

ELEMENTARY STUDENT HANDBOOK

Kindergarten,
1st – 4th Grade
1st – 6th Grade at Jennie Barker,
Plymell and Abe Hubert Elementary,
Garfield Early Childhood

2025-2026 School Year



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1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

Garden City Public Schools, USD 457, is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to:

Drew Thon, Director of Human Resources
Title VI Coordinator

Gina Galpin, Director of Special Education 620-805-7140
Section 504 Coordinator



School Supply List | 2025-2026
Garden City Public Schools
Garden City, Kansas

EARLY CHILDHOOD

Backpack (no mini or wheels)	1 notebook
2-4 pk. Play Dough	4 expo markers
6 Glue Sticks	Scissors
Ziploc Baggies (quart/gallon)	Change of clothes
3 Boxes Large Facial Tissues	1 box crayola markers (10 count)
2 Crayola watercolors	
1 box of Crayola	
Crayons (8 count)	EC-SPED
	diapers/wipes (if needed)

KINDERGARTEN

Backpack	3 Large Boxes Facial Tissue
Pencil Box (plastic)	
3 Pkg. of Pencils (#2 lead)	6 Glue Sticks
2 Large Erasers	Scissors
1 Crayola Crayons (23 count)	Headphones
3 Plain Colored Pocket Folders	
2 Spiral Notebooks (wide ruled)	
Expo Markers - 4 black	
Ziploc Baggies (quart or gallon size)	

1st GRADE

Backpack	3 Lg Boxes Facial Tissue
Pencil Box (plastic)	6 Glue Sticks
3 Pkg. of Pencils (#2 lead)	Scissors
2 Large Erasers	Stylus (Optional)
1 Crayola Crayons (24 count)	Headphones or earbuds
3 Plain Colored Pocket Folders	
2 Spiral Notebooks (wide ruled)	
Expo Markers - 4 black	
1 Pkg. 3x5 Note Cards	
Ziploc Baggies (quart or gallon size)	

2nd GRADE

Backpack	3 Lg Boxes Facial Tissue
Pencil Box (plastic)	3 Glue Sticks
3 Pkg. of Pencils (#2 lead)	1 Liquid Glue Scissors
1 Pkg. Colored Pencils	Stylus (Optional)
2 Large Erasers	3x3 Sticky Notes
1 Crayola Crayons (23 count)	2 colors of highlighters
3 Plain Colored Pocket Folders	Headphones or earbuds
3 Spiral One-Subject Notebooks (wide ruled)	
1 Pkg. Loose Leaf Notebook Paper (wide) ruled	
2 Pkg Expo Markers - black	
Ziploc Baggies (quart or gallon size)	

3rd GRADE

Backpack	3 Lg Boxes Facial Tissue
Pencil Box (plastic)	6 Glue Sticks
3 Pkg. of Pencils (#2 lead) 1 Pkg. Colored Pencils	Scissors
2 Large Erasers	Stylus (Optional)
1 Crayola Crayons (23 count) 5 Plain Colored Pocket Folders Expo Markers - 8 black	3x3 Sticky Notes
3 Spiral One-Subject Notebooks (wide ruled)	2 colors of highlighters
1 Pkg. Loose Leaf Notebook Paper (wide ruled)	Headphones or earbuds
	Ziploc Bags (quarts)

4th GRADE

Backpack	3 Lg Boxes Facial Tissue
Pencil Box (plastic)	6 Glue Sticks
3 Pkg. of Pencils (#2 lead) 1 Pkg. Colored Pencils	Scissors
2 Large Erasers	Stylus (Optional)
1 Crayola Crayons (23 count) 5 Plain Colored Pocket Folders Expo Markers - 8 black	3x3 Sticky Notes
3 Spiral One-Subject Notebooks	2 colors of highlighters
1 Pkg. Loose Leaf Notebook (wide ruled)	Headphones or earbuds

5th & 6th GRADE

Pencil Bag	3 Lg Boxes Facial Tissue
4 Pkg. of Pencils (#2 lead)	2 Glue Sticks
Pencil Top Erasers	Pkg. 3x5 Note Cards
Erasers	4 colors of highlighters
2 Pkg. Sticky Notes	Composition Notebooks
1 Pkg. Colored Pencils 1 Large Pink Eraser	Headphones or earbuds
3 Pocket Folders	Stylus (Optional)
Expo Markers - 4 Black only	Backpack
2 Spiral One-Subject Notebooks	Appropriate shoe for PE
1 Pkg 10 markers	
Scissor. Loose Leaf Notebook Paper (wide ruled)	

*No Wireless headphones or earbuds

Elementary Schools

Abe Hubert	Georgia Matthews
Alta Brown	Gertrude Walker
Buffalo Jones	Jennie Barker
Edith Scheuerman	Jennie Wilson
Florence Wilson	Plymel
Garfield Early Childhood	Victor Ornelas

Intermediate Schools

Bernadine Sitts	Charles Stones
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2025 - 2026 School Calendar

