

New York Elementary Student/Parent Handbook 2018-19



New York Elementary

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Lawrence KS 66044**

New York Website

<http://schools.usd497.org/domain/14>

**Sunny Halsted, Principal
April Levings, Administrative Assistant
Office Hours 7:30-3:30**

New York Mission Statement

The Mission of New York Elementary is to provide a caring, friendly, safe place where students develop the skills and knowledge that will provide the foundation for the rest of their lives.

New York Code of Conduct

**Be Respectful
Be Responsible
Be a Learner**

Table of Contents

Policies referenced herein are abbreviated. Policies in their entirety, as well as the complete Board Policy Manual, can be accessed on the district's web site (www.usd497.org). For information on how to obtain copies of individual board policies, contact the Clerk of the Board or the secretary at any attendance center.

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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.

WELCOME TO New York Elementary,

We strive to create a positive environment conducive to learning and personal growth. Our goal is to help all children rise 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 New York 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.

Research tells us that students achieve more and schools perform better when parents are involved. Therefore, we invite you to become an integral part of your child's educational program. There are many opportunities to get involved in your child's education; from helping your child with homework to volunteering in the classrooms or attending programs and other activities. If you would like other ideas to support your child's learning contact our Parent Involvement Facilitator, Joanna Bonee.

With teachers, students, parents and staff working together, your child's opportunity for success is greatly increased.

Let's work together to provide an exciting, engaging, and successful school year for your child.

Sincerely,
Sunny Halsted
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.



The staff of New York Elementary School welcomes you and your family. We are committed to

providing a rich and engaging education to each and every student. We need your support. We ask that you be an active participant in your child’s education. This handbook has been carefully prepared so that students and parents will know and understand the policies and expectations of New York Elementary. **Board Policies referenced in this handbook** can be found on our district website in the School Board tab. www.usd497.org

PRINCIPLES FOR A GREAT SCHOOL ENVIRONMENT

It is a priority of New York Elementary to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.

Every student should have the opportunity to achieve his/her potential in a safe, caring environment. Great schools are child centered and promote principles that foster a positive environment.

- The student’s self-concept is always a prime consideration.
- A balance of natural consequences/choices and empathy replaces punishment whenever possible.
- The student is required to do more thinking than the adults do in solving their problem.

**ANIMALS AND PLANTS IN THE SCHOOL
(See Complete Board Policy ING)**

ARRIVAL/ DEPARTURE & SCHOOL HOURS

MTTF	Wednesday
8:00-3:35	8:00 -1:35

ARRIVAL

The building is locked and students will not be allowed to enter the building before 7:30 a.m., **as there is no adult supervision. Please do not drop off your child before 7:30 AM.**

Students who eat breakfast at school may enter the school at **7:30** a.m. All other students are asked to arrive to school no earlier than 7:45 a.m., when they are allowed in the building. Students must be in their classrooms at 8:00 a.m., when the final bell rings, or they will be counted as tardy/absent.

Students are to wait in the hall by their classrooms until the teacher invites them in. Parents may walk students to their room, but are asked not to enter.

Exception-the 1st day of school student can go directly to their classrooms at 7:35.

From 7:30 a.m. to 8:00 a.m. the only door unlocked is the Main West Entrance.

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 ask that all parents/visitors **park along New York Street when visiting the school. However do not park on New York before school when dropping students off.** You can also view our parking plan on our school website. Read the school newsletters for updates, as we sometimes find new ways to parking more convenient

DISMISSAL

(See Complete Board Policy JBH)

Students will be dismissed MTTF at 3:05 p.m. and at 1:35 p.m. 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 3:35, law enforcement or DCF may be called for assistance.

Students leaving school early must be signed out by a parent /guardian. Office staff may ask for ID before releasing the child.

AFTER SCHOOL PLAYGROUND USE

The Boys and Girls Club has exclusive use of our school playgrounds from 3:05-5:30 MTThF 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).

Thank you very much for your cooperation in helping us with the safety and security of our B&G club students.

