

# **SMITH CENTER ELEMENTARY SCHOOL**

Student/Parent Handbook  
2023-2024

## **Building Mission Statement Smith Center Elementary School**

The mission of Smith Center Elementary School is to provide a safe and orderly environment where all students can learn. To insure the success of our students, the teachers and administration will continue to improve instructional effectiveness, frequently assess student progress and maintain high expectations for the quality of instruction and learning.

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# **BOARD OF EDUCATION**

Theron Haresnape   Jessica Weltmer   Marty Hanson   Steve Overmiller  
Robert Dietz   Sara Pruden   Elizabeth McDonald  
Roberta Reinking, Clerk   Linda Robinson, Treasurer

## **ADMINISTRATION, FACULTY AND STAFF**

Dustin McEwen.....	Superintendent
Michelle Stamm.....	Principal
Susan Panter.....	Secretary
Jolene Moss.....	Kindergarten
Laurnyn Rogers.....	Kindergarten
Stacey Rempe.....	Grade One
Darian Baumann.....	Grade One
Cally Rogers.....	Grade Two
Staci Buckmaster.....	Grade Two
Cherie Herredsberg.....	Grade Three/Four
Denise Naegele.....	Grade Three/Four
Amanda Lehmann.....	Grade Three/Four
Ellie Stansbury.....	Grade Three/Four
Katie Grabast.....	Grade Five
Matraca Baetz.....	Grade Five
Lori Ifland.....	Grade Six
Sunshine McEwen.....	Grade Six
Amy Roth.....	Vocal Music
Heather Sasse.....	Library
John Lambert.....	Physical Education
Bree Wilson.....	Title I
Michelle Stamm.....	At Risk
Latham Foreman.....	Special Education
Kareena Herredsberg.....	Special Education
Alicia Brown .....	Special Education
Mindy Wolfe.....	Pre-K
Risa Overmiller.....	Pre-K
Shari Brown.....	Speech
Hayley Moll .....	School Nurse
Bette McNary.....	Secretary
Kendall Allen .....	School Counselor
Karen Baetz.....	Para Educator
Janet Barnes.....	Para Educator
Gina Brooks.....	Para Educator
Bethany Cole .....	Para Educator
Jennifer Herredsberg .....	Para Educator
Peggy Hobelmann .....	Para Educator
Lyle Kuhlmann .....	Para Educator
Katy Lange.....	Para Educator
Rhonda Overmiller.....	Para Educator
Shelby Sibley .....	Para Educator
Annette Wingerson.....	Para Educator
Shelli Younger .....	Para Educator
Jacque Greenwood .....	Custodian
Don Threlkel.....	Custodian

## **GENERAL INFORMATION**

### **ORGANIZATION**

Smith Center Elementary School is composed of Grades Pre-K-6. School hours are 8:10 AM to 3:30 PM. Kindergarten meets all day every day.

There are a number of special program and services available to meet unique student needs. These are:

1. Title I Reading and Math
2. Learning Disabilities
3. Speech and Language Development Services
4. Adaptive Physical Education
5. Pre-School Program
6. School Nurse Services
7. School Psychologist Services
8. School Counselor Services

### **SCHOOL BUILDING ENTRANCES**

Students at Smith Center Elementary are our most precious resource. Because of this we care about their learning environment and safety. As a result, during the school day, we will not allow parents, community members, or guests to enter into the halls or classrooms without an educational reason and consent from the office staff.

We know that many times students forget to bring items or need treats brought to school. It is SCE's policy to have you leave the item or items in the office. The office staff will be happy to deliver them to your child.

Students need to be dropped off and picked up at the front doors. We reserve the circle drive for our bus students. In order to ensure their safety, please use the front doors to drop off and pick up your child.

During the first week of school you are welcome to walk your child to their classroom. After the first week of school, we ask that you leave them at the front door.

Thank you for entrusting Smith Center Elementary with your children. We also thank you for helping keep our building safe.

### **PARENTAL CONCERNS**

Parents may have specific concerns throughout the school year and may wish to have their thoughts known. It is our wish that the parent first contact their child's teacher. It may be, for example, that the teacher is not aware of a certain situation. After being informed, he/she will help solve the parent's concern. If additional help is needed, the parent may then contact the building principal for additional support or help.

### **ARRIVAL TIME**

Students will sit quietly in the lunchroom until the bell rings at 7:50. Students will report to their classroom where they will be dismissed if they want to eat breakfast. All buses are scheduled to arrive between 7:50 and 8:10, but no bus should, under normal weather conditions, arrive later than 8:10.

## **SCHOOL BUS TRANSPORTATION**

All bus routes serving the needs of the district's students are to be proposed by the Superintendent of Schools with the approval of the Board of Education prior to the opening of the school year. The routes shall be planned so no student will be required to ride the bus longer than approximately one hour each trip. Routes will be based on the dispersion of the students to be transported, the roads, the load capacity of each bus, and the time necessary to travel the complete route.

School will be dismissed when the buses cannot run, with certain exceptions given, as in case of emergency or need. Emergency dismissal shall be at the discretion of the Superintendent of Schools or the administrator in charge in the case of his absence. Notification of early dismissal will be made known by broadcasting over the two nearby radio stations if time permits such notification to be helpful and by Redmen Alerts, the school's text message service.

Discipline on the buses is to be supervised by the local administrators through the cooperation of the school bus drivers, their action to be that which is feasible under the existing circumstances. Continued misconduct or gross misconduct is considered as grounds for the administrators to refuse transportation to a student. Bus operators are to keep the administrators informed as to discipline problems on their bus so that they may receive assistance in the proper handling of these matters.

The drivers will not wait on students. Students transported on the buses shall be under the authority of and be responsible to the driver of the bus. During stormy or blizzard weather, bus drivers will discharge students only after they have made sure that parents are at home. In the event that parents are not at home, the students will be discharged at the next regular stop where adults are present.

### **School Bus Activity Transportation Policy:**

When it is necessary to provide transportation for USD 237 students to and from a school sponsored activity, it will be the responsibility of the school to make arrangements for the transportation of all participating students.

When the school officials consider it desirable to use a school bus or buses, all participating students will ride in an assigned bus to and from the event. However, when parents request that their student return by means other than the bus, arrangements will be made as follows:

1. Students will be released to their parents by reporting with their parents to the sponsor in charge.
2. Students will be released to a designated adult upon presentation and verification of a written parental statement. The written release must be presented to the Principal one day in advance of the activity.

USD 237 shall transport only those students to and from school who reside within the USD 237 District boundaries. Special requests should be directed to the Superintendent of Schools who will determine each request on an individual basis.

## **TELEPHONE USE AND MESSAGES**

The telephone is a business phone and should be used for business calls only. We want you to call the school when necessary, but students will be permitted to use the phone only in case of emergency. Except in an emergency, we will not call students or teachers from the classroom to the phone. All plans concerning after school activities should be made by the child and parent before coming to school. Messages will be taken and return calls made when necessary. Any changes in students after school plans require a note or phone call to the office. Except in cases of illness or official school business, long distance calls will have to be collect calls. Your cooperation in this matter will be greatly appreciated.

## **CELL PHONES and SMART WATCHES**

Cell phones and smart watches are not allowed during the school day at Smith Center Elementary by students. If parents deem it necessary for students to have a cell phone or smart watch at school, they will need to make arrangements with the principal who will have the final authority. The 1<sup>st</sup> time a student is caught with a cell phone or smart watch during the school day, the phone or watch will be confiscated and the parent will be called to come pick up the phone/watch. The 2<sup>nd</sup> time a student is caught with a cell phone or smart watch during the school day; the phone/watch will be kept by the principal until the end of the semester.

## **THE SCHOOL DAY**

School will be held each day scheduled except in case of severe weather or poor road conditions. In such situations the Superintendent's judgment will govern, thus he shall cancel a regular day of school if deemed necessary.

## **ABSENCES**

Parents should notify the school by telephone if their child will be absent from school for any reason. This keeps the school informed about the health of the child. It is for the student's protection that we ask parents to call the school. If a phone is not available or you are unable to call during their absence, a note stating the reasons for the absence should be sent with the students upon his/her return to school.

## **ATTENDANCE**

Parents are encouraged to send their children to school unless they are ill or there is an emergency in the family. Kansas Law requires regular school attendance.

"72-1113-C" of Kansas Law states, "Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent there from on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the Board of Education to have responsibility for school attendance of such child."

### Section 1 – ABSENCES AND EXCUSES

- A. Excused absences are those that are caused due to medical or dental appointment, illness of the student, death in the family or some equally serious and unavoidable cause. In these cases, work missed may be made up with full credit. Students will have 2 days to make up work for each day absent. Special circumstances may occur. All absences, regardless of the cause will be recorded on the student's attendance record unless the student has been excused for some specific school activity.
- B. Absences due to other conditions or situations approved in advance by the principal. In most cases, class work will be expected to be made up in advance of the absence. Credit will be given for the daily work made up.
- C. Excessive absences, regardless of the reason, can result in an unexcused absence by school authorities.

### Section 2 – TARDIES

Students arriving after the 8:10 bell will need to stop in the office to be counted tardy. If the student does not have a parent notification for their late arrival, they will be considered an unexcused tardy. Unexcused tardies exceeding 5 in one quarter will result in after school detention. Excessive tardies, regardless of the reason, can result in an unexcused tardy by school authorities.

### Section 3 – UNEXCUSED ABSENCES

All absences in which the excuse is unsatisfactory and without the consent or approval of school authorities will result in no credit given for assignments or examinations missed while absent.