Unified School District 457 • Garden City, Kansas 67846



July 2025						
S	M	T	W	T	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		

August 2025						
S	M	T	W	T	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						

September 2025						
S	M	T	W	T	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				

October 2025						
S	M	T	W	T	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	

6-8 New Teacher Inservice (NS)
 11 Teacher Inservice (NS)
 12 Teacher Workday (NS)
 13 School AM (Grades K-4, 5, 7, 9-10 & new students)
 Teacher Workday PM

1 Labor Day (NS)
 25-26 Teacher Inservice (NS)

14 End of Grading Period
 17 Teacher Inservice AM (NS)
 Teacher Workday PM
 23-24 Parent/Teacher Conference (NS)

November 2025						
S	M	T	W	T	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						

24-28 Fall Vacation (NS)

December 2025						
S	M	T	W	T	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			

19 End of Grading Period
 22-31 Winter Vacation (NS)

January 2026						
S	M	T	W	T	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

1-2 Winter Vacation (NS)
 5 Teacher Workday (NS)
 6 Teacher Inservice (NS)
 7 School Resumes
 30 New Teacher Inservice (NS)

February 2026						
S	M	T	W	T	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

20 Teacher Inservice AM (NS)
 Teacher Workday PM
 26-27 Parent/Teacher Conference (NS)

March 2026						
S	M	T	W	T	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				

10 End of Grading Period
 13 Teacher Release Inservice (NS)
 16-20 Spring Break (NS)

April 2026						
S	M	T	W	T	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		

3 New Teacher Inservice (NS)
 6 Teacher Inservice (NS)

May 2026						
S	M	T	W	T	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						

21 Last Day of School
 22 Teacher Workday AM (NS)

June 2026						
S	M	T	W	T	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				

<p>◡ = New Teacher Orientation (NS)</p> <p>◻ = Holiday/Vacation (NS)</p> <p>◻ = District Work/Inservice (NS)</p> <p>○ = Parent/Teacher Conference (NS)</p> <p>— = Half Day of School</p> <p>NS = No School</p>	<p>Inservices (7) = 8/11, 9/25, 9/26, 10/17*, 1/6, 2/20*, 3/13, 4/6</p> <p>Workdays (4) = 8/12, 8/13*, 10/17*, 1/5, 2/20*, 5/22*</p> <p>Snow Days (May 1, 4)</p> <p>Graduation Weekend (May 16-17)</p> <p>* = 1/2 Day</p>	<p>1159 Hour Calendar (6 hours, 40 minutes)</p> <table> <tr> <td>1st Grading Period</td> <td>41.5</td> <td rowspan="2">} 83.5</td> </tr> <tr> <td>2nd Grading Period</td> <td>42.0</td> </tr> <tr> <td>3rd Grading Period</td> <td>43.0</td> <td rowspan="2">} 87.0</td> </tr> <tr> <td>4th Grading Period</td> <td>44.0</td> </tr> <tr> <td></td> <td></td> <td>170.5</td> </tr> </table> <p>Teacher Contract Days 181.5</p>	1 st Grading Period	41.5	} 83.5	2 nd Grading Period	42.0	3 rd Grading Period	43.0	} 87.0	4 th Grading Period	44.0			170.5
1 st Grading Period	41.5	} 83.5													
2 nd Grading Period	42.0														
3 rd Grading Period	43.0	} 87.0													
4 th Grading Period	44.0														
		170.5													

BOE Approved 2.17.25

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SCHOOL DAY

	Breakfast Starting Time	Breakfast Ending Time	School Start Time	Lunch Start	Lunch End	End Time
Abe Hubert	7:45	8:25	8:30	10:50	12:35	3:50
Alta Brown	7:45	8:25	8:30	11:05	12:10	3:50
Buffalo Jones	7:45	8:25	8:30	11:30	12:55	3:50
Edith Scheuerman	7:45	8:25	8:30	11:30	12:25	3:50
Florence Wilson	7:45	8:30	8:30	11:20	12:45	3:50
Georgia Matthews	7:45	8:20	8:30	12:05	12:55	3:50
Gertrude Walker	7:45	8:35	8:30	11:35	12:35	3:50
Jennie Barker	7:45	8:45	8:30	11:30	12:25	3:50
Jennie Wilson	7:45	8:20	8:30	11:50	1:15	3:50
Plymell	7:45	8:25	8:30	12:15	1:10	3:50
Victor Ornelas	7:45	8:30	8:30	11:30	12:55	3:50
Bernadine Sitts	7:45	8:25	8:30	11:15	12:40	3:45
Charles Stones	7:45	8:25	8:30	11:47	1:05	3:45
Horace Good	7:20	7:50	7:50	11:16	12:20	2:50
Kenneth Henderson	7:00	8:15	7:50	11:39	12:43	2:50
GCHS	7:00	8:50	6:50 Zero HR 7:50 Reg	11:30	12:45	3:00
Garden City Achieve	7:45	8:15	8:20	11:30	12:56	3:20
Garfield ECH Center	Morning Session Start 8:45	Morning Session End 11:50	Lunch 12:15	Lunch 1:00	PM Start 1:15	4:20

KINDERGARTEN REGISTRATION

All children who will be five years old on or before August 31st should enroll for school during spring Enrollment. When enrolling, please remember to bring your child's current immunization record, birth certificate.

