

Elementary School Handbook

2017-2018

A Guide for Parents,
Guardians,
and Students



UNIFIED SCHOOL
DISTRICT NO. 305



Mission Statement

The mission of the Salina Public Schools is to ensure that all students learn the skills necessary to participate successfully in the communities in which they live. Completion of this mission is a responsibility of the student, family, community, teachers, and staff in a cooperative partnership.

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

Application of Student Rules

All rules and policies set out in the student handbook shall apply to the school building and grounds and to all school-sponsored activities.

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AGE OF ENTRY

A child must be five years old on or before August 31 to enter kindergarten and six years old on or before August 31 to enter first grade. You must present a birth certificate or other legal proof of date of birth before enrolling a child entering school for the first time.

KINDERGARTEN INFORMATION

The Salina Public School District conducts a kindergarten pre-enrollment each spring. You will need to register at your neighborhood school. Information specifying requirements for entering school will be presented at pre-enrollment.

Screenings will be conducted to evaluate developmental skills at the end of the first quarter. The results of the screening will be shared with you.

TEXTBOOK RENTAL FEES

Textbook rental fees are set by the Board of Education. Payment of textbook rental fees is required. These fees include the cost of textbooks and related workbooks.

IMMUNIZATIONS

The Kansas School Immunization Law requires every student enrolling in Kansas schools to present verification signed by a physician or local health department that such student has received (or is in process of receiving) inoculation against Diphtheria, Pertussis/Whooping Cough, Tetanus (DPaT); Hepatitis B; Poliomyelitis; Measles, Mumps, Rubella (MMR); and Varicella (chicken pox). If you have questions, contact your school nurse.

ENGLISH AS A SECOND LANGUAGE PROGRAM

Students whose first language is something other than English can receive intensive English instruction through the English as a Second Language Program available at each elementary school. Contact your school for more information.

OFFICE HOURS

Elementary office hours will be from 7:45 a.m. to 4:15 p.m.



STUDENT ARRIVALS / DISMISSALS

8:20 a.m. Doors open
8:30 a.m. All classes start
3:25 p.m. Dismissal

All students are to arrive for classes between 8:20-8:30 a.m. Supervision is not provided before the arrival times, nor is it provided after class dismissal times unless students are required to stay. An attempt will be made to notify you if your child has to stay longer than 15 minutes after school.

Students participating in breakfast programs should check with your school about arrival times.

STUDENT RECORDS / DIRECTORY INFORMATION

All student records are confidential and primarily for local school use. Certain information, called directory information, is made available to the public when requested. It includes the student's name, address, telephone number, picture, date of birth, dates of attendance, and other information. You may request that your child's information not be released by making the request, in writing, to the building principal.

It is the policy of the Board of Education to assure that the welfare of each individual student is the measure used in releasing information from student files.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. Parents can request a hearing to challenge the content of their child's school records to ensure accuracy. Family Educational Rights and Privacy Act (FERPA)

ATTENDANCE / ABSENCES

Making sure your student attends school every day is one of the most important things you can do to help your student succeed in school.

PROCEDURE: Contact the school office before 9:00 a.m. if your student will be absent. Messages can be left on the school's answering machine during non-school hours. If your student is not in attendance and the school has not received parent/guardian notification, the absence will be recorded as unexcused. For the safety of the student, an attempt will be made to contact the parent. If the school initiates this contact, the absence will still be recorded as unexcused.

ABSENCES: All absences will be recorded as excused or unexcused. The following are valid reasons for excused absences: personal illness, family illness, death in the family or of friends, doctor/dental/ counseling appointments, court proceedings, and religious observances. Please bring back verification from any medical or legal appointment.

Parents must consult with and receive prior approval from the building principal to receive an exception to the above-approved reasons for absence.

If your child accumulates three unexcused absences or eight total absences, a Truancy Intervention form will be started on your child. Expect a letter telling you about your child's absences. If absences continue, you will continue to receive letters as well as a phone call from the school to discuss your child's absences.

Your child may also be referred to the school's Student Improvement Team to address attendance concerns. During this process, you may also be required to provide verified documentation for every absence.