TRAFFIC PLAN

We have a traffic plan that outlines traffic expectations during pick up and drop off. The TRAFFIC PLAN is sent to all parents in the August newsletter. You can also find it on our school website. Read school newsletters for updates, as we sometimes find new ways to make arrival and dismissal safe!

ATTENDANCE

(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 the day of the absence.

ATTENDANCE: TRUANCY LAW

(See Complete Board Policy JBE)

ATTENDANCE: TARDY / ABSENT STUDENTS

(See Complete Board Policy JBE)

ATTENDANCE: MISSING SCHOOL DUE TO 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:

- 1) Contagious diseases – such as measles, mumps, chicken pox, pink eye and influenza.
- 2) 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)
- 3) 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.
- 4) 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.
- 5) 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

School officials realize that business and personal interests sometimes require families to be away from home for short periods of time. When a parent or guardian believes that there is a valid reason for a student to be absent, school officials will endeavor to honor the absence. Such absences, when approved, will be considered excused absences. Depending upon the subject, students may be asked to make up time and/or work missed because of such absences. To request an absence, please contact the school office for the **Parental Request for Student Absence Form**. Make-up homework will be gathered for the students AFTER the student's absence.

ATTENDANCE: MOVING TO NEW SCHOOL

We are required to keep your child "officially" enrolled at New York 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

(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)

New York Expectations:

1. Be Respectful
2. Be Responsible
3. Be a Learner

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 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.

POSITIVE REINFORCEMENT: Knights Awards

Students who follow the expectations are recognized with Knights Awards. Knights Awards can be used for prizes and special privileges in the classroom.

BEHAVIOR: DETENTION

(See Complete Board Policy JDB)

BEHAVIOR: HAZING AND BULLYING

(See Complete Board Policy JGECA, GAEE)

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

New York Bullying Rules:

- We will follow the New York Elementary Code of Conduct as outlined on our behavior matrix found on the back of the student handbook.
- We will help students who are bullied.
- We will report to an adult at school or home when we see someone being bullied.



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 GAFF)

PARTIES AND TREATS

If you wish to honor your child's birthday in some way, you are encouraged to do so. Please call or email the teacher a day or so in advance in order to prevent conflicts with other school activities. Please limit treats to one item per child. It is not necessary to provide drinks. Balloons or gifts that are sent to school for student will be kept in the office until the end of the day.

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

BOYS AND GIRLS CLUB

Boys and Girls Club has an after school program located at New York. The program is offered to students in grades K-5. Program hours are from 3:05-6:00 Monday, Tuesday, Thursday, and 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 785-813-5672 for more information.

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. New York's Business Partners are Lawrence Breakfast Optimist, Altrusa International, Emprise Bank, Connect Church, Kiwanis Club, Stevens and Brand LLP, Western Start #1 Masonic Lodge, 1stCottin's Hardware and Rental

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 New York newsletter, classroom newsletters, 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 be sent home on the 1st Monday of each month in the Monday Folders. 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 website.

MONDAY FOLDERS

The Monday folder is used to send information to and from school. The folder will be sent home each Monday although most school related correspondence will be sent via email, some information may be sent in the Monday folder. Please check Monday folders each week for important information. Send the empty folder back to school on Tuesday. It is the responsibility of the student to: a) take the folder home each Monday b) share the information, and c) return the envelope to school the following morning.



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.

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, 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 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)

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)

FIELD TRIPS

(See Complete Board Policy IFCB)

FOOD SERVICES DEPARTMENT INFORMATION 2017-18

(See Complete Board Policy JGH)

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.

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, 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.

BREAKFAST SCHEDULE FOR NEW YORK: 7:30 -7:55a.m.

To allow students to arrive to class on time, **breakfast will not be served after the 7:55 a.m. bell rings.** Please bring your child at 7:30 if wanting them to eat breakfast at school.

PRICES:

	Breakfast:	Lunch:
Full Price:	\$1.70	\$2.70
Reduced Price:	\$.30	\$.40
Adult	\$2.30	\$3.55
Extra Milk	\$.85	

(Meal prices are subject to change.)

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.