STUDENT FEES, FINES & CHARGES

The Board of Education has elected to charge an instructional materials and technology fee. The fees are as follows:

Early Childhood	\$21.00
Kindergarten	\$25.00
Elementary School – Grades 1 & 2	\$40.00*
Elementary School – Grade 3	\$45.00*
Elementary School – Grade 4	\$45.00*
Intermediate School Grade 5	\$62.00**
Intermediate School Grade 6	\$62.00**
Middle School	\$62.00**
High School	\$66.00**
Garden City Achieve	\$36.00
USD 457 Virtual Academy	\$36.00

* Includes \$15 Technology Fee related to 1:1 iPad initiative

**Includes \$30 Technology Fee related to 1:1 iPad initiative

Students will be fined/charged for overdue, damaged or lost library books, textbooks and materials. Records can be held until paid in full. There may also be some class fees for specialty classes at the secondary level.

SCHOOL PRINCIPALS

Name	School	Phone	Address
Karen Murrell	Abe Hubert	620.805.8400	1205 A Street
Julisa Flores	Alta Brown	620.805.7200	1110 E. Pine
Benjamin Luna	Buffalo Jones	620.805.7300	708 Taylor
Brandy Ochs	Edith Scheuerman	620.805.7350	1901 Wilcox
Jill Reagle	Florence Wilson	620.805.7400	1709 Labrador
Andrea Baker	Garfield Early Childhood Center	620.805.7500	121 W. Walnut
Bryan Kott	Georgia Matthews	620.805.7550	111 Johnson
David DeLoach	Gertrude Walker	620.805.7600	805 W. Fair
Matt Horney	Jennie Barker	620.805.7700	5585 N. Jennie Barker
Adriana Caro	Jennie Wilson	620.805.7750	1401 Harding
Suzette Goldsby-Lewis	Plymell	620.805.7800	20 W. Plymell Road
Tracy Leiker	Victor Ornelas	620.805.7900	3401 E. Spruce

CROSS WALKS

If you drive your children to school, please let them out on the proper side of the street. The safety of students is jeopardized when they are dropped off and expected to cross the street. If the children walk, the city and the school district have provided crossing guards for high traffic areas. Remind your children to cross at these locations.

BICYCLES & INFORMAL MODES OF TRANSPORTATION

Many students living in the school's attendance area use bicycles as means of transportation between home and school. The use of a bicycle requires that the student:

1. Know traffic safety rules and regulations as posted by municipal and state law.
2. Park the bicycle on school property in the bicycle racks provided.
3. Not ride the bicycle on school property once it is parked for the day.
4. Stay off the sidewalks and handicapped areas bordering the school property upon arriving or departing, as the walks are reserved for the use of pedestrians and handicapped students.
5. Refrain from tampering with other student's bicycles.
6. The building principal reserves the right to restrict or deny a bicycle on school property on an individual student basis for repeated or serious infraction of the rules stated in this policy.



Skateboards, roller skates, shoes with wheels and roller blades are not allowed on school property due to the potential hazard to the student or other students.

BUS TRANSPORTATION



- Bus transportation shall be provided for students based on the busing application form received by the transportation department, providing student meets the criteria.
 - If the Student qualifies for an Individualized Educational Plan and transportation is deemed necessary
 - If the Student resides 2.5 miles from the school they are attending
- Transportation may be provided by the district for all school activities.
- If student is detained after school for disciplinary reasons, bus will not wait and will not return.
- Students shall be under the jurisdiction of the vehicle driver and subject to the district's student behavior code.

- A parent or guardian must call the transportation department if their child is not going to ride the bus on that day.
- If a student does not ride the bus for three (3) consecutive days AND does not notify transportation, that student will be dropped from the route until the parent contacts the transportation department and fills out another transportation application.
- Permanent address changes must be made through the school with a new transportation application being brought to transportation. If you have questions, please call the transportation office at 620.805.8750.
- If parents are picking up their children from school, notify transportation so the driver will not wait at the school for that child.
- Scan cards are required and will be given to all bussing students at the beginning of the school year. Bussing students will be required to scan on and off when riding to and/or from school.
- Lost cards must be replaced. The cost of a replacement card will be \$5.00. Replacement cards may be purchased at the Transportation Department at 139 Cloverleaf. You will need to replace your lost card within 2 days or forfeit the privilege to ride.
- Student Field Trips

RELEASE OF STUDENT DURING SCHOOL DAY

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. Students will not be released via telephone conversation unless positive identification can be verified. If the principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

Parent must list on enrollment forms those persons who may pick up their child during the school day. Names may be added to or removed from this form at any time during the year, but the parent or legal custodian must come to the school office to do so.