### Section 4 – SIGNIFICANT PART OF THE DAY

If a student is absent fifty percent (50%) or more of the scheduled school time during the AM session, the student is considered absent for that session. Likewise, if a student is absent fifty percent (50%) or more of the scheduled school time during the PM session, the student is considered absent for that session. A student who is absent more than sixty percent (60%) of the scheduled school time during a school day is considered absent for the full day.

### Section 5 – ACTIVITY PARTICIPATION

Students who intend to participate in evening school activities at the Elementary School must attend the afternoon session of the scheduled school day. Special arrangements may be made with the principal in advance if non-attendance is not for health reasons.

### **BICYCLES/SCOOTERS**

All bicycles/scooters should be parked in the designated areas. No bicycles/scooters are to be ridden on the playground during school hours on school days.

A child riding a bicycle/scooter should know all the rules of the highway. Riders must observe the appropriate rules. Students not observing rules pertaining to bicycles/scooters will be required to leave their bicycle/scooter at home. Scooters should be left outside the building.

## **BULLETINS AND NOTES FROM SCHOOL**

From time to time during the year, bulletins and/or notes will be sent to parents by way of their student. Parents are urged to read all notes and bulletins sent home to avoid misunderstandings of the school program. Check with your child from time to time for these bulletins.

### **Learning Packets:**

Each Thursday students will be taking home "Learning Packets". Materials that should be included, but not restricted to, are communications from the teacher, office notes, completed assignments, etc. These papers should be reviewed and the packet signed by the parents and returned to school the following day.

## **SCHOOL BUILDINGS AND EQUIPMENT**

On regularly scheduled school days, the buildings are officially unlocked at 7:50 AM and locked at 5:00 PM. The buildings are locked over the weekends and vacations.

## **CARE OF SCHOOL PROPERTY**

We encourage all students to be proud of their school and we feel it is the duty of each student to respect school property. Any student who shall intentionally or accidentally destroy or damage any school property, or who shall deface by cutting, writing or drawing on any fence, furniture, building, or other school property, shall immediately compensate for such damage. Students who refuse may be suspended from school until such compensation has been made.

Damage to school property during out-of-school hours should be reported by school employees to the building principal. The principal will report the damage to the Superintendent who will report the damage to the Board of Education. The Superintendent will report the same to the County Attorney for investigation by the proper law enforcement officials.

## **BOOK RENTAL**

There is a \$50.00 book rental for Kdg.-Grade 6 for the 2023-2024 school term.

Students will be expected to return books checked out in their care at the close of the school term. Abusive care given to school-owned books will result in students being assessed repair or replacement costs for the book. Fair wear and tear is not considered abusive care. Assessment for lost or damaged books is the responsibility of the building principal.

## **CONDUCT AND DISCIPLINE**

Self-discipline is a sign of maturing. It is achieved only through constant practice. To help strengthen the student's character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy. Smith Center Elementary students are expected to take responsibility for their actions.

Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

In order to guarantee all the students at Smith Center Elementary School an excellent climate for learning, the staff will use the following guidelines for student conduct:

General Playground Rules:

1. Use all equipment properly
2. Use no abusive language, rude gestures or "put downs"
3. Keep hands, feet and objects to yourself
4. Follow teacher instruction
5. Ask permission to leave the playground

General Hallway Rules:

1. Walk at all times
2. Avoid loud talking or noises which might disturb others
3. Keep hands, feet and objects to yourself
4. Follow directions

General Cafeteria Rules:

1. Walk and move in single file
2. Follow directions of the supervisor
3. Maintain a low level of talking
4. Use appropriate table manners
5. There will be no exchanging of food items

General Classroom Rules:

1. Follow teacher giving directions
2. Be considerate of others' effort and work
3. Teachers may have other classroom rules

Each teacher has a set of discipline steps which she/he will follow. All teachers follow similar steps and this should help the student. The final step is sending the student to the office.

In general, when a student is sent to the principal's office the following procedure will be followed:

1. During the first visit, the student and principal will discuss the problem and appropriate action will be taken. A computerized record will be started. (Each discipline case is unique. In some cases parents may be called immediately).
2. The second time the student is sent to the office, the parents will be contacted by a staff member to make them aware of the problem.
3. The third visit, the principal may contact the parents and a student-parent-principal conference may be held, or the child may be required to call the parent.
4. Continued behavioral problems and classroom disruptions may result in out-of-school or in-school suspension.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon. For example, but not limited to, pocket knives, guns or unfired shells. Weapons or dangerous instruments will not be permitted:

1. on the school ground during, before or after school hours
2. on school grounds at any other time when the school is being used by any school personnel or school group; or
3. off of the school grounds at a school activity, function or event

## **SCHOOL SAFETY HOTLINE**

On August 1, 1999, a school safety hotline was established in cooperation with the Kansas Highway Patrol. This hotline is a toll free number available 24 hrs. per day, 365 days per year to give students, parents and community members the opportunity to report any impending school violence. This hotline gives individuals the opportunity to anonymously report any potential violence.

**THE KANSAS SCHOOL SAFETY HOTLINE NUMBER IS 1-877-626-8203**

## **DISMISSAL**

Bus students will be dismissed to the buses between 3:15 PM and 3:17 PM. Non-bus students will be dismissed at 3:30 PM. Buses will load on the east side of Smith Center Elementary School.

## **HEALTH AND IMMUNIZATION**

**ADMISSION REQUIREMENTS IMMUNIZATION (State Law K.S.A. 72-6262)**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law, may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations. Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.



## **ILLNESS**

When a child becomes ill at school, parents will be notified. If the parents cannot be reached, the person listed on the "In Case of Illness" form will be notified. If no one can be reached, the child will be kept at school. No child will be sent home unless there will be someone to care for him/her.

USD 237 will follow the CDC (Center for Disease Control) recommendations for sickness and disease at school. Students with a fever of 100 degrees or greater should stay home for at least 24 hours after they no longer have a fever without the use of fever reducing medicine. Students with vomiting should stay home for at least 24 hours after last vomit. Students with diarrhea should stay home for at least 24 hours after last diarrhea episode. Sick students are not to attend school events i.e. following the same guidelines as stated above.

## **HEAD LICE POLICY**

- A. Head lice checks will be done as needed.
- B. If head lice or nits are found on a student:
  - a. The student will not be singled out around other classmates. Confidentiality will be maintained.
  - b. Parents will be called to come get the student from school and be instructed to treat the student with head lice treatment and comb out nits before returning to school. The entire family will be encouraged to be checked and treated for head lice.
  - c. A Head Lice letter will be sent home to the entire grade level of that student alerting parents of the fact head lice has been found in that grade level. There will be recommendations and information on the letter for parents to be pro-active with the head lice situation.
  - d. In order to be re-admitted back to class, the student will pass a nit check.
  - e. Starting the next morning, each student will bag their individual belongings and hang on their hook in the classroom. This will continue until the grade level has been without findings of head lice or nits for three weeks.
  - f. That particular grade level will be checked weekly for head lice and nits until they are without findings of head lice or nits for three weeks.
  - g. If the student's length of hair warrants, the students of that grade level will be asked to keep their hair pulled back in pony tails or braids.
  - h. The classes will be reminded not to share hair bows, ties, barrettes, hats or scarves. The students will be reminded not to brush, play with, touch or "fix" each other's hair at school. Brushes and combs are not necessary to have at school.
  - i. The classroom may be treated with lice treatment as conditions warrant.
  - j. The buses may be treated with lice treatment as conditions warrant.
- C. Parents will be reminded to check the student's hair at home occasionally in order to be proactive.
- D. Parents will be encouraged to inform the school nurse if head lice is found at home to allow the school to be proactive in containing and controlling head lice at school.

### **The Following 2 week regimen is recommended to treat head lice infestation**

- Day 1: Apply head lice shampoo (following the instructions on the package) followed by a thorough fine tooth wet combing. This should kill most adults and nymphs and remove most viable nits.
- Day 2-6: Daily apply ordinary shampoo followed by cream rinse and a thorough fine tooth wet combing. This should remove additional adults, nymphs, and nits.
- Day 7: Apply head lice shampoo (following the instructions on the package) followed by a thorough fine tooth wet combing. This should kill and remove most remaining adults, nymphs, and some nits.
- Day 8-14: Daily apply ordinary shampoo followed by cream rinse and a thorough fine tooth wet combing. This should remove residual adults and nymphs.

### **HOMEWORK PHILOSOPHY**

Learning is a continuous process that involves the home as well as the school. The learning connection at home should involve many different kinds of processes. The assigning of homework should be at the professional discretion of the teacher when he/she feels it is needed,

Homework is defined as:

- Completion of unfinished work
- Extension of a unit study – projects, reports, enrichments beyond the guided practice in the classroom
- Family Projects – skill and/or drill activities, reading, cultural enrichments, remediation library assistance, interviews, recommended T.V. programs, science projects

### **ELEMENTARY AFTER SCHOOL ASSISTANCE PROGRAM**

#### **GOAL**

To facilitate the student to achieve a sense of membership within the framework of the school system and to understand that the student is responsible for contributing to the ultimate outcome of his/her future.

#### **PURPOSE**

To identify students demonstrating “at-risk” behaviors and tendencies and to design and implement an individualized instruction package including study skills, instruction and tutorial assistance in problem areas.

#### **OBJECTIVES**

- To improve academic achievement
- To develop social skills
- To promote appropriate, responsible behavior in school
- To heighten self-image

#### **EVALUATION**

Periodic review of individual students frequently attending the program will be evaluated by the staff during the school term. Revisions will be made in the program as warranted by staff observations evaluating the effectiveness of the program.