BLANKET DOCTOR'S NOTE: Where an individual student is expected to have multiple absences during a school year due to an ongoing medical condition, a blanket doctor's note excusing such absences may be accepted under the following conditions: 1) the blanket note is completed on the official USD 305 form and specifies the condition for which the ongoing absences are required and his/her reasonable estimation of the number of absences each week/month due to the condition; and 2) the student's parent/legal guardian sign a release allowing USD 305 to renew the doctor's note each quarter; such renewal will contain a report of the number of absences excused by the note up to the review date. The form for such notes may be picked up from the school administrative office.

TARDIES: Tardies will be recorded and monitored. Students who arrive late must report to the office. After 60 minutes, the child's tardy will be recorded as an unexcused absence.

TRUANCY REPORTS: According to Kansas Compulsory Attendance Law, when a student has unexcused absences on three consecutive school days, five school days in a semester or seven school days in a school year, whichever occurs first, a report of truancy will be made to the county attorney for legal action.

STUDENTS LEAVING SCHOOL DURING THE DAY

Any student leaving during school hours must be checked out through the office after receiving permission from the principal or designee. The principal or designee must have a written or verbal request by the parent/guardian to release a student. The principal or designee must be notified in writing if a student is **not** to leave school with a specified adult.

SAFETY TO AND FROM SCHOOL

The elementary schools have active safety programs in which the home, school, and community share the responsibility. Students should be instructed to use the **Recommended Routes** when going to and from school.

Students who ride bicycles are required to follow safety rules and procedures. Disciplinary action, including loss of bike riding privileges, will occur if rules are not followed.

Parent(s)/guardian(s) are encouraged to have their students wear bike helmets while riding to and from school.

Students who are bused are expected to obey school bus rules and regulations. If your child rides the bus, you will receive these rules and regulations at enrollment. If you drive children to school, you are requested to deliver them at the curb next to the school grounds.

Skateboards, skates and shoe skates will not be allowed at school.



SAFETY AT SCHOOL

A safe place for learning is of the utmost importance to Salina USD 305. The school must have the support and cooperation of students and parents to help keep our schools safe. Disruptive behavior, threats, and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

REPORTING SAFETY CONCERNS: When a student or parent has a concern about safety at school, they must **tell the principal, a teacher, or other staff member immediately**. Failure to report may have serious consequences, up to and including expulsion.

The Kansas Legislature has established a statewide school safety hotline to encourage Kansas students to report threats of school violence. The Kansas School Safety Hotline number is **1-877-626-8203** and is staffed by the Kansas Highway Patrol.

STUDENT BEHAVIOR / DISCIPLINE

The Board of Education has approved policies regarding student behavior. The result of misbehavior may include student conferences, detention, parent conferences, suspension, and/or expulsion if necessary. Students are expected to behave appropriately on the playground and in the school building. Supporting courtesy, respect, and self-discipline is a mutual responsibility of the home and school.



EMERGENCY SAFETY INTERVENTION

The Board of Education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students. “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or to others. Violent action that is destructive of property may also necessitate the use of emergency safety interventions. For a complete explanation of seclusion and restraint, prohibited types of restraints, and the process for resolving complaints regarding the use of ESI, see Board Policy GAAF below.

GAAF Emergency Safety Intervention

The board is committed to limiting the use of Emergency Safety Intervention (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 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions (see K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Legitimate Law Enforcement Purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Law Enforcement Officer” and “Police Officer” means a full-time or part-time salaried officer or employee of the state, a county, or a city whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Campus Police Officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

“School Resource Officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School Security Officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he/she 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, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall be deemed to be physical restraint.

“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 including the student to walk to a safe location.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - *Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - *Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - *Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Intervention

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room or in case of emergency such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

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 ESI. 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 classified 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 written or electronic documentation regarding the training that was provided and a list of participants which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (1) the events leading up to the incident; (2) student behaviors that necessitated the ESI; (3) steps taken to transition the student back into the educational setting; (4) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (5) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (6) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (7) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (1), (2) and (3) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set for in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident, and
- Whether the student had a Section 504 plan at the time of the incident.

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.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requested an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the ten day limit if the parent of the student is unable to attend within the time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board 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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 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 by providing a copy of the complaint to the clerk of the board and the superintendent within thirty days after the parent is informed of the incident.