ATTENDANCE

Students are expected to be in school, except in cases of emergency, or for reasons as explained in the code below. The district code lists the following as the only legal excuses for absence from school:

1. Medical or dental treatment, exam or recuperation. (Excessive absences for illness of more than seven (7) days may require a doctor's authorization at the discretion of the administration.)
2. Death or serious illness within the immediate family.
3. Special situations deemed excusable by the administration.
4. Unusual or unavoidable emergencies.
5. Students whose parent(s) are active duty personnel have additional excused absences at the discretion of the district relative to leave or deployment.

6. Participation in a district-approved or school sponsored activity.
7. Absences prearranged by parents and approved by principal.

Steps to follow when absent: (excused absence is subject to principal approval)

- a. Parent or guardian must phone the school and inform the office of the child's absence before 8:30 a.m. on the day of absence.
- b. Parent or guardian should write and sign an excuse giving the name, the date, the days of absence, and the reason for the student's absence.
- c. Present the written excuse to the school office.

Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for seeing that make-up work is completed.) A recommended time allocation for completion shall be one day make-up for one day missed. The allocation for completion of all make-up work shall not exceed two days for each one day missed.

If absence is due to work, travel, or some other reason, the parent or guardian should notify the school prior to the absences. Family vacations taken during the school year are not encouraged. At those times when families must take their vacations during the school year, such absence may be excused, provided that each of the following conditions are met:

1. Absence of the student must be arranged a minimum of two (2) school days before the scheduled vacation.
2. The student must be in good standing in classes. His/her grade point average must be within the guidelines of the building policy for athletic/activity participation.
3. No student who has displayed previous attendance problems will be excused for family vacations. His/her attendance rate must be at least 85%.
4. Class work/homework will be assigned by the teacher(s) prior to the absence on an Application for Prearranged Absence form (those forms are available in the principal's office).
5. Class work/homework assignments are due the day the student returns to school following the vacation. For class work/homework which must be performed in the school building, such as lab assignments, or experiments, the student will be allowed one school day per day of absence to make up such assignments.
6. If student does not attend school after the pre-arranged absence, further action will be taken, such as being dropped from the roll or truancy filed.
7. Pre-arranged absences may not exceed ten consecutive (10) school days unless extenuating circumstances exist.

(Policy JBD-R-1-3, adopted 12/15/03)

Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent from there on:

- Three consecutive school days,
- Five or more school days in any semester, or

- Seven unexcused absences in a year, 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 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 the school attendance of such child. (A significant part of the day is defined as more than ninety minutes. Ninety minutes is considered a half day). If this policy is not met, the district truant officer will contact the parent for information concerning the child's absence.

Truancy Law (K.S.A. 72-1113 SCHOOL ATTENDANCE LAW)

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 school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, 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 any part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary of social and rehabilitation services or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent. Whenever a law enforcement officer assumes temporary custody of a child who is found away from home or school without a valid excuse during the hours school is actually in session, and the law enforcement officer delivers the child to the school in which the child is enrolled or to a location designated by the school in which the child is enrolled to address truancy issues, the designated employee of the board of education shall serve notice thereof upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer.

When to keep your child home from school:

- Fever (100.4 or higher), including a fever with a new rash.
- Vomiting in the preceding 24 hours.

- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period.
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies.

When can your child return to school after being ill:

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours.

LOST AND FOUND

Each school has a "lost and found" box. Students and parents are urged to contact the school office as soon as an item is missing. Outer garments, private books, purses and other personal items should be marked with the owner's name. Items not picked up before the end of the school year will be donated to charity.

PERSONAL ITEMS

School administrators and staff are not responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the office.

CORPORAL PUNISHMENT

As per School Board Policy JDA, adopted 04-06-92 "Corporal punishment shall not be permitted in the school district".

SEARCH AND SEIZURE

Should a student's property be searched by school personnel, the specific procedure is School Board Policy JCAB and a copy may be given upon request.

STUDENT DISCIPLINE

USD 457 believes discipline is a process designed to teach, model, and reinforce appropriate consequences to bring about the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

SOLICITATION BY STUDENTS

Private solicitations among students within the school, or on school grounds are prohibited. School sponsored activities (carnival, fundraisers, etc.) are allowed.

STUDENT USE OF SCHOOL TELEPHONES

School telephones are provided to conduct necessary school business. Students shall be restricted in the use of school telephones for emergency purposes only. Students may also use the telephone for any purpose authorized by school personnel. We highly discourage parents from calling students during class time. Phone calls will be dealt with on an individual basis. Using the telephone to make outside-of-school social arrangements between students is strictly prohibited. These arrangements should be made at home or before or after school.

USD-457 BELIEF STATEMENTS REGARDING STUDENT BEHAVIOR

1. Teaching and learning of the intended curriculum for all students is the highest priority.
 - a. Therefore the misbehavior of one student:
 - b. will not be allowed to interfere with the learning opportunities of another student.
 - c. will not be allowed to interfere with the teacher's responsibility to teach all students.
 - d. will not excuse the misbehaving student from successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine--not a disruption of the daily routine.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.