## **AFTER SCHOOL DETENTION**

Students choosing to act inappropriately or are observed as showing a marked lack of responsibility for attempting to meet their academic requirements in school will not be allowed to deprive their peers and classmates of their opportunity to be provided a quality educational program. This disruptive behavior forces the teachers, principal, psychologist, nurse and classroom aides to redirect their efforts away from the vast majority of students appropriately involved in learning, to address these unnecessary disruptive behaviors.

THEREFORE.....

A monitored study area has been established Monday through Thursday for disruptive students, as described above. When inappropriate and/or academic irresponsibility has become excessive, students will be required to stay after school in this monitored study area from 3:30 PM until 5:00 PM. Satisfactory completion of assigned work and appropriate conduct are required or the student returns the next night. Our present system of behavior management will continue to be used for lesser concerns.

The student's parents will be notified when their child needs to stay after school and 24 hours notice will be given unless the parent chooses to use the service when notified that day. However, the student will stay as scheduled once the parent has been notified and the date set. Once the referral is received, reviewed and approved by the principal, the child is expected to stay. If he/she completes the unsatisfactory or missing work prior to a date being confirmed with parents, students will be expected to stay and work on current homework. The student will receive additional credit for this work when it is completed satisfactorily. Parents will be expected to pick up their child promptly at 5:00 PM at the west main entrance.

Students will be instructed to come to the monitored study area right after school. They can take a few minutes to use the restroom and then will not be allowed to leave the classroom for any reason until it is time to go home.

The purpose of this program is to promote skills development and grade improvement, as well as conduct and responsibility. However, satisfactory completion of assigned work and appropriate conduct are required during this program or the student will be required to return the next night.

## **INSTRUMENTAL MUSIC**

An instrumental music program is part of the Smith Center Elementary School curriculum. Fifth and sixth grade students may enroll in this program. They will be bused to the Jr./Sr. High for band every day.

The district owns a few instruments which are available for rent. Students will need to contact the band instructor if interested.

## **LOST AND FOUND**

Many articles of clothing are placed in the "Lost and Found" box each year. Parents can help their children avoid such losses by marking the clothing, gym shoes, book bags, etc. with the name of the child.

## **FOOD ALLERGIES**

If your student has a known food allergy, please contact the SCE Office. Arrangements will be made upon the return of appropriate forms.

## **LUNCH AND BREAKFAST**

Our school cafeteria serves a balanced lunch and breakfast. Breakfast is available to all students from 7:50-8:10 AM. The menu will consist mainly of juice, milk, cereal, rolls, muffins, biscuits, a meat and a variety of fruits. The cost is \$2.60 for adults and \$1.95 for students. Reduced price is 30 cents.

Eligibility for free or reduced breakfast is the same as for lunch.

The following lunch fees were established for this school term.

Grades K-6	\$2.90
Adults	\$4.70
Extra Milk	.60

Elementary pupils will pay for breakfast and lunches in the Smith Center Elementary School office.

## **LUNCH SCHEDULE**

Lunch periods will run from 11:00 AM to 12:15 PM

## **INSUFFICIENT CHECK POLICY**

Checks accepted by U.S.D. 237 from students or parents for payment of any school fees that are returned as insufficient funds will be handled in the following manner:

1. Parents will be notified by certified letter with return receipt requested immediately when their check returns because of insufficient funds.
2. Should the check not be reclaimed and proper financial restitution made, the Superintendent of School shall refer the matter to the County Attorney for legal action.

Accounts may charge no more than \$100 worth of meals to their meal account.

It is our policy to never deny a student a meal. We recognize that students who are hungry do not perform as well in the classroom. Families are expected to provide money for each student's meal account on a regular and consistent basis. The school lunch program requires that the lunch program operate on a cash basis. Elementary students will pay for lunches at Smith Center Elementary and Junior/Senior High students will pay for their meals at the High School building. Families with students at both buildings can pay at either one.

Parents are notified via email when an account reaches a low balance of \$10.00. If an account is negative, the student will not be permitted to charge a la carte or extra items to the account. The account holders should make suitable arrangements with the district to bring the balance out of the negative. Parents will be notified by a phone call if an account falls below -\$50.00. In addition, all Junior High and High School students may be verbally told they need to bring money if they have a negative account balance.

Families whose accounts exceed -\$100.00, will be expected to bring meals from home or pay for the meal when it is purchased. An account that has charged the maximum allowance, cannot pay out of pocket for a meal, and does not bring a meal from home, will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk. For special circumstances, exceptions may be allowed per the discretion of the school official.

If payment of the negative balance is not received within five working days of the maximum charge limit being attained, the debt will be turned over to the district office for collection in accordance with board policy DP. Please contact the school to make payment arrangements before the account reaches the maximum charge limit.

The district will provide a copy of the unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Application forms for free and reduced lunches are available at the high school office, grade school office, and the Board of Education office. Please look over the free and reduced meal information very carefully. If you think you will qualify, please fill out the forms. Our school district benefits financially based on the number of students that qualify for free and reduced meals. If you have questions, please see Linda Robinson in the USD 237 Board of Education Office at your convenience.

USD 237 has a lunch donation program. Forms are available in the office.

## Administering Medication During School Hours

### **BOARD POLICY:**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators.

### **ADMINISTRATIVE PROCEDURE:**

1. A student is eligible to take medication at school if it is to be given at a specific time of day during regular school hours or if it is to be given more than three times a day. Unnecessary medication administration at school is strongly discouraged.
2. Signed permission from the parent/legal guardian and a written order from a person licensed to practice medicine or dentistry in the State of Kansas or other competent jurisdiction are required for administration of controlled and emergency medications in junior high and high school and all medications in the elementary setting. Over the counter medicines for elementary students require parent/legal guardian signed permission only.
  - a. **The order should include the following:**
    1. Name of student
    2. Diagnosis/reason for medication
    3. Name of medication to be given
    4. Dosage to be given (A new physician written order will be required for dosage changes)
    5. Times to be given
    6. Method of administration
    7. Expected duration of treatment
  - b. **Parent/legal guardian is responsible for:**
    1. Written request for medication administration to school nurse/medical aide
    2. Obtaining physician or dentist order
    3. Supplying medication in the original container
    4. Authorizing school health services personnel to exchange information with the attending physician and personnel from the dispensing pharmacy.
  - c. **The school nurse/medication aide is responsible for:**
    1. Keeping medications locked in a cabinet and/or small locked container for refrigeration.
    2. Counting all regulated medications when received and verifying with at least one other adult (lawful custodian or school employee)
    3. RN only – instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision.
    4. Seeing that school personnel observe students for desired and untoward effects.
    5. Completion of medication card
  - d. **Termination**
    1. Short-term medication: The medication plan will be terminated when medication supplied by the parent/legal guardian has been administered.
    2. Long-term medication/PRN (as needed): during the school year the termination of a medication plan by the parent/legal guardian, prescribing physician, or school must be by written notice.
    3. The Permission for Medication Form must be updated at the beginning of each school year.

3. Self –Administration:

- a. The self-administration of medicine for the treatment of anaphylactic reactions or asthma is allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy. Parents/legal guardians shall submit a written statement from the student's health care provider stating:
  - i. The name and purpose of the medication;
  - ii. The prescribed dosage;
  - iii. The conditions under which the medication is to be self-administered;
  - iv. Any additional special circumstances under which the medication is to be administered; and
  - v. The length of time for which the medication is prescribed.
- b. The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.
- c. An annual renewal of parent/legal guardian authorization for the self-administration of medication will be required.
- d. USD 237, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication, and written notification in this regard is provided to the parent/legal guardian.
- e. Parent/legal guardian shall sign the waiver of liability provided on the Permission for Self-Administration of Medication form.
- f. Other non-regulated prescription and/or over-the-counter medications may be self-administered by students at the Jr/Sr. High level unless parent/legal guardian requests supervision. Additionally, the following principles apply:
  - i. Students with chronic conditions should have a record of the condition and prescribed medications on file in the health room.
  - ii. Students should carry only a day's supply of medication in the original container.
  - iii. Students should not give medication to another student.
  - iv. Building principals will have final authority to revoke medication privileges.

# USD 237

## Peanut/Tree Nut Allergy Guidelines

USD 237 has a number of children who suffer severe allergies to peanuts, tree nuts and/or by-products of both. We are asking for your full support in order to provide a safe environment through the school year for students who suffer this life-threatening allergy.

### *Some facts:*

This life-threatening allergy is not simply an **ingestion allergy**. These children can suffer anaphylactic shock and death from a trace amount of the allergen, which might be airborne or left as a residue on a surface he/she touches. If this were simply a matter of not eating the offending item, it would not be so dangerous.

The number of children diagnosed with peanut/tree-nut allergies has more than doubled in the past five years.

Peanut/tree-nut allergies account for 92% of all severe and fatal allergic reactions in children. One in five children with food allergies will have a reaction while at school.

***What will this mean to USD 237 school family? Basically, we are asking your full support in our goal to make this school as safe as possible for our children.***

### **To Students:**

Students are asked to voluntarily refrain from bringing anything containing peanuts or tree-nuts in their lunch box or as a snack. Our cafeteria will not serve any products that contain peanuts, tree-nuts or by-products of either.

### **To Parents:**

Parents are asked to voluntarily choose not to pack anything containing peanuts or tree-nuts in their child's lunch box. Parents are asked to voluntarily choose not to send anything to the school containing peanuts or tree-nuts for snacks, treats, or refreshments. Please read labels before sending any food items to school.

While we understand this may present an inconvenience, it is our hope that everyone will agree the safety and well-being of our children is of utmost importance. When a child's life is at stake, we must work together to make our school as safe as possible for children with this life-threatening allergy.