HEALTH OFFICE

(See Complete Board Policy JGC)

The health clinic is staffed full-time by a registered nurse and /or 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:

- 1) Suspected contagious diseases – such as measles, mumps, chicken pox, and influenza and untreated pink eye
- 2) 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)
- 3) Head lice infestation that has not yet been treated with an anti-parasitic shampoo.

- 4) 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.
- 5) Vomiting – students who vomit must stay home for 24 hours after the last episode of vomiting.
- 6) 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 AT ELEMENTARY SCHOOLS

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. District personnel carry out supervision and administration of medications 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 JGFG)

HEALTH: OVER-THE-COUNTER MEDICATIONS

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

- 1) In the original container with the label intact.
- 2) Accompanied by doctor’s orders stating the time, dose, route and reason the medication is needed at school.
- 3) 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:



- 1) In a pharmacy labeled container
- 2) 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.*
- 3) 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 New York website.)

HEALTH: SELF-ADMINISTRATION OF MEDICATIONS

(See Complete Board Policy JGFG)

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 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 1st 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 taken to the district clothing room or Pen House at the end of each trimester. The school is not responsible for lost or broken items. This included cell phones or other electronic devices that were not expected to be at school

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)

The Parent/Teacher Organization at New York is reorganizing. If you would like to be part of PTO contact the school. Your input and ideas are important to the success of New York. Meeting times and dates will be determined.

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. 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 IHA)

RECESS

(See Complete Board Policy IHA)

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

RECESS INCLEMENT WEATHER PRACTICE

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 New York 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 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)

SITE ADVISORY COUNCIL

(See Complete Board Policy IB)

STUDENT ACTIVITIES

(See Complete Board Policy JH)

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 New York to assist your child.



Student Support Teams and a Special Education Team meet 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.

STUDENT RECORDS

(See Complete Board Policy JRB)

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)

TITLE I SCHOOL-WIDE

New York is designated a school-wide Title I building. As a school-wide building we offer 2 parent meetings in the fall to inform parents about our Title I program. Parents, students, and teachers sign a learning to emphasize each individual's role in creating student success. .

New York offers Title reading and Title math. Parents will be notified if your child qualifies for this extra support.

TOBACCO USE

(See Complete Board Policy JCDA)

TRANSPORTATION

(See Complete Board Policy JGG)

TRANSPORTATION: TRAFFIC PLAN

The New York Traffic Plan for student drop off and pick up is sent to parents each fall. You can also find the Traffic plan on our New York Website in the "For Parents: tab. Please watch monthly newsletters for updates.



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 **3rd 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)

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 passed 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 schools 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.** The classroom teacher will supervise volunteers. 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 New York sticker/badge.



VOLUNTEERS

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. 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 – GAAF

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.

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 investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings 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 30th 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.

Bullying Behavior Categories

New York Bullying Behavior Categories
Adapted from *No-Bullying Program*, Hazelden/Johnson Institute

Physical: Harm to another’s body or property.

	Verbal	Nonverbal
Level 1 Might be reported on Level 3 report	Taunting them. For example: “You can’t catch me.” Saying you are better than someone.	Making threatening gestures, marking on someone else’s property, taking things from other. Intentionally bumping into someone or knocking things off their table, intentionally moving their table.
Level 2 Must be reported on Level 3 report	Threatening them with harm. Saying it is their fault	Damaging their property. Stealing from them. Starting a fight. Any physical contact that causes even a minor injury or frightens them.
Level 3 Must be reported on Level 3 report	Making repeated graphic threats to them. Making threat to keep them silent. If you tell, I will....	Destroying something of theirs, Biting them, assaulting them with something.

Emotional: Harm to another’s self-worth

	Verbal	Nonverbal
Level 1 Might be reported on Level 3 report	Making insulting remarks, calling names or teasing about something they have. Saying they have germs or cooties	Giving them dirty looks. Rolling your eyes, holding your nose or other insulting gestures toward them
Level 2 Must be reported on Level 3 report	Insulting their mother, father or other family members. Saying they are dumb or stupid, gay, racial slurs (N-word) or other types of names. (Hitler)	Marking on their schoolwork. Putting their name on something that you did. Marking on personal property or clothing.
Level 3 Must be reported on Level 3 report	Challenging the in public. Saying “I’ll get you after school.” “You better watch your back.	Forming a group to ignore or keep them from having friend. Destroying their things.