STAFF & STUDENT BEHAVIOR STANDARDS GARDEN CITY USD 457

1. Work habits/time management: Students will develop and use productive work habits.
Indicators:

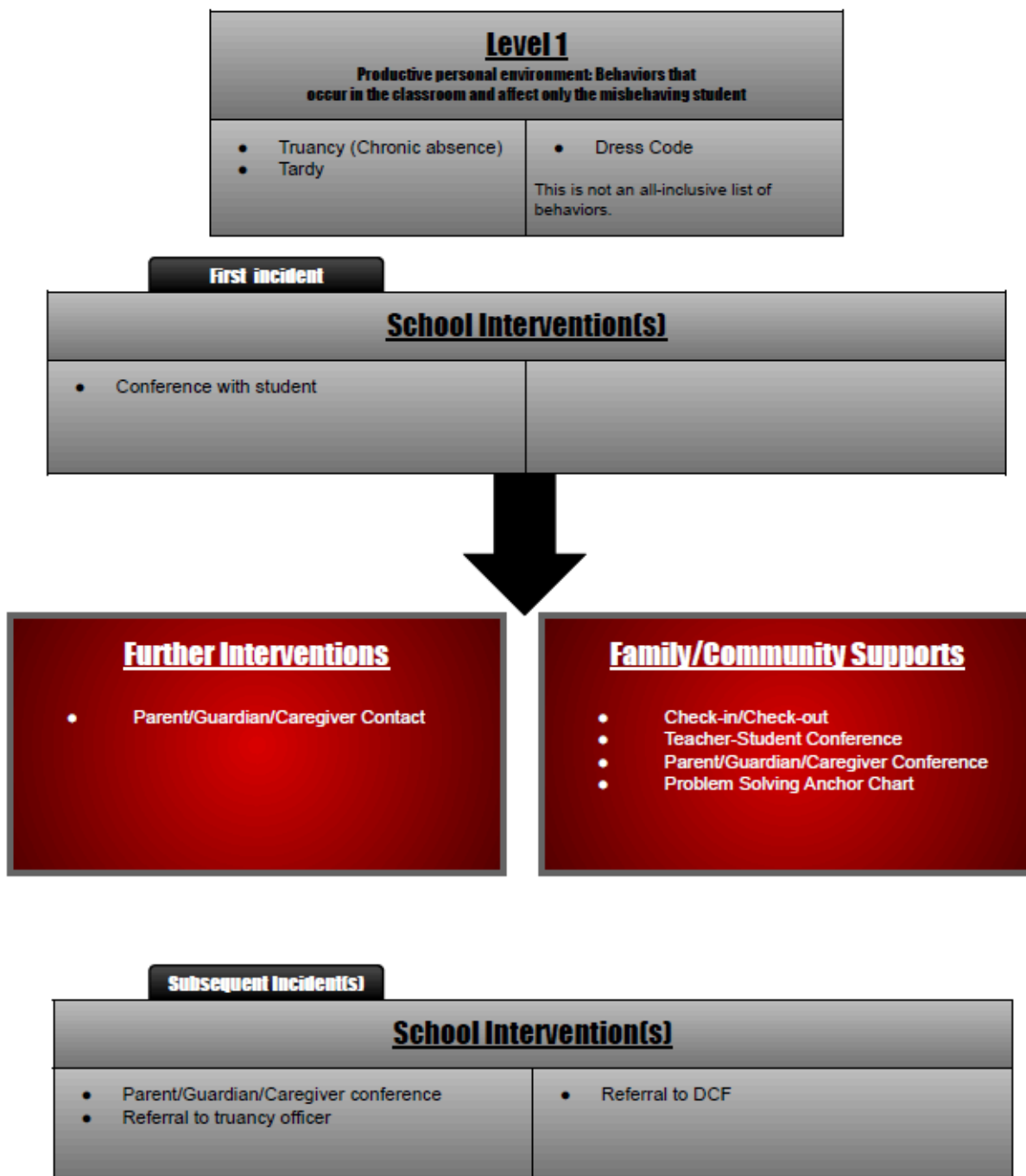
- Honors time commitments
 - Work cooperatively with others and independently when appropriate
 - Complete assigned class work
 - Arrive at school ready to work
2. School climate: Students will behave in a manner which fosters a positive school environment.
- Indicators:
- Follow school and district rules and policies
 - Use language, behavior, and gestures which adhere to school and district policies
3. Dress: Students will dress appropriately for the school environment
- Indicators:
- Dress in a manner consistent with district policies
 - Dress in a manner that is non-demeaning to self or others
 - Dress in a manner that is conducive to the activity in which engaged
4. Physical and emotional safety: Students will promote, create, and maintain an environment free from physical and emotional harm.
- Indicators:
- Control anger and resolve conflicts through non-violent means
 - Ensure that schools are free from weapons
 - Ensure that schools are free from harmful substances
 - Ensure that schools are free from intimidation, discrimination, and harassment
5. Respect for grounds and property: Students will respect school and district property and the property of others.
- Indicators:
- Show respect for the personal property of others
 - Use property and materials for their intended purpose
 - Take care of school and district property
6. Honesty, integrity, and responsibility: Students will accept personal responsibility and accountability for their actions or inactions.
- Indicators:
- Honor commitments
 - Be honest and truthful in dealings with others
 - Accept consequences for actions
7. Diversity: Students will respect the unique attributes and qualities of every individual.
- Indicators:
- Gives credence to equity in:

