.

### Prohibited Types Of Restraint

All Staff Members Are Prohibited From Engaging In The Following Actions With All Students:

- Using Face-down (Prone) Physical Restraint;
- Using Face-up (Supine) Physical Restraint;
- Using Physical Restraint That Obstructs The Student’s Airway;
- Using Physical Restraint That Impacts A Student’s Primary Mode Of Communication;
- Using Chemical Restraint, Except As Prescribed By A Licensed Healthcare Professional For Treatment Of A Medical Or Psychiatric Condition; And
- Use Of Mechanical Restraint, Except:
  - Protective Or Stabilizing Devices Required By Law Or Used In Accordance With An Order From A Licensed Healthcare Professional;
  - Any Device Used By Law Enforcement Officers To Carry Out Law Enforcement Duties; Or
  - Seatbelts And Other Safety Equipment Used To Secure Students During Transportation.

### Training

All Staff Members Shall Be Trained Regarding The Use Of Positive Behavioral Intervention Strategies, De-escalation Techniques, And Prevention Techniques. Such Training Shall Be Consistent With Nationally Recognized Training Programs On The Use Of Emergency Safety Interventions. The Intensity Of The Training Provided Will Depend Upon The Employee’s Position. Administrators, Licensed Staff Members, And Other Staff Deemed Most Likely To Need To Restrain A Student Will Be Provided More Intense Training Than Staff Who Do Not Work Directly With Students In The Classroom. District And Building Administration Shall Make The Determination Of The Intensity Of Training Required By Each Position.

Each School Building Shall Maintain Documentation Regarding The Training That Was Provided And A List Of Participants.

### Notification And Documentation

The Principal Or Designee Shall Provide Written Notification To The Student’s Parents Any Time That Esi Is Used With A Student. Such Notification Must Be Provided Within Two (2) School Days.

[Back to Table of Contents](#)

In Addition, Each Building Shall Maintain Documentation Any Time Esi Is Used With A Student. Such Documentation Must Include All Of The Following:

- Date And Time Of The Intervention,
- Type Of Intervention,
- Length Of Time The Intervention Was Used, And
- School Personnel Who Participated In Or Supervised The Intervention.

All Such Documentation Shall Be Provided To The Building Principal, Who Shall Be Responsible For Providing Copies Of Such Documentation To The Superintendent On At Least A Biannual Basis. At Least Once Per School Year, Each Building Principal Or Designee Shall Review The Documentation Of Esi Incidents With Appropriate Staff Members To Consider The Appropriateness Of The Use Of Esi In Those Instances.

#### Reporting Data

District Administration Shall Report Esi Data To The State Department Of Education As Required.

#### Local Dispute Resolution Process

The Board Of Education Encourages Parents To Attempt To Resolve Issues Relating To The Use Of Esi Informally With The Building Principal And/Or The Superintendent Before Filing A Formal Complaint With The Board. In The Event That The Complaint Is Resolved Informally, The Administrator Must Provide A Written Report Of The Informal Resolution To The Superintendent And The Parents And Retain A Copy Of The Report At The School. The Superintendent Will Share The Informal Resolution With The Board Of Education And Provide A Copy To The State Department Of Education.

If The Issues Are Not Resolved Informally With The Building Principal And/Or The Superintendent, The Parents May Submit A Formal Written Complaint To The Board Of Education By Providing A Copy Of The Complaint To The Clerk Of The Board And The Superintendent.

Upon Receipt Of A Formal Written Complaint, The Board President Shall Assign An Investigator To Review The Complaint And Report Findings To The Board As A Whole. Such Investigators May Be A Board Member, A School Administrator Selected By The Board, Or A Board Attorney. Such Investigators Shall Be Informed Of The Obligation To Maintain Confidentiality Of Student Records And Shall Report The Findings And Recommended Action To The Board In Executive Session.