Social: Harm to another’s group acceptance

	Verbal	Nonverbal
Level 1 Might be reported on Level 3 report	Gossiping, starting or spreading rumors about them. Teasing them in front of others about the way they look.	Not including them in games or activities.
Level 2 Must be reported on Level 3 report	Insulting their race or gender. Increasing gossip or rumors. Saying I won’t be your friend unless... Telling them they cannot be friends with...	Making them look foolish or playing tricks that embarrass them. Not allowing them to join your play or activity. Saying go away!
Level 3 Must be reported on Level 3 report	Telling them nobody wants them around	Planning public humiliations. Planning to totally leave hem out of group play or activities

NEW YORK Code of Conduct

Be Respectful	Classroom	Hallway	Cafeteria	Playground	Restroom	Arrival/Dismissal	Boys & Girls Club	Assembly	Learning Pockets
	<ul style="list-style-type: none"> Follow directions Use kind words and actions Cooperate with others Actively listens Be aware of personal space 	<ul style="list-style-type: none"> Respond appropriately to conflict Be aware of personal space Use voice level 0-1 during school hours as appropriate 	<ul style="list-style-type: none"> Use voice level 2 Use manners Follow directions Be aware of personal space 	<ul style="list-style-type: none"> Be kind Be aware of personal space Follow directions 	<ul style="list-style-type: none"> Give others privacy Be aware of personal space Respect school property Use voice level 1 	<ul style="list-style-type: none"> Use voice level 0-1 Be aware of personal space Follow directions 	<ul style="list-style-type: none"> Be aware of personal space Use ONLY materials provided to you by Boys and Girls Club Leave the area the way you found it Listen to and follow directions 	<ul style="list-style-type: none"> Listen to and follow directions Respond in an appropriate manner to the presenter Be aware of personal space 	<ul style="list-style-type: none"> Cooperate with others Leave the area the way you found it
	<ul style="list-style-type: none"> Turn in finished work (Classroom/ Homework) Deliver and return home to school communication Exercise self-control Take care of school property Bring to school all necessary materials 	<ul style="list-style-type: none"> Follow directions Walk on the right side when with your class 	<ul style="list-style-type: none"> Take your seat quickly and stay in it Eat your own food Raise hand for permission to get up 	<ul style="list-style-type: none"> Stay in established area Report problems/unsafe behavior to teacher Use playground equipment as designed 	<ul style="list-style-type: none"> Use the restroom quickly and return to class quietly Report any problems to an adult (graffiti, plumbing, etc.) 	<ul style="list-style-type: none"> Arrive/exit on time Go directly and stay in designated area Back against wall Keep personal belongings in your backpack 	<ul style="list-style-type: none"> Pick up materials you have used Follow expectations for all areas set out by the school Stay in designated area with personal belongings 	<ul style="list-style-type: none"> Actively listen to the speaker Exercise self-control 	<ul style="list-style-type: none"> Use time appropriately Pick up materials you have used Report problems to an adult (graffiti, etc.)
Be a Learner	<ul style="list-style-type: none"> Complete work with best effort Collaborate with others Be willing to make mistakes and ask for help Remain on task 	<ul style="list-style-type: none"> Use hallway time appropriately and efficiently Walk forward facing 	<ul style="list-style-type: none"> Clear away trash Clean up after yourself 	<ul style="list-style-type: none"> Show good sportsmanship Use conflict resolution skills 	<ul style="list-style-type: none"> Respond appropriately to conflict situations Return to class promptly 	<ul style="list-style-type: none"> Resolve conflict peacefully Fulfill before/after school commitments 	<ul style="list-style-type: none"> Resolve conflict peacefully Use club time to learn new things Be honest and use power hour to complete homework 	<ul style="list-style-type: none"> Celebrate the success of others 	<ul style="list-style-type: none"> Remain on task Resolve conflict peacefully