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 of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty 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 correction action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within thirty days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: October 8, 2013
Revised: November 10, 2015
Revised: November 8, 2016

THREATS OF VIOLENCE

All threats (verbal, written, or physical) will be taken seriously by school personnel, and each and every threat will carry a consequence. Parents need to impress upon students that no threat is "just joking" and no threat will be ignored. (1) All threats should be reported to school staff immediately. (2) Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat. (3) Any necessary disciplinary action will follow district policy and may include notification of parents and law enforcement officials.

WEAPONS

Any elementary student who is found to have brought or to have been in possession of a dangerous weapon shall be subject to disciplinary action including expulsion after consideration of the age of the pupil and the nature of the violation. Dangerous weapon means any article that is commonly used or is designed to inflict bodily harm. Students found in possession of a gun shall be referred to the appropriate law enforcement agency(ies). Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

CRISIS MANAGEMENT

Keeping students safe while at school is a priority. Salina Public Schools has a Crisis Management Plan in the event of natural disasters or other emergency situations. Staff at each school are to review their plan annually and should know procedures and their responsibilities in the event of an emergency. Be sure your child's school has a current emergency contact number for you on file at all times.

TOBACCO POLICY

School district property is tobacco free. The use of tobacco products is prohibited at all times in or on all district owned, leased, personal or real property.

PROMOTION / RETENTION

PROMOTION is the action that advances a student from one grade to the next.

RETENTION is the action that keeps a student in the same grade for another year.

When making recommendations about promotion or retention of students, the teacher will consider the viewpoints of the parent(s) and building team. The building principal will consider the teacher's recommendation in each individual situation and make the final decision pertaining to promotion or retention.

HARASSMENT (SEXUAL/RACIAL)

Harassment, sexual and racial, will not be tolerated in USD 305 elementary schools. Harassment of a student by any employee, student, board member or vendor will be a violation of Board Policy JGEC/JGECA. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified staff member. Also, any report of harassment not made in good faith or made with malice is a violation of this policy.



BULLYING

The Board of Education believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Everyone has a right to feel safe, valued, and respected in the school environment.

A student is being bullied or victimized when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students, either personally or through electronic means. The district encourages all victims of bullying and persons with knowledge of such behavior to report the bullying immediately to the building principal, another administrator, the counselor, or another certified staff member. The district will promptly investigate all complaints of bullying and take prompt corrective action to end the behavior.

Any report not made in good faith or made with malice is also a violation of this policy (JDDC).

INCLEMENT WEATHER / SCHOOL CLOSINGS

In the event of bad weather or other emergencies, the superintendent of schools may make the decision to close the Salina Public Schools. Frequent announcements will be made on our local radio and TV stations. School closures or delayed start announcements will be posted by 5:30 a.m. on the district's website at www.usd305.com. Early dismissal announcements will also be posted.

Please check one of the local radio or TV stations or the website before calling the school. Students are expected to attend school unless an official announcement is made.



SCHOOL LUNCHES

All schools in USD 305 participate in the National School Lunch Program. Free and reduced-price meals are available to students whose family incomes fall within federal guidelines. Applications for these meals may be obtained in the office of your child's school.

Twenty minutes are allocated for lunch and ten minutes for a teacher-supervised activity. While eating lunch, students are expected to use courteous table manners and follow lunchroom rules. Those students who do not follow these rules may not be allowed to eat in the lunchroom.

VISITORS

You are always welcome to visit your child's classroom. As a courtesy, visitors are requested to make an appointment by sending a note or by phone. Please stop at the office, sign in, and get a visitor's badge.

You are also invited to eat lunch with your child. Please order lunch by 9:00 a.m. The regular adult lunch fee will be charged.

Children may not visit classes unless a parent is with them.

MOVING FROM THE DISTRICT

Copies of official school records may be given to the parent/guardian or can be sent directly to the new school. The school office should be notified in advance when a student is to be transferred.

PARENT / TEACHER GROUPS

Each elementary school has a parent/teacher group designed to work for the benefit of all students. You are encouraged to support school organizations by becoming a member and being involved in school activities.

Parent/teacher groups provide adult volunteers who are actively involved in school projects. By joining in school activities, you can enjoy a sense of accomplishment, self-satisfaction, and pride in your school.



BAND / STRINGS

Band instruction is offered to students in fifth grade. Instruction is for two 30-minute periods a week.