Age	race	beliefs	religion
gender	socio-economic status	ideas	values
	physical characteristics	(et cetera)	
8. Respect for authority: Students will demonstrate respect through actions, behaviors, and language.
- Indicators:
- Shows respect for adults

USD 457 Discipline Levels

Garden City Public Schools Discipline Policy

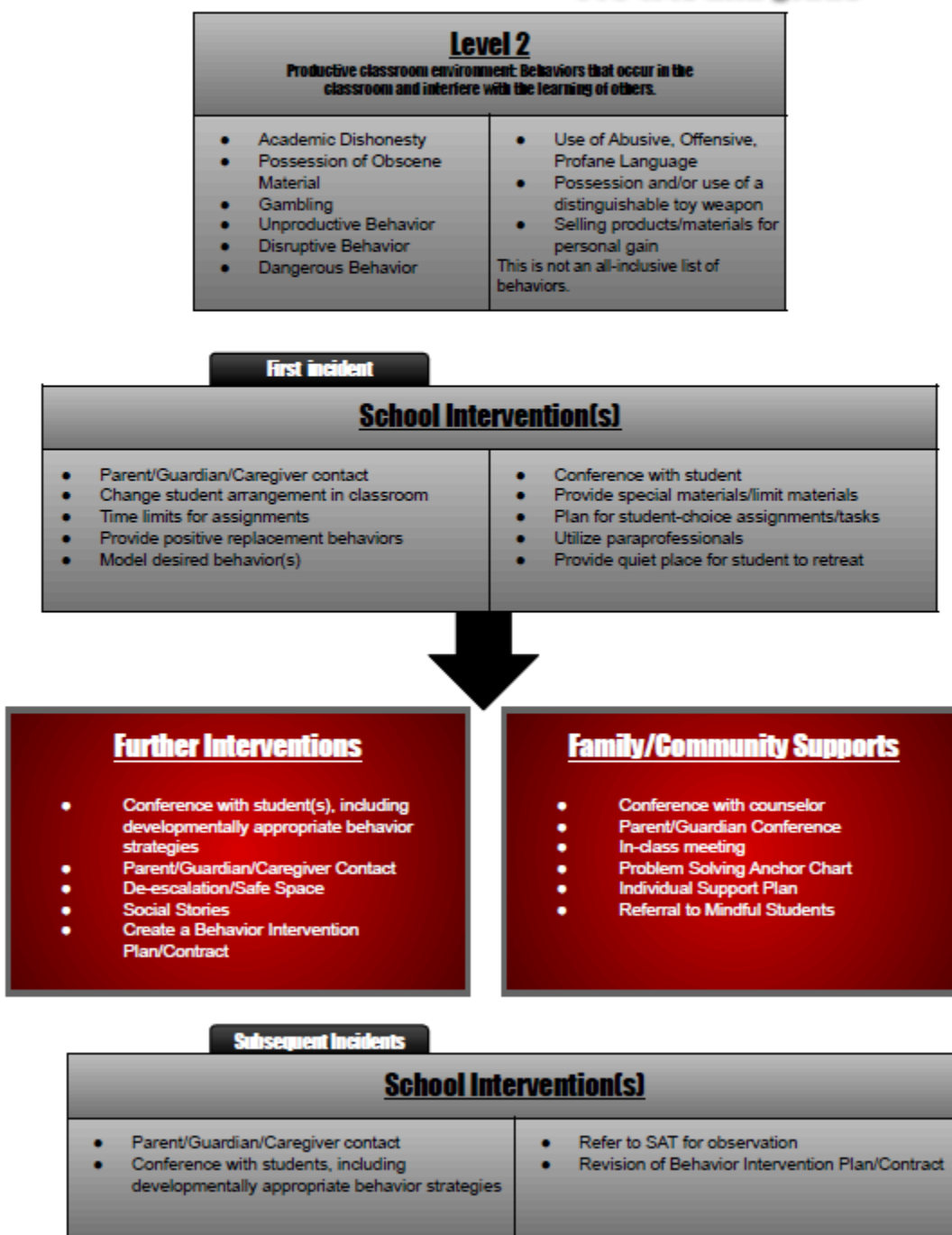
Pre-K to 2nd grade



Garden City Public Schools

Discipline Policy

Pre-K to 2nd grade



Garden City Public Schools

Discipline Policy

Pre-K to 2nd grade

Level 3 Orderly environment: Behaviors that occur that are not intended to cause physical or mental harm to another individual, but do negatively affect an orderly environment.	
<ul style="list-style-type: none"> • Violation of Technology Acceptable Use Policy • Forgery • Stealing • Extortion • Vandalism • Receiving Stolen Property • Failure to Meet Conditions of Suspension, Expulsion, Or Other Disciplinary Interventions • Insubordination • Gang activity/Affiliation 	<ul style="list-style-type: none"> • Possession/Distribution and/or Purchase of Non-Controlled Substances • Unauthorized Entry - Restricted and/or Unsupervised • Possession and/or Use of a Lighter or Matches • Use of Abusive, Offensive, Profane Language Towards a Staff Member • Use of language that is discriminatory in nature (slurs). <p>This is not an all-inclusive list of behaviors.</p>

First incident

School Intervention(s)	
<ul style="list-style-type: none"> • Rearrange Classroom Seating Assignment • Parent/Guardian/Caregiver Conference • De-escalation Room/Safe Space • Triage with Learner(s)/Mediation with Learner • DCF Contact • In-School Suspension 	<ul style="list-style-type: none"> • Provide Social Stories • Provide Education on Impact of Behavior Choices • Referral to School Counselor • Police Conference with Parent Approval • Consider Restitution Practices



Further Interventions

- Referral to Student Assistance Team
- Structured Environments
- Conference with Teacher Support Team
- Create a Behavior Intervention Plan/Contract

Family Community Supports

- Discuss / Develop a School / Family Safety Plan
- Referral to Multidisciplinary Team
- Referral to Parent Support Program
- Referral to Community Counseling
- Provide School Resource Folder