*Thank you for your cooperation and support.*



## **District Severe Allergy Guidelines**

Students with known history of severe allergies:

1. If student carries emergency meds have Self Administration of Medicine form completed at least annually.
2. Follow the Standardized Health Care Plan for Anaphylaxis

### **LIBRARY-ELEMENTARY**

1. When students borrow a book or magazine and it is lost or damaged, the student who checked out the material will pay the replacement cost.
2. Students who have overdue materials will be reminded by the librarian through weekly overdue slips. If a student loses a book or magazine and pays for it, then finds it, the student will be reimbursed the amount paid.
3. Students will be limited to a certain number of materials that can be checked out at one time.

### **MILK PERIOD**

Milk for afternoon pre-k and kindergarten will be \$35.00 per semester. Please purchase milk for students either by the semester or by the year for \$70.00. If the parent does not want the student to drink milk for snack, water will be provided.

### **PARENT-TEACHER CONFERENCES**

Regularly scheduled parent-teacher conferences will be held at the end of the first nine weeks and the end of February. Additional conferences may be held at any time with the teacher and/or the principal. Please call the office if you wish to schedule a conference.

### **PARTIES**

Room parties include Fall Festival, Christmas and Valentine's Day. These parties are the mutual responsibility of the teacher, parents and the children in that room.

### **RELEASE OF CHILDREN DURING THE SCHOOL DAY**

If it is necessary for your child to leave school during the school day for any reason, please inform the student's teacher or the school office either by written note or by phone.

We ask that you come to the office, and we will call the child to the office. You will need to sign for the student's release from school. Dismissals from the classroom must be cleared through the office.

## **RETENTION**

Teachers shall recommend, to their building principal, pupils that should be considered for retention. Teachers shall notify parents, and principal, after the end of the third nine weeks.

Teachers, principals and parents shall study the problem of the student and seek to reach a conclusion that best benefits the student.

## **REPORT CARDS**

Report cards will be sent home with the students at the end of each nine weeks or passed out at parent teacher conferences.

## **STUDENT APPEARANCE**

The objective of the elementary school is to help each student reach his/her highest level of achievement. Good personal hygiene, grooming and dressing habits contribute to a student's general well-being and health.

We can, as parents, make a better decision daily regarding appropriate dress for the current weather conditions than a policy can address with so many variables like a warm March or a cold, rainy April and we can only trust that others will make equally responsible decisions on a daily basis. Therefore, it is left to you, as a parent, to determine when you feel comfortable with your child wearing shorts to school. The same applies to wearing coats, hats and gloves during inclement weather. Students almost always go outside daily for recess if only for a few minutes so they will obviously need to dress with the weather conditions in mind.

Wearing apparel that displays obscene, profane, indecent pictures and/or statements, or has pictures or statements regarding tobacco or alcohol products shall be considered not appropriate attire for school. In such cases, appropriate apparel will be provided, if available, or the student may wear the garment inside out. Parents will be notified of inappropriate apparel. The student will not be allowed to attend class until the wearing appeal is appropriate.

Hats or caps are not allowed to be worn while in the school. Students are asked to remove hats or caps as soon as they enter the facility.

## **SCHOOL ENTRANCE AGE**

Any child, who will attain the age of six years on or before August 31, shall be eligible to attend first grade in the school district in which the child resides. Any child who will attain the age of five years on or before August 31 of any school year shall be eligible to enter Kindergarten.

## **ADMISSION OF ALL STUDENTS**

Students entering USD 237 will meet the following requirements:

1. Birth certificate validating the student's birthday must be presented at the time of enrollment.
2. Record of immunization as required by state laws or objections to immunizations as provided for by state laws must be filed with the principal at the time of enrollment.
3. A record of all grades and/or credits, any standardized test information, dates of enrollments, records of attendance and the recommendation for placement from a non-accredited/home school last attended shall be presented at the time of enrollment.

## **SCHOOL VISITS**

We welcome adult visitors to school except the first and last two weeks of school. Parents are encouraged to take an active part in the education of their children. You may arrange to visit during class time by contacting either the teacher or the office in advance. For reasons of safety and to help us keep track of school visitors, please come to the office before going to your student's classroom.

Please follow these guidelines for visiting school:

1. Time your visit to not exceed forty (40) minutes in the classroom.
2. Leave small children at home since they are often a distraction for both the students and the visitor.
3. Should you desire a conference with the teacher, schedule it at another time or after school. It is not possible for the teacher to confer during the time he/she is responsible for the entire class.
4. Pre-school age children will not be allowed to visit without a parent.
5. Students from other schools are not permitted to visit class with your child unless arrangements have been made in advance with the building principal.
6. Classroom visits are for the purpose of informing the visitor. The classroom procedures and teaching process should not be interrupted by those who are visiting.

## **SCHOOL DRIVEWAY**

The driveway on the east side of Smith Center Elementary School is for school bus loading and unloading in the morning and afternoon. This driveway is to insure a safe loading and unloading area for our pupils and to insure the safety of town students using the west entrance to the building. Please observe the marked unloading areas and do not drive or park cars in this area. The west side of Smith Center Elementary School is for parents to drop off students before school and pick students up after school. The east side between 8:00 am and 4:00 pm is a bus loading & unloading zone and no parking is permitted in this area. We solicit your cooperation in making these areas safe for children.

## **SUSPENSION**

Suspension and expulsion are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certified employees. Suspension may either be short-term or extended.

1. The primary purpose of a short-term suspension is to give the student, his/her parents, and the school the time needed for resolving the problem.
2. When it is deemed necessary to take firm action so that the education and welfare of the larger group will not be impaired, extended-term suspension or expulsion may be invoked.

### Definition of Terms:

1. Short term suspension is removal from school for a period of time not to exceed ten (10) days.
2. Extended-term suspension is removal from school for a period of time of more than ten (10) days but not beyond the current semester.
3. Expulsion is when a student is removed from school for the balance of the current school year.

## **VISION AND HEARING SCREEN**

Students in grades K-1-2-3 and 5 will be screened for vision and hearing problems each fall. Parents will be notified by the school nurse in the event a potential problem is detected.

If a student in grade 4 or 6 is referred to the school nurse for either a hearing or vision check, the school nurse will conduct a screening. Should a parent suspect a problem with one of their children, the school nurse may be contacted at 282-6614.

## **DATES TO REMEMBER**

August 24 .....	School begins at 8:10 A.M.
September 4 .....	NO SCHOOL – Labor Day
September 7 .....	Pre K-6 <sup>th</sup> Grade Student Pictures
September 25-29.....	Book Fair
September 26.....	Grandparent's Day – Grades Kdg - 2
September 27.....	Grandparent's Day – Grades 3 & 4
September 28.....	Grandparent's Day – Grades 5 & 6
October 9 .....	NO SCHOOL – Teacher In-Service
October 12 .....	Picture re-takes
October 19 .....	Dental Screening
October 24 .....	Dismiss @ 11:30 P/T Conf 1:00-7:00
October 27.....	NO SCHOOL – P/T Comp. Day
November 13 .....	NO SCHOOL – Teacher In-Service
November 22-24 .....	NO SCHOOL – Thanksgiving Break
November 28 .....	K-3 Music Program
December 5 .....	4-6 Music Program
December 20 .....	Dismiss @ 1:00 Christmas Break
December 21-January 2 .....	NO SCHOOL – Christmas Break
January 15 .....	NO SCHOOL – Teacher In-Service
February 22 .....	NO SCHOOL – P/T Conf 1:30-7:30
February 23 .....	NO SCHOOL – P/T Comp Day
February 27 .....	Spring Pictures
March 8 .....	NO SCHOOL – Teacher Flex Work Day
March 11-15 .....	NO SCHOOL – Spring Break
March 29 – April 1.....	NO SCHOOL – Easter Break
April 2.....	Dismiss @ 2 – JH Track Meet
April 9 .....	Dismiss @ 2:30 – Redmen Relays
April 16 .....	K-3 Music Program
April 23.....	4-6 Music Program
May 16 .....	Dismiss @ 11:30 – Last Day of School

## **EVACUATION PROCEDURES FOR OCCUPANTS WITH DISABILITIES**

The building principals, in coordination with special education teachers and paraprofessionals, will be responsible for the expedient evacuation of mobility impaired students from the buildings.

In the case of the elementary building, the handicapped students will evacuate through the marked handicap accessible doors on the west end of the building with the assistance of their assigned special education teacher or paraprofessional, and meet in the area next to the flagpole.

## **FIRE DRILL PROCEDURES**

The students at Smith Center Elementary School are instructed to evacuate the buildings in the following manner during the monthly fire drills:

1. All classrooms will always use the nearest exit, unless it is blocked. See diagram.
2. All classes will move a safe distance away from the building.
3. Students are to move in an orderly fashion and line up outside for a roll call count by the teacher.
4. If any children are in the restroom or away from their class, they should immediately join their class outside so they may be accounted for with their classmates.
5. Teachers nearest the girls' restroom and boys' restroom will check for any children left inside before they follow their class from the building.
6. Teachers are to assign the child nearest the classroom door the responsibility of opening the door to the hallway. The first child to an outside door opens and holds the door back, then follows his/her class away from the building. Since the teachers are the last to leave the building, they are to make certain all outside doors are closed.
7. Teachers are to close windows and doors before leaving their room.
8. Monthly fire drills are held at all Elementary Schools in accordance with the regulations of the State Fire Marshal. A record of the fire drill, including the date, number of pupils participating and the time required for the drill is sent to the Fire Marshal and a record is posted on an official "Fire Drill Record" in the school.
9. The signal for a fire or fire drill is an oscillating sound with flashing light.

## **TORNADO DRILLS**

Tornado drills will be held each year. Instructions for shelter are included in this booklet.

SIGNAL – Short intermittent blasts of air horn.