Strings instruction is offered to students in fourth grade and fifth grade. Instruction is for two 30-minute periods a week.

GUIDANCE SERVICES

Each school is assigned the services of a school counselor. Counseling services include individual and group counseling. Counseling can be initiated by a request of the student, the parent/guardian, or by school personnel.

SPECIAL EDUCATION SERVICES

All exceptional children defined as mentally retarded, specific learning disabled, gifted, hearing impaired, language or speech impaired, behaviorally disordered, deaf-blind, and visually impaired have a right to a free appropriate education. Educational services for these children are provided through the Central Kansas Cooperative in Education. Your child will not receive these services unless you have been previously informed and have given your written consent for an evaluation.

As a parent/guardian, you will be closely involved with the evaluation of your child's need. You have the right to request an impartial hearing if agreement upon evaluation and placement of your child cannot be reached.

The privacy and confidentiality of your child's records must be maintained. You may inspect these records, request copies, and obtain a list of the people who have access to them.

Please feel free to contact your building principal for specific information about your student. For additional information or resource materials on services, rights, and procedures, refer to the State Department of Education. The toll free number is 1-800-203-9462.

TITLE I PROGRAMS

The Elementary and Secondary Education Reauthorization Act provides federal funds to local school districts for supplemental education in qualified schools. Title I funds are provided to give additional help to students in reading and math.

Teachers, mentors, or tutors are assigned to work with students in large or small groups and on an individual basis. Over 2,300 students will receive supplemental educational services as a result of Title I.

SUMMER SCHOOL

The Salina Public School District has a summer school program designed for remedial help in reading and math. Information regarding summer school programs will be available from your elementary school office each spring.



ILLNESS / RETURNING TO SCHOOL

If students are ill, they should remain at home. Students should be fever-free for 24 hours before returning to school. Students should be able to tolerate solid foods if they have had vomiting or diarrhea. Returning them to school too soon may cause a relapse. When students return to school, they should be well enough to participate in normal school activities unless they have a written excuse. A request to be excused from regular activities for an extended period of time must be supported by a physician's statement.

Should a student become ill or injured during the school day, the designated adult will be contacted at home or work. Therefore, it is important that you keep emergency phone numbers and contact persons' names updated.

More information regarding student health issues may be obtained by visiting the USD 305 website at www.usd305.com and clicking on the "For Parents" tab.

HOMEWORK / MAKE-UP WORK

School board policy states that most of the assigned work in the primary grades be done in the classroom where the teacher has the opportunity to supervise and direct student work. Modest homework assignments may be given to fourth and fifth grade students.

Make-up work is assigned to students who have been absent from school. Two days are allowed to make up work missed for each day of absence. Please contact the school office to make arrangements regarding work.

ADMINISTERING MEDICATION

Prescription medication or over-the-counter medication including aspirin or cough drops may only be administered by school staff, provided that

- the parent(s)/guardian(s) has submitted a written request for the school's cooperation and releasing the school district and staff from liability;
- the medical person prescribing the medication has sent a written order to the school nurse;
- the medication is in the original pharmacy container and properly labeled; and
- the first dose of medication has been given at home.

ABUSED OR NEGLECTED STUDENTS

Kansas Statutes require any staff member having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to immediately report this to the Kansas Department of Children and Families. Staff members who believe a student has been threatened with an injury and that abuse will occur must report this situation

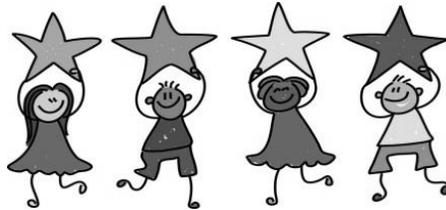
HEALTH SERVICES

A vision test is given to each student in grades K-1-3 and 5, to all students new to the district, and to others when necessary. Hearing tests are given to students in grades K-1-2-3 and 5. Dental screenings will be given to all students.

If your child contracts a communicable disease, you are expected to notify the school office immediately. The school will work with you to plan for your child's return to school.

HEALTH CURRICULUM

The USD 305 health curriculum includes information appropriate for all grades. State law requires that information about human sexuality and sexually transmitted diseases, especially acquired immunodeficiency syndrome (AIDS), be included in this course of study. Parents may review the AIDS education materials. Parent(s)/guardian(s) who wish to have their student(s) excused from the curriculum on human sexuality and AIDS education (grades 4-5) can make this request at the school.