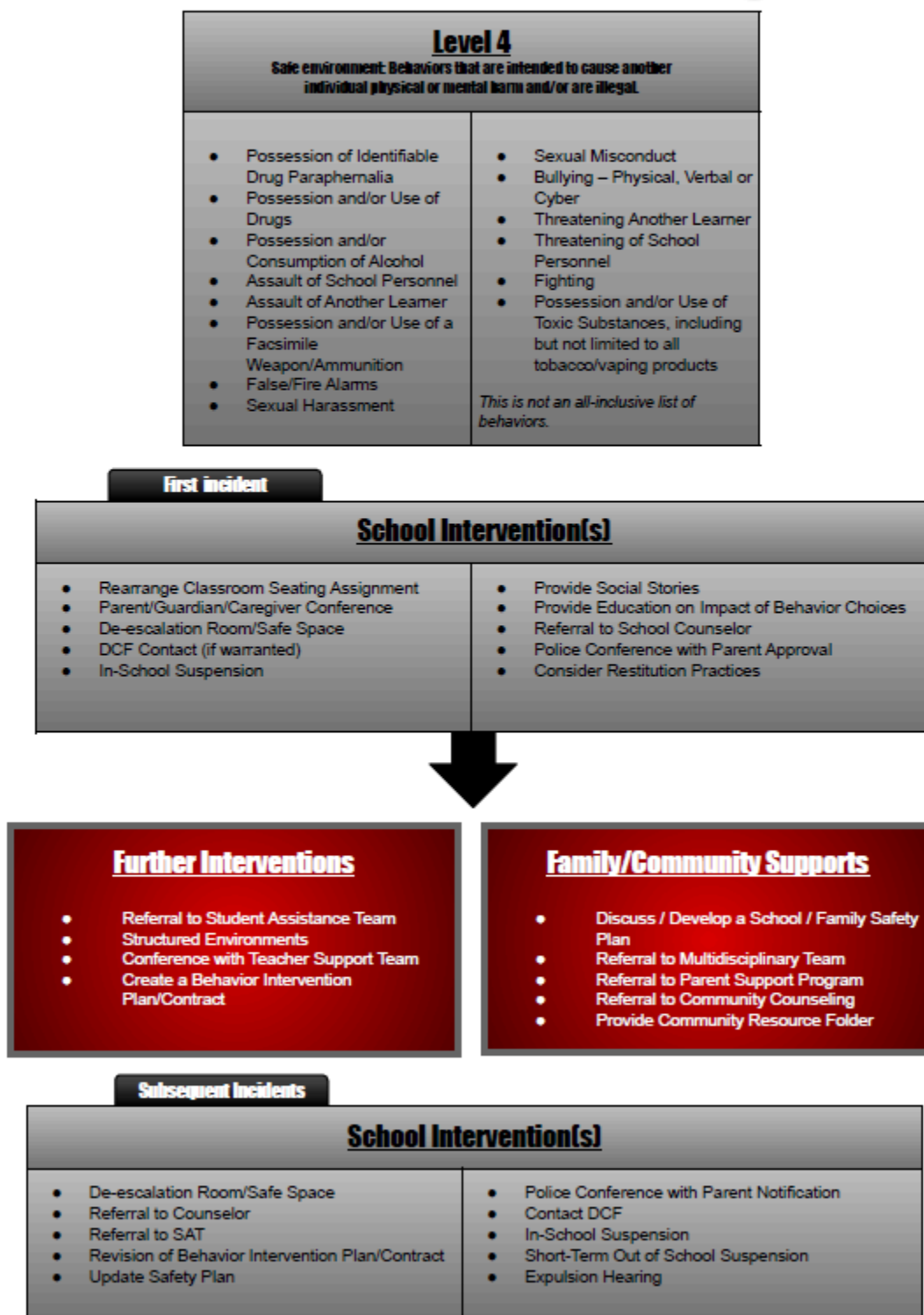
Subsequent Incidents

School Intervention(s)	
<ul style="list-style-type: none"> • De-escalation Room/Safe Space • Behavior Contracts • Referral to Counselor • Referral to SAT • Revision of Behavior Intervention Plan/Contract • Develop a Safety Plan 	<ul style="list-style-type: none"> • Police Conference with Parent Notification • Contact DCF • In-School Suspension • Short-Term Out of School Suspension • Expulsion Hearing After Conference With District Leadership

Garden City Public Schools

Discipline Policy

Pre-K to 2nd grade



Garden City Public Schools Discipline Policy

Pre-K to 2nd grade

Level 5

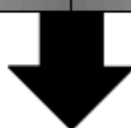
Safe environment (severe): Behaviors with legal implications and/or have a significant negative impact on individuals or school.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Possession of Drugs with Intent to sell or distribute • Possession and/or use of a weapon other than a firearm • Possession and/or use of a firearm | <ul style="list-style-type: none"> • Causing serious physical injury • Possession of Explosives/Ammunition with the intent to use or sell • Arson <p>This is not an all-inclusive list of behaviors.</p> |
|---|---|

First/Subsequent incidents

School Intervention(s)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Parent/Guardian/Caregiver conference • De-escalation room/safe space • Referral to Counselor • Referral to SAT • Create a Behavior Intervention Plan/Contract • Development of a safety plan | <ul style="list-style-type: none"> • Threat assessment • In-School Suspension • Short-Term Out of School Suspension • Expulsion Hearing • Contact appropriate agencies (law enforcement/DCF) |
|---|---|



Further Interventions

- Referral to Multidisciplinary Team
- Check-in/Check-out

Family/Community Supports

- Referral to Drug Alcohol Program (DAP)
- Referral to Parent Support Program
- Referral to Community Counseling
- Provide Community Resource Folder

Garden City Public Schools Discipline Policy

3rd-6th grade

Level 1

Productive personal environment: Behaviors that occur in the classroom and affect only the misbehaving student

- | | |
|--|---|
| <ul style="list-style-type: none"> • Truancy (Chronic absence) • Tardy • Unprepared | <ul style="list-style-type: none"> • Dress Code <p>This is not an all-inclusive list of behaviors.</p> |