Once everyone is in the area, the students should assume the covered position. If it seems like we might be in these areas for a long time; children may be made as comfortable as possible.

## **FIRE-TORNADO EMERGENCIES**

Students and teachers have been instructed as to the safety places in the building. Periodic tests are conducted so that students will know what is expected when the alarm is given.

The usual fire alarm is an oscillating sound. A tornado alarm is intermittent rings for a short period of time. When a tornado warning is given the students in each room will take their assigned place for immediate protection.

## **SMITH CENTER ELEMENTARY SCHOOL ANHYDROUS DRILL PROCEDURE:**

1. ANYONE detecting an anhydrous ammonia leak or cloud should report it to the office immediately.
2. There will be an announcement from the office with instructions.

## **ANHYDROUS-AMMONIA EMERGENCY TOXICOLOGY:**

Anhydrous ammonia is a pungent, colorless gas when not under pressure. When pressurized or refrigerated in a storage tank, it is colorless liquid. When released from its container, ammonia forms an expanding white cloud which is usually lighter than air and easily follows air currents. There are two means of exposure – spray and vapor. A spray of anhydrous ammonia stream from a ruptured tank, line or hose can be expected to cause primarily eye and skin damage, while a vapor cloud will cause varying degrees of lung injury, depending on the concentration, eye and skin damage as well.

Anhydrous ammonia is not a poison, but it is an alkali and has a powerful corrosive action on tissue. Alkalis cause liquefaction of tissue. In other words, alkalis turn tissue into a “goo” and mix with the tissue, causing further damage. As a result, anhydrous ammonia burns keep spreading until the chemical is diluted.

If an accidental release of anhydrous ammonia occurs, the people down wind from it should be evacuated and spectators should be kept at a safe distance.

**FIRST AID:**

As quickly as possible, decontaminate the victim. Starting with the eyes, the whole body, or exposed area, must be flushed with generous amounts of water; this includes the hair, ears, under the chin and armpits. Any water source is acceptable, such as showers, hoses or stock tanks. Contaminated clothing should be removed, but only after careful flushing and warming, to prevent the problem of skin sticking to the clothing.

**A special point on skin burns, regardless of severity:** Creams, ointments or jellies should not be used for the first 24 hours because they “lock in” the ammonia in liquefied skin and extend the injury.

In case of respiratory involvement, artificial respiration should be started immediately and, if available, oxygen applied. The victim should be treated by a physician immediately.



# TORNADO SHELTER DIAGRAM

Kindergarten & K-2 Resource - Girls Bathroom

1<sup>st</sup> grade - Boys Bathroom

2<sup>nd</sup> & 3<sup>rd</sup> grade - Library

4<sup>th</sup> & 5<sup>th</sup> grade - Hallway in front of library

6<sup>th</sup> grade - Boys bathroom in 0<sup>th</sup> grade hall

Title - Boys Bathroom in K-4 hall

Allen - Boys bathroom in K-4 hall

Office, District Office - Shari Brown's room

Music room - to basement

Pre-K - to interior bathroom

5-6 Resource - Hallway in front of library

Brown - stay in her room

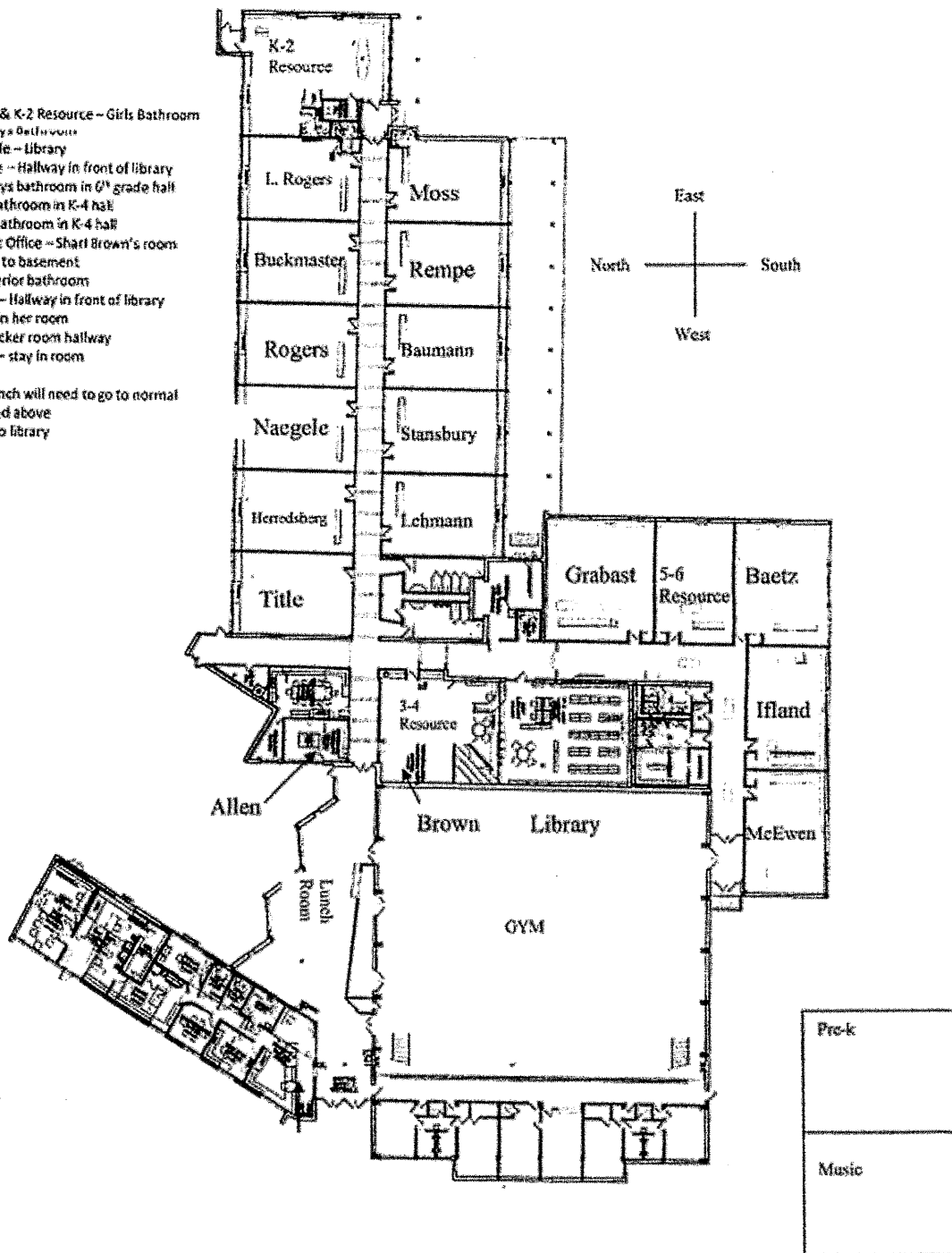
Gym - Girls locker room hallway

3-4 Resource - stay in room

Students at lunch will need to go to normal

Shelter as listed above

Kitchen staff to library



# FIRE ESCAPE DIAGRAM

Methods of exit during drills:

## EAST EXIT

Mrs. Herredsberg  
Mrs. Naegle  
Mrs. Lehmann  
Mrs. Stansbury  
Mrs. Brown  
Library  
Mr. Allen  
3-4 Resource  
Title

## NORTH EXIT

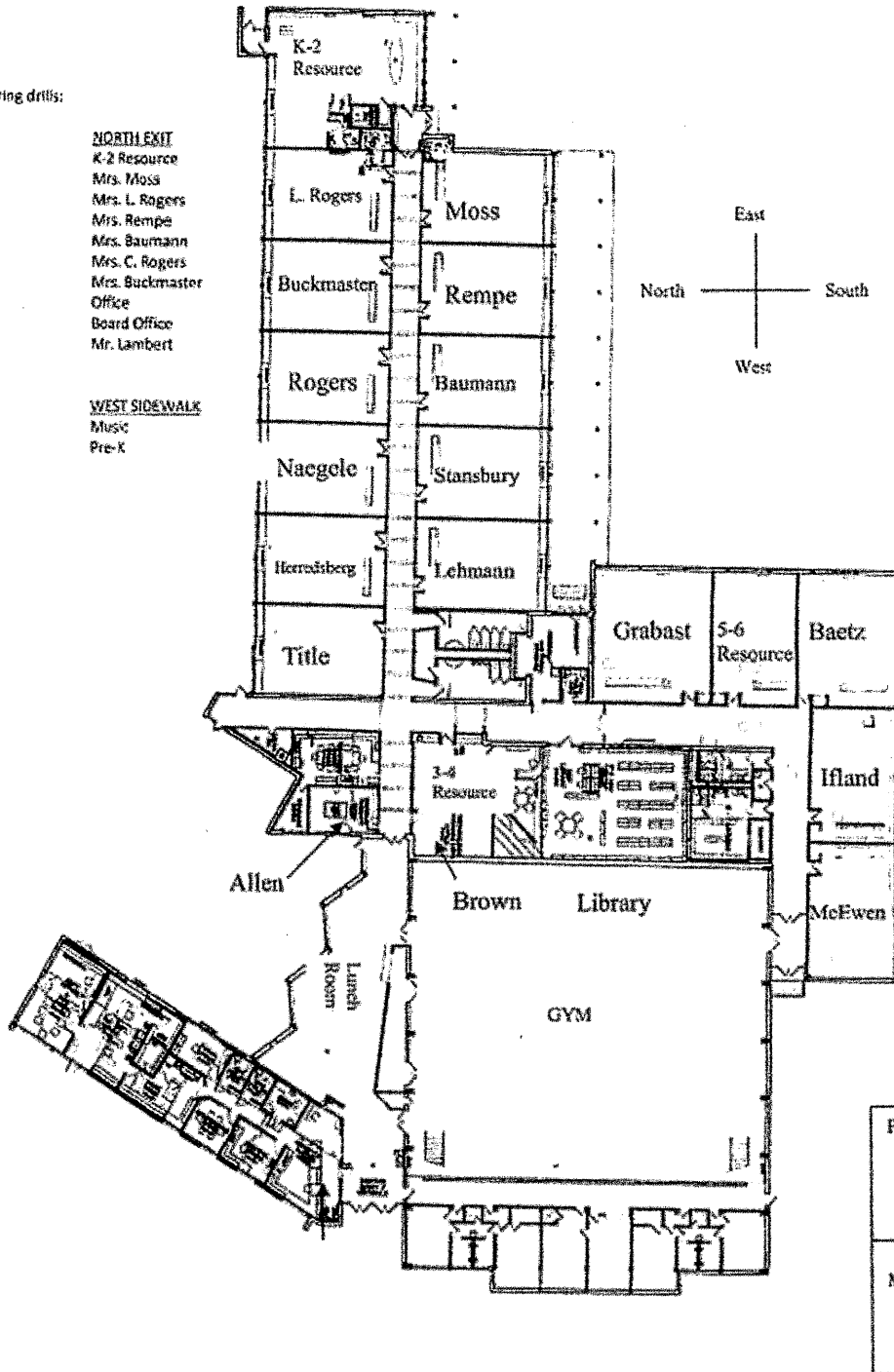
K-2 Resource  
Mrs. Moss  
Mrs. L. Rogers  
Mrs. Rempe  
Mrs. Baumann  
Mrs. C. Rogers  
Mrs. Buckmaster  
Office  
Board Office  
Mr. Lambert