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





# Soar with the Riverhawks!

## Expectations for Woodlawn Elementary

	Classrooms	Hallway	Cafeteria	Playground	Restrooms	Using Technology	Bus/ ASP
Respect Yourself and Others	<ul style="list-style-type: none"> <li>• Give your best effort</li> <li>• Use kind words and actions</li> <li>• Be aware of personal space</li> <li>• Walk at all times</li> <li>• Respond appropriately to conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Face forward</li> <li>• Walk quietly in line</li> <li>• Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Keep food to yourself</li> <li>• Take one serving and eat what you take</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Follow playground rules</li> <li>• Use kind words and actions</li> <li>• Take turns and share playground equipment</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of your own business</li> <li>• Give others privacy and remain in own stall</li> <li>• Wash hands with soap</li> <li>• Respond appropriately to conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Help others</li> <li>• Push in your chair as you move</li> <li>• Log off properly</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use kind words and actions</li> <li>• Help others</li> <li>• Be aware of personal space</li> </ul>
Respect Time	<ul style="list-style-type: none"> <li>• Be on time. Stay in school the entire day</li> <li>• Give the speaker your full attention</li> <li>• Follow directions the first time they are given</li> <li>• Be prepared- with equipment and assignments</li> <li>• Exercise self-control</li> </ul>	<ul style="list-style-type: none"> <li>• 100% line—practice makes perfect</li> <li>• Get to where you need to be</li> <li>• Return promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Respect the "quiet" song</li> <li>• Get everything you need before you sit at your table</li> <li>• Raise your hand for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time</li> <li>• Line up when the supervisor blows the whistles or holds up his/her hand</li> <li>• Stay on the playground</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom quickly and return to class quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Only go to teacher-approved sites, during the school day AND in the After School Program</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Be honest, and use the Power Hour to complete homework</li> </ul>
Respect Property	<ul style="list-style-type: none"> <li>• Take care of your personal belongings</li> <li>• Use materials appropriately</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Respect all hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>• Close your milk and clean up all your trash</li> <li>• Gently drop off silverware and place tray in the kitchen</li> <li>• Push in your chair before you line up</li> <li>• Pick up your lunchbox on the way to your room</li> </ul>	<ul style="list-style-type: none"> <li>• Bring in equipment</li> <li>• Use games, equipment and materials properly</li> <li>• Dress appropriately.</li> <li>• Respect nature</li> <li>• Collect your belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep water in the sink</li> <li>• Keep surfaces and walls free of graffiti</li> <li>• Flush toilet</li> <li>• Throw away any trash properly</li> <li>• Report any problems to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use all equipment properly (computers, chairs, tables, etc.)</li> <li>• Only print with teacher permission</li> <li>• Log off/shut down when you leave</li> <li>• Put computers and iPads away quickly and properly</li> </ul>	<p><b>For the bus:</b></p> <ul style="list-style-type: none"> <li>• Follow bus rules</li> <li>• Keep the bus clean</li> </ul> <p><b>For ASP:</b></p> <ul style="list-style-type: none"> <li>• Follow expectations for all areas of the school, as seen in this matrix.</li> </ul>

## Woodlawn Elementary School Contract for Learning

**Woodlawn is a Title I school-wide building which requires students, parents and staff to sign a contract each year committing to a focus on learning. Below are the expectations for each group:**

**As a student at Woodlawn,** in order to maintain a positive, productive, and safe learning environment, I will be successful by following the Woodlawn Expectations:

- **Respect Myself and Others**
  - I will always do my best. I will be kind. I will not bully others. I will be a friend to everyone. I will have integrity at all times.
- **Respect Time**
  - I will act responsibly as I follow directions and listen to adults.
- **Respect Property**
  - I will be responsible and take care of my belongings, the school, and equipment in the school.

**I will:**

- Complete work on time with best effort, use time wisely, actively participate and be persistent;
- Listen to and follow directions, accept consequences and exercise self-control;
- Respect school property and personal space;
- Cooperate with others, use kind words and actions; and
- Listen politely and resolve conflicts peacefully.
- Participate in Positive Action lessons;

**As a teacher at Woodlawn,** I will:

- Implement core instructional programs;
- Adapt instruction to meet the individual needs of each student so he/she can experience success;
- Assist each child in achieving the essential academic learning requirements;
- Provide meaningful and appropriate practice activities;
- Provide an environment that promotes active learning;
- Display, teach and model school wide expectations;
- Provide behavior specific praise and positive reinforcement to students who display school wide expectations;
- Foster a safe environment for all students and implement the reactive plan consistently and with fidelity;
- Demonstrate professional behavior and a positive attitude;
- Teach Positive Action lessons and model social skills expected of students;
- Respect and value the uniqueness of each child and his or her family;
- Maintain open lines of communication with students and parents/guardians; and
- Seek ways to involve parents in the school program.

**As a parent/guardian,** I realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his/her achievement and attitude. I will:

- Make learning a priority and value my role as my child's first teacher;
- Work to nurture a strong relationship with school staff;
- See that my child attends school regularly and is on time;
- Communicate via email, phone, note, or in person about home circumstances that may affect my child;
- Attend Teacher Chat Night, parent-teacher conferences, and other school functions;
- Provide a quiet place for my child to study at home;
- Encourage my child to complete all practice opportunities;
- Talk with my child about his or her activities each day;
- Encourage my child to read at home (or read to my child) every day; and
- Support the school in developing positive behaviors and good character in my child.

**As principal,** I am committed to providing a safe and orderly environment that is conducive to learning. As the instructional leader of the school, I will support the teachers in their efforts to teach all students and set high expectations for all stakeholders. I will work each day to ensure that the goals of the school and the district are being implemented with fidelity by all staff.

[Back to Table of Contents](#)