|--|---|

First incident

School Intervention(s)

- | | |
|--|--|
| <ul style="list-style-type: none"> • Conference with student • Office intervention, as necessary to correct dress code violation | |
|--|--|



Further Interventions

- | |
|---|
| <ul style="list-style-type: none"> • Parent/Guardian/Caregiver Contact |
|---|

Family/Community Supports

- | |
|--|
| <ul style="list-style-type: none"> • Check-in/Check-out • Teacher-Learner Conference • Parent/Guardian/Caregiver Conference • Problem Solving Anchor Chart |
|--|

Subsequent Incident(s)

School Intervention(s)

- | | |
|--|--|
| <ul style="list-style-type: none"> • Parent/Guardian/Caregiver conference • Conference with counselor • Isolation until parent brings appropriate clothes | <ul style="list-style-type: none"> • Referral to truancy officer • Referral to DCF |
|--|--|

Garden City Public Schools

Discipline Policy

3rd-6th grade

Level 2

Productive classroom environment: Behaviors that occur in the classroom and interfere with the learning of others.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Academic Dishonesty • Possession of Obscene Material • Gambling • Unproductive Behavior • Disruptive Behavior • Dangerous Behavior | <ul style="list-style-type: none"> • Use of Offensive, Profane Language • Possession and/or use of a distinguishable toy weapon • Selling products/materials for personal gain <p>This is not an all-inclusive list of behaviors.</p> |
|---|--|

First Incident

School Intervention(s)

- | | |
|---|--|
| <ul style="list-style-type: none"> • Parent/Guardian/Caregiver contact • Change student arrangement in classroom • Time limits for assignments • Provide positive replacement behaviors • Model desired behavior(s) • Conference with student | <ul style="list-style-type: none"> • Provide special materials/limit materials • Plan for student-choice assignments/tasks • Utilize paraprofessionals • Provide quiet place for student to retreat • Conflict Resolution |
|---|--|



Further Interventions

- Conference with student(s), including developmentally appropriate behavior strategies
- Parent/Guardian/Caregiver Contact
- De-escalation/Safe Space
- Social Stories
- Create a Behavior Intervention Plan/Contract

Family/Community Supports

- Conference with school counselor
- Parent