## WEST EXIT

Mrs. Grabatz  
5-6 Resource  
Mrs. Ifland  
Mrs. Baetz  
Mrs. McEwen

## WEST SIDEWALK

Music  
Pre-K



# ALTERNATE FIRE ESCAPE DIAGRAM

Methods of exit during drills:

## EAST EXIT

K-2 Resource  
Mrs. Moss  
Mrs. L. Rogers  
Mrs. Buckmaster  
Mrs. Rempe  
Mrs. C. Rogers  
Mrs. Baumann

## NORTH EXIT

Mrs. Herredsberg  
Mrs. Stansbury  
Mrs. Naegele  
Mrs. Lehmann  
Title  
Mrs. Brown  
3-4 Resource  
Mr. Allen

## SOUTHWEST EXIT

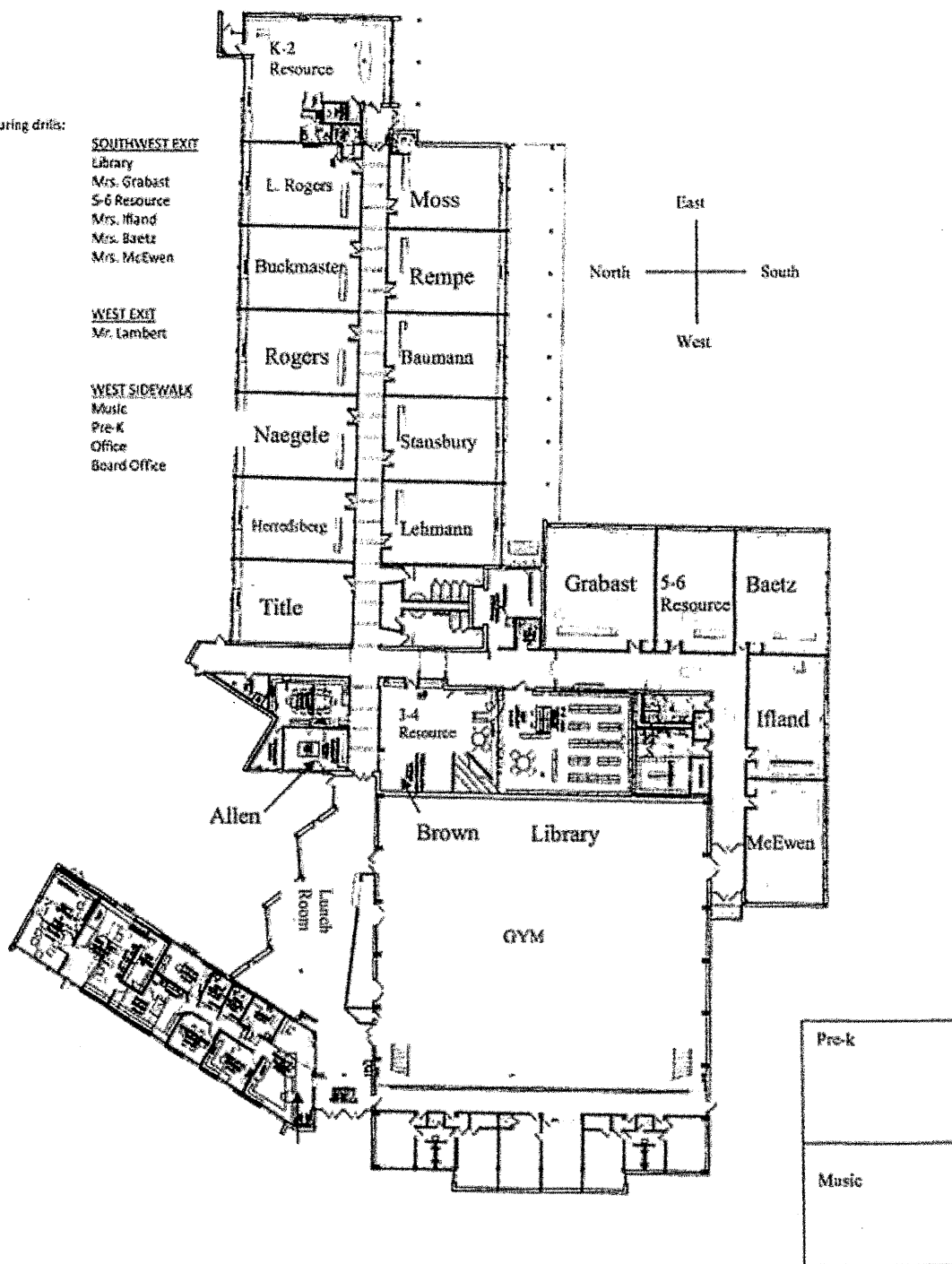
Library  
Mrs. Grabast  
5-6 Resource  
Mrs. Ifland  
Mrs. Baetz  
Mrs. McEwen

## WEST EXIT

Mr. Lambert

## WEST SIDEWALK

Music  
Pre-K  
Office  
Board Office



## Internet/Computer Acceptable Use Policy USD 237

Acceptable rules of behavior include but are not limited to:

- \* Computer *hacking* of any kind will not be tolerated. Students who try to access information they do not have permission to access may lose their computer use privileges for the remainder of the school year. If damages occur to the system while a student is in an unauthorized area, the student will be responsible for all costs of repairing the system.
- \* Students are not allowed to upload or download unapproved software of any kind. Students attempting to do so may lose their computer privileges. If damages occur to the system while a student is attempting to upload or download unauthorized software, the student will be responsible for all the costs of repairing the system.
- \* Students are not allowed to bring software from home or other sources to run on the school system. Students are discouraged from bringing data from home computers to school computers and vice versa.
- \* No food, candy or drinks are allowed in the computer labs.
- \* Students are not allowed to use the computer after 4 p.m. on school days unless the teacher/sponsor who assigned the project is in the building with the student.
- \* Inappropriate file names and file content will result in disciplinary action.

### Internet Use

The Internet is available for student use in all of the computer labs at the Smith Center Elementary School.

- \* Students are not allowed to use commercial email accounts (Hotmail, Mail City, etc.) on school computers. If a student desires an email address, they may request one from a computer lab coordinator.
- \* Students may not use the Internet unless there is a teacher in the room.
- \* Students may not access chat rooms, groups or lists or "real time" communication sites on school computers. The supervising teacher may deem other sites unacceptable for school use.
- \* Students should not reveal personal addresses or phone numbers or those of other individuals over the Internet.
- \* Students must get permission to print from the Internet unless the information will be used for a class assignment.

Failure to abide by these guidelines will result in disciplinary action.

USD 237- Smith Center Kansas  
216 S. Jefferson  
Smith Center, KS 66967  
282-6614

Internet User Agreement and Guardian Permission Form

NO STUDENT WILL BE ABLE TO ACCESS THE INTERNET  
WITHOUT THIS FORM SIGNED AND ON FILE

USER. I understand and will abide by the USD 237 Internet/Computer Acceptable Use Policy on the back of this form. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken.

Date: \_\_\_\_\_

User: \_\_\_\_\_

Signature: \_\_\_\_\_

PARENT As the parent or guardian of this student, I have read the USD 237 Internet Computer Acceptable Use Policy on the back of this form. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the District to restrict access to controversial materials and I will not hold them responsible for materials acquired on the network. Further I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account to my child and certify that the information contained on this form is correct.

Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

.....  
School Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT TO NON-RESIDENT PARENTS**

We, the undersigned, parents of \_\_\_\_\_ (who is)

(who will be) a student of Unified School District #237, Smith County, Smith Center, Kansas,  
for

the term beginning \_\_\_\_\_ or the remainder of said term, hereby

state that for the time the parents reside outside the Unified School District #237, the school

authorities will recognize \_\_\_\_\_ responsible for the above

named pupil (s). Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Parents or Guardian

# USD 237 2023-2024 CALENDAR

Enrollment: 8/8 & 8/9  
 Fall Sports Practice Begins: 8/14  
 Teacher inservice: 8/21 & 8/22 & 23  
 First Day of School: 8/24

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

No School: Teacher In-Service 8-12 2/22  
 No School: P/T Conf. 1:30-7:30 pm 2/22  
 No School: P/T Camp Day 2/23

No School: Labor Day 9/4

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7		9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

End of 3rd Nine Weeks: 3/7  
 No School: Teacher Flex Work Day 3/8  
 No School: Spring Break 3/11-3/15  
 No School: Good Friday 3/29

No School: Teacher in-service 10/9  
 End of 1st Nine Weeks 10/19  
 Dismiss @ 11:30 (P/T Conf. 1-7 pm) 10/24  
 No School: P/T Camp Day 10/27

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

No School: Good Monday 4/1  
 JH Track Meet: Dismiss @ 2:00 4/2  
 Redmen Relays: Dismiss @ 2:30 4/9

\*\*CHANGE JH Track Meet to 4/1 and start of track season on 4/2\*\*

Fall Athletic Buffer Week 11/6-11/10  
 No School: Teacher in-service 11/13  
 No School: Thanksgiving Break 11/22-11/25

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Seniors Last Days: 5/9  
 Graduation: 5/12  
 Last Day of School: 5/16  
 Dismiss @ 11:30 5/16

End of the 2nd Nine Weeks 12/20  
 Early Dismissal @ 1:00 pm 12/20  
 No School: Christmas 12/21-1/3  
 Winter Moratorium: 12/23-12/28

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Classes Resume: 2/3  
 No School: Teacher In-Service 2/15

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Contract Days	
Student Contract Days	
In-Service	
P/T Conferences	
No School	
Early Dismissal	
Work Day	
First and Last Day of School	

10/19 End of 1st Quarter 39 days  
 12/20 End of 2nd Quarter 39 days  
 03/07 End of 3rd Quarter 44 days  
 05/16 End of 4th Quarter 42 days

8:10 am start of school

**PERMISSION FOR MEDICATION**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Medication Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Physician \_\_\_\_\_

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_  
to take the above prescription at school as ordered. I understand that it is my  
responsibility to furnish this medication. I further understand that any school employee  
who administers any drug to my student in accordance with written instructions from the  
physician or dentist shall not be liable for damages as a result of an adverse drug reaction  
suffered by the student as a result of administering such drug.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

Note: The medication is to be brought to school in the original container appropriately  
labeled by the pharmacy, or physician, stating the name of the medication, the dosage,  
and times to be administered.



# Unified School District 237

216 South Jefferson • Smith Center, Kansas 66967 • Telephone 785-282-6665  
www.usd237.com



Dear Parent/Guardian:

Children need healthy meals to learn. USD 237 Smith Center offers healthy meals every school day. **Your children may qualify for free meals or for reduced price meals.**

Meal Charges	Elementary		Middle or Jr. High		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
<input checked="" type="checkbox"/> Lunch	2.90	.40	3.10	.40	3.10	.40
<input checked="" type="checkbox"/> Breakfast	1.95	.30	2.10	.30	2.10	.30
<input type="checkbox"/> After School Snack						

An application for free or reduced price meal benefits and a set of detailed instructions is included with this letter or available online at N/A. Contact Linda Robinson, 785-282-6665, lrobinson@usd237.com with questions or to request an application be sent. Below are some common questions and answers to help you with the application process.

## 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **Food Assistance (FA)**, the **Food Distribution Program on Indian Reservations (FDPIR)** or **Temporary Assistance for Families (TAF)** are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals based on certain Medicaid benefits or if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART for School Year 2023-2024			
Household size	Yearly	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail USD 237 Smith Center, Mr. Dustin McEwen, Superintendent.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one *Free and Reduced Price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Linda Robinson, 785-282-6665, lrobinson@usd237.com.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Linda Robinson, 216 S. Jefferson Street, Smith Center, KS 66967, 785-282-6665, lrobinson@usd237.com immediately.

5. CAN I APPLY ONLINE? Not Available ☒ Yes ☐ You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <website> to begin or to learn more about the online application process. Contact \_\_\_\_\_ if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 5th**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Mr. Dustin McEwen, 216 S. Jefferson Street, Smith Center, KS 66967, 785-282-6665, dmcewen@usd237.com.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Linda Robinson, 216 S. Jefferson Street, Smith Center, KS 66967, 785-282-6665, lrobinson@usd237.com to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance (FA) or other assistance benefits, contact your local assistance office or call 1-888-369-4777.

If you have other questions or need help, call 785-282-6665.

Sincerely,

Linda Robinson  
Determining Official

This institution is an equal opportunity provider.

# 2023-2024 APPLICATION PACKET FOR FREE AND REDUCED PRICE SCHOOL MEALS

## How to Apply for Free and Reduced Price School Meals.

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in USD 237 Smith Center. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Linda Robinson, 785-282-6665, lrobinson@usd237.com.

## PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household. Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending USD 237 Smith Center, regardless of age.

<p><b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Is the child a student at USD 237?</b> Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend USD 237 Smith Center. If you marked 'Yes,' write the name of the school and the grade level of the student in the 'School' and 'Grade' columns to the right.</p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless/Migrant/Runaway" box on the back of the application and complete all steps of the application.</p>
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If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- Food Assistance (FA).
- Temporary Assistance for Families (TAF).
- The Food Distribution Program on Indian Reservations (FDPIR).

**A) If no one in your household participates in any of the above listed programs:**

- Write a case number for FA, TAF, or FDPIR. You only need to provide one case number. If you participated more than once in any of these programs and do not know your case number, contact Kansas Department for Children and Families.
- Go to STEP 4.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children", printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

<b>3.A. REPORT INCOME EARNED BY CHILDREN</b>			
A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.			
What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.			
<b>3.B. REPORT INCOME EARNED BY ADULTS</b>			
Who should I list here?			
<ul style="list-style-type: none"> <li>When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.</li> <li>Do NOT include: <ul style="list-style-type: none"> <li>People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> <li>Infants, Children and students already listed in STEP 1.</li> </ul> </li> </ul>			
B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. Each listed in STEP 1 has income, follow the instructions in STEP 3, part A.	C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. See detailed instructions on the back of the application.  What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits (NOT listed on the chart). If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.	E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.
F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."	H) Share children's social and athletic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.	
All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.			
A) Review your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Mail Completed Form to: 215 S. Jefferson Street, Center, KS 66967	D) Share children's social and athletic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

# 2023-2024 Household Application for Free and Reduced Price School Meals

Complete one application per household (use a pen not a pencil).

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Child's First Name	MI	Child's Last Name	School	Grade	Student? Yes No	Foster Child? Yes No	Household Member? Yes No

Check if not apply

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, TAF, or FDIPIR?

If NO → Go to STEP 3. If YES → Write a case number here then go to STEP 4 (Do not complete STEP 3).

Case Number: \_\_\_\_\_

Write only one case number in this space

**STEP 3** Report income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

**A. Child Income**  
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income: \$ \_\_\_\_\_

**B. All Adult Household Members (including yourself)**  
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any field blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Member (First and Last)	Earnings from Work		How often?		Public Assistance Child Support/Maternity		How often?		Private Insurance All Other Income		How often?	
	Weekly	Bi-weekly	Weekly	Bi-weekly	Weekly	Bi-weekly	Weekly	Bi-weekly	Weekly	Bi-weekly	Weekly	Bi-weekly

Total Household Members (Children and Adults): \_\_\_\_\_

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: \_\_\_\_\_

Check if no SSN: ☐

**STEP 4** Contact information and adult signature. Mail completed form to: 216 S. Jefferson Street, Smith Center, KS 66967

\*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.\*

Street Address (if available): \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone and Email (optional): \_\_\_\_\_

Signature of adult: \_\_\_\_\_

Today's date: \_\_\_\_\_



# INSTRUCTIONS Sources of Income

## Sources of Income for Children

Sources of Child Income	Examples
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security	• A child is blind or disabled and receives Social Security benefits
• Disability Payments	• A parent is disabled, retired, or deceased, and their child receives Social Security benefits
• Income from person outside the household	• A friend or extended family member regularly gives a child spending money
• Income from any other source	• A child receives regular income from a private person (fund, annuity, or trust)

**Income from Self-Employment:** Self-employed persons may use income tax records for the preceding calendar year as a basis to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a not-for-profit, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment.

## OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

Ethnicity (check one) ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Asian

Race (check one or more) ☐ American Indian or Alaskan Native ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA) Temporary Assistance for Families (TAF) Program or Food Distribution Program on Indian Reservations (FDPRI) case number or other FDPRI number for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, authorize for program reviews, and law enforcement officers to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) child rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) may obtain program information by contacting the program at (800) 877-4359.

## Do not fill out For School Use Only Annual Income Conversion: Weekly x 52, Bi-Weekly x 26, Monthly x 12

☐ Total Income: \$ \_\_\_\_\_ How Often (Circle One): W BW 2M M Multiple-Yearly

☐ Category Eligibility (FA, TAF, FDPRI, Foster)

Determining Official's Signature: \_\_\_\_\_ Approval/Dental Date: \_\_\_\_\_

Processing Official's Signature: \_\_\_\_\_ Confirming Official's Signature (ONLY for applications to be verified): \_\_\_\_\_

Eligibility: ☐ Free OR ☐ Reduced Price OR ☐ Denied

Notes: \_\_\_\_\_

Notification Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

## Sources of Income for Adults

• Salary, wages, cash bonuses	• Unemployment benefits	• Social Security (including railroad retirement and black lung benefits)
• Net income from self-employment (Item of business)	• Worker's compensation	• Private pensions or disability benefits
• If you are in the U.S. Military:	• Security Income (SSI)	• Regular income from trusts or estates
• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)	• Cash assistance from state or local government	• Annuities
• Allowances for off-base housing, food, and clothing	• Alimony payments	• Investment income
	• Child support payments	• Earned interest
	• Veteran's benefits	• Rental income
	• Strike benefits	• Regular cash payments from outside household

For purposes of this application, it is not possible to report a negative income from any business venture. The lowest income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040, Schedule 1. Add together the amounts reported on the following lines:

Schedule 1, Line 3: \_\_\_\_\_ Business Income or (Loss)

Schedule 1, Line 4: \_\_\_\_\_ Capital Gain or (Loss)

Schedule 1, Line 5: \_\_\_\_\_ Other Gains or (Losses)

Schedule 1, Line 6: \_\_\_\_\_ Rental Real Estate, Royalties, Partnerships, S corporations, Trusts, etc.