HOW TO HELP STUDENTS SUCCEED

In order to help your child succeed, it is important to have a positive home learning climate. You can do this by

- encouraging and expecting high performance from your child for school work, household duties, and other responsibilities;
- showing interest in what your child does each day in the classroom by asking specific questions;
- providing proper conditions for home study, including definite study time and quiet, non-distracting conditions;
- limiting time spent watching television; and
- providing supervision to ensure your child receives adequate rest, nutrition, and physical exercise.

You are also encouraged to be involved in the school by

- volunteering to help with school activities;
- attending parent meetings; and
- visiting your child's classroom.

Please call your child's school if you have questions or concerns.

REPORTING TO PARENTS

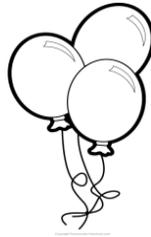
Parent-teacher conferences are scheduled during the first nine-week period and during the third nine-week period. All parent(s)/guardian(s) are expected to participate in these conferences. If you would like to schedule any additional conferences, call the school and arrangements will be made.

Grades K-3 receive progress reports on specific skills. Grades 4-5 receive progress reports on specific skills and letter grades.

Report cards are issued four times per year. Other progress reports are given as needed. You will be notified at mid-quarter if your child is earning a failing grade at that time.

DRESS AND GROOMING

Student's clothing and footwear is the responsibility of the home and reflects concern for the health, safety, and welfare of your child and others. Footwear is required. Sneakers or soft-sole shoes are to be worn on days when physical education is scheduled. Clothing or hair that appears to present a health problem, is a potential physical danger to others, contains messages about alcohol, tobacco, or other drugs, is obscene or indecent, or causes a distraction to the educational process will not be allowed.



BIRTHDAY PARTIES

If you and your child wish to share simple treats with his/her classmates for birthday parties, please schedule this with the classroom teacher in advance.

USD 305 adheres to the Kansas State Department of Education Wellness Policy guidelines which promote protection of children who may have severe peanut allergies, diabetes, or other specific diet needs. Treats brought from home must be pre-packaged. Food manufacturers are required by federal law to clearly state on food labels any ingredients that contain protein derived from eight major allergenic foods, including peanuts, as well as the amount of carbohydrates, which is important in managing diabetes. Please check with your school for pre-packaged suggestions.

Personal gifts that have been delivered will be made available to students at the end of the day.

Invitations to private parties should not be distributed at school unless all girls and/or all boys in the class are invited.

PERSONAL BELONGINGS

Students sometimes misplace personal items. Therefore, all clothes and school supplies should be plainly marked with the student's name. Students are also cautioned about bringing valuables to school. Students are expected to check the "Lost and Found" for missing items. Although the school is not responsible for items lost by the students, the principal or designee may inspect desks at any time to help locate lost or misplaced items.

FIELD TRIPS

Classes may take field trips to enrich their classroom experiences. Prior to the event, each student must have a signed parent/guardian permission form. You will be notified of trip details, including the amount of each student's share of the cost. Since field trips are closely related to activities in the classroom, students are expected to participate.



ANIMALS AND PLANTS IN THE SCHOOLS

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Refer to Board Policy ING "Animals and Plants in the School."

Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the owner's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Student handling of such animals and plants must be under the direct supervision of the teacher. Only the teacher or students designated by the teacher are to handle the animals.

Skunks, ferrets, raccoons, opossums, and bats are not to be permitted inside school facilities or on school grounds. Felines and canines must be inoculated against rabies at the owner's expense before the student may bring such animal to school unless prior verification of inoculation is provided. Caged and tamed rodents (hamsters, gerbils, guinea pigs, rats, mice, rabbits) may be brought to school when permission has been granted. Handling by students must be on a voluntary basis.

Parents must stay and assist in the proper care and handling procedures of the animal that is brought to elementary school.

ELECTRONIC MAIL & INTERNET

Students may be provided the opportunity to access the Internet and electronic mail to connect with educational resources all over the world. Computer technology will help propel today's schools into the information age by allowing students and staff

- to use information sources from distant computers;
- to communicate with individuals or groups of other students and staff; and
- to significantly expand their knowledge base.