Schedule 1, Line 7: \_\_\_\_\_ Farm Income or (Loss)

TOTAL: \_\_\_\_\_ Gross Annual Income Before Any Deductions

Computed Monthly Income: \_\_\_\_\_ Gross Annual Income ÷ 12 = Computed Monthly Income. Report in Step 3.

Largely, should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (800) 720-2500 (toll-free 1-800-720-2500) or contact USDA through the Federal Relay Service at (800) 877-4359.

To file a program discrimination complaint, a Complaint should be completed a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <http://www.usda.gov/oc/programs/3027.pdf>, from any USDA office, by calling (866) 632-9892, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

(2) fax  
(833) 256-1655 or (202) 690-7442; or

(3) email:  
program.intaking@usda.gov

This institution is an equal opportunity provider.

Only use this address if you are filing a complaint of discrimination.

# Unified School District 237

216 South Jefferson • Smith Center, Kansas 66967 • Telephone 785-282-6665  
www.usd237.com



## Consent for Disclosure Sharing Information with Other Programs

Dear Parent/Guardian:

**You do not have to sign or send in this form to get reduced price or free Child Nutrition Program benefits for your children. If you do not sign the Consent for Disclosure, it will not affect eligibility for or participation in the Child Nutrition Programs.**

To save you time and effort, information about your children's eligibility for reduced price or free Child Nutrition Program benefits may be shared with other programs for which your children may qualify. For the programs listed below, we must have your permission to share your information.

☐ **Yes, I DO want school officials to share information about my children's eligibility for Child Nutrition Program benefits only with the programs I have checked below.**

☐ Textbooks

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call or e-mail:

School Official's Name: Linda Robinson  
lrobinson@usd237.com

Phone: 785-282-6665

E-Mail:

Return this form to the address below by \_\_\_\_\_.

Address: 216 S. Jefferson St. Smith Center, KS 66967

This institution is an equal opportunity provider.

## **North Central Kansas Special Education Cooperative**

### **Special Education Child Find**

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Cher Greving, Director of NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149, fax 785-543-6654, [www.ncksec.net](http://www.ncksec.net)).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services, please notify the school district or the NCKSEC.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the 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 or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student 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 or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], 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 parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. 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.

### **Disclosure of Directory Information under FERPA**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student's directory information released, please notify your local school district office of your desire to "opt out".

R 7/2022



## **HARASSMENT POLICIES AND PROCEDURES**

The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

Dustin McEwen, 216 S. Jefferson, [dmcewen@usd237.com](mailto:dmcewen@usd237.com), 785-282-6665 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972. Information concerning the provisions of Title IX, and the rights provided thereunder, are available from the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time. Further information regarding reporting sex discrimination, including sexual harassment, and regarding the District's procedures for handling such complaints can be found in School Board Policies GAAC and JGEC. <https://drive.google.com/file/d/1R6Yiv4nEG2DyqhLs3-vTsO6C8eiQdsOK/view>

### **Racial Harassment: Students**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any other having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conducts which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school:
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment: or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of the student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD).

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation to take appropriate corrective action or to provide due process the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited.

## KN Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to or treatment or employment in the districts programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Dustin McEwen, 216 S. Jefferson, P.O. Box 329, Smith Center, Kansas 66967, 785-282-6665, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts and the rights provided there under, are available from the compliance coordinator.

## **STUDENT RECORDS POLICY OF U.S.D. #237**

The Board of Education of U.S.D. #237 interprets current and former students' records, except directory information, to be confidential. Proper safeguards and procedures shall be established and implemented to govern access of student records to all parties within and outside the school system. All procedure utilized is consistent with the intent of the Family Rights and Privacy Act of 1974, as amended.

### **ANNUAL NOTIFICATION**

Annual notification of the parent(s) or eligible student rights and procedures for obtaining access to school records will be published in the local county (Smith) newspaper in August of each school year. The publication will occur two weeks prior to the opening day of school.

### **AVAILABILITY OF POLICY**

Copies of said written policy will be made available upon request of the parent(s) or eligible student.

### **STUDENT RECORDS**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

When a student attains 18 years or age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older, shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

### TYPES OF RECORDS

Student record files shall include, but shall not be limited to, the following: administrative, supplemental and tentative. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

**Administrative records:** official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and re-entry records, honors and activities, date of graduation and follow-up records of a student.

**Supplementary records:** verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical finding and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

**Tentative records:** useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

### USE OF VIDEO CAMERAS

The district may use video cameras to monitor student activity.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

### RELEASE OF STUDENT RECORDS

The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for in policy.

#### Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records. The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education member. Legitimate educational interest means the school official must participate in discussions involving an identifiable student leading to educational intervention, disciplinary action, discussion of eligibility for athletics or other activities, or honors or awards involving a student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents.

- Other school officials including teachers within the district who have legitimate educational interest.
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student.
- Authorized persons to whom a student has applied for or from whom a student has received financial aid.
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes.
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering students tests or programs.
- Accrediting organizations
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes
- Appropriate persons if knowledge or any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released made available to the student, parents or guardian when requested; or when information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents, guardian and the student are notified of the orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

With respect to the above, all persons, agencies or organization desiring access to the records of a student shall be required to sign a form which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, student or a school official responsible for records, maintenance, indicating specifically the legitimate education or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the student if age 18 or older. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

#### HEARING REQUEST

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be: The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome. The parent, guardian or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

#### DISPOSITION OF RECORDS

All student records will be maintained and screened periodically. Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review, obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm.

#### AHERA MANAGEMENT PLAN

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all school, kindergarten through twelfth grade, to be inspected to identify an asbestos-containing building materials. The law further required the development of a Management Plan, based upon finding of the inspection. The plan outlines the district's intent in controlling the potential for exposure to asbestos removal work has been completed by the district according to the original Management Plan. All copies of the district's Management Plan and the results of the three (3) year reinspection are kept on file in each school building.

#### AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

USD 237 Smith Center does not discriminate on the basis of sex, race, color, national origin, handicap or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be directed to Mr. Dustin McEwen, Title IX Coordinator, who can be reached at (785) 282-6665, 216 South Jefferson, Smith Center, Kansas 66967.



## ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 237. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement until personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed. If your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 237 has failed to comply with FERPA's requirement. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of Unified School District No. 237 policies for complying with FERPA. A copy may be obtained from: Mr. Dustin McEwen, Superintendent of Schools, 216 South Jefferson, Smith Center, Kansas 66967.

Directory Information: For purposes of FERPA, Unified School District No. 237 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g. undergraduate or graduate, full-time or part-time) major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 237, at the Smith Center Elementary School Office, 216 South Jefferson, Smith Center, Kansas 66967, on or before September 20<sup>th</sup> of current school year. If a refusal is not filed, Unified School District No. 237 assumes you have no objection to the release of directory information designated.

Recruiting Information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone number of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

(NOTE: This recommended form must be retyped and customized to meet district needs in order to facilitate the disclosure of directory information, the public notice to parents or eligible students in attendance should:

- (1) list the types of personally identifiable information the school has designated as directory information.
- (2) note the parent's or eligible student's right to refuse to allow the school to disclose any or all of the information designated as directory information; and,
- (3) determine the period of time in which the parent or eligible student must notify the school, in writing that he/she does not want any or all of the information designated as directory information.

The school may disclose directory information about a former student without meeting any of these conditions.

NOTE: Federal law requires that military recruiters be provided with access to names, addresses and telephone numbers of students, whether or not the information is designated as directory information under FERPA. Even if you do not designate any information as directory information, you must give parents notice of the military recruiter's right and of their right, as a parent, to prevent the release of this information. This law, which was included as part of the No Child Left Behind Act, also requires that military recruiters be given the same access to students at school as postsecondary institutions or prospective employers.

## Emergency Safety Interventions

GAAF

(See GAO, JRB, JQ, and KN)

The board of education 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 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

“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.

“Law enforcement officer” and “police officer” mean 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.

“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.

“Mechanical Restraint” means any device or object used to limit a student's movement.

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“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.

“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 not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“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:

## Emergency Safety Interventions

GAAF-3

- 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 when used to secure students during transportation.

### Use of Emergency Safety Interventions

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 affect 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 shall 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. In spite of 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 see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

**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 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 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:

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- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- 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;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- 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 (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- 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

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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. The documentation shall 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,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention 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 or the superintendent's designee 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.



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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 requests 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 10-day limit if the parent of the student is unable to attend within that 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 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. 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 of education and provide a copy to the state department of education.

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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 within thirty (30) 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 recommended corrective action, if any, 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 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 (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 9/9/2013; 10/12/2015; 9/12/2016; 10/8/2018; 2/11/2019; 7/10/2023

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23

## HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by student, staff or third parties is strictly prohibited and shall not be tolerated in the district.

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

Individuals may also be referred to law enforcement officials.