While the purpose of the school is to use Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school computers.

Students are responsible for appropriate behavior when using school computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school if abused. Parents must sign a permission/agreement form before their student will be allowed electronic mail or Internet usage.



CELL PHONES

Cell phones and electronic devices are not to be used, heard or visible at school between arrival and dismissal times. The cell phone or electronic device will be confiscated if it is seen and taken to the office. If it is the first infraction, the student will receive the phone back after school. If it is not the first infraction, a parent must come to pick the phone up from the school.

The school is not responsible for stolen, damaged, or lost cell phone/electronic devices brought on school property by students or parents.

CONTACT PERSON

The Salina Public School District supports direct and clear communication between the home and school.

- For information about your child's classroom, please call the teacher.
- For information on school rules, schedules, special events, etc., please call the school principal.
- For information on matters of district-wide concern, please call the executive director of administrative and student support services.
- For information on Board of Education policies, items on the board agenda, issues under consideration by the board, or any other concerns, please call the superintendent of schools.
- For information on volunteering, please call the school principal.

SCHOOL BOUNDARIES

Attendance area boundaries are set for each elementary school. The primary residence of the legal parent(s)/guardian(s) determines which school the child will attend. Students who reside in the attendance areas of Cottonwood Elementary School, Heusner Elementary School, Meadowlark Elementary School, and Oakdale Elementary School will attend Lakewood Middle School/Central High School. Students who reside in the attendance areas of Coronado Elementary School, Schilling Elementary School, Stewart Elementary School, and Sunset Elementary School will attend South Middle School/South High School. For a map of school boundary areas, please see the following link: <http://www.usd305.com/page/79>. If you need more information regarding boundaries, please call the administrative and student support services' office at 309-4721.

ELEMENTARY SCHOOL TRANSFER REQUESTS

A legal guardian or school administrator may request a student be assigned to a school other than the school indicated by the student's legal residence. Requests must be approved by the building principal and the executive director of administrative and student support services. Refer to Board Policy JBCD "Assignment of Students to Attendance Centers" for consideration of an assignment to a school outside your attendance area.

TRANSPORTATION

Transportation is provided for those students living more than 2½ miles from their assigned neighborhood school. Transportation is not provided for transfer students to a school of choice. Regular bus passes are issued to eligible students at enrollment. If you have questions about busing, contact your school principal.



DISTRICT ADMINISTRATIVE OFFICES

Board of Education Office

1511 Gypsum (785) 309-4700
Fax (785) 309-4737

Dr. James R. Hardy, Interim Superintendent
Kris Upson, Executive Director of Operations
Eryn Wright, Executive Director of Human Resources
Linn Exline, Executive Director of School Improvement; Coordinator of Media Services
Shanna Rector, Executive Director of Administrative and Student Support Services
Jennifer Bradford-Vernon, Director of Public Information
Lisa Peters, Executive Director of Business
Laine Norris, Director of Food Services

Instructional Media Center

1835 S Broadway
(785) 309-4800

Central Kansas Cooperative in Education

409 W. Cloud (785) 309-5100
Fax (785) 309-5101

Mike Lowers, Executive Director of Special Education

SALINA USD 305 ADMINISTRATORS

CORONADO ELEMENTARY

Krista Linenberger, Principal
2725 Ray Ave 309-4100 Fax 309-4101

COTTONWOOD ELEMENTARY

Kyle Griffiths, Principal
215 South Phillips 309-4600 Fax 309-4601

HEUSNER ELEMENTARY

Lori Munsell, Principal
1300 Norton 309-4200 Fax 309-4201

MEADOWLARK RIDGE ELEMENTARY

Deena Hilbig, Principal
2200 Glen 309-4300 Fax 309-4301

OAKDALE ELEMENTARY

Angela Dorzweiler, Principal
811 East Iron 309-4310 Fax 309-4311

SCHILLING ELEMENTARY

Darrell Burgoon, Principal
3121 Canterbury 309-4400 Fax 309-4401

GRACE E. STEWART ELEMENTARY

DeAnna Ryberg, Principal
2123 Roach 309-4450 Fax 309-4451

SUNSET ELEMENTARY

Lonny Schropp, Principal
1510 West Republic 309-4520 Fax 309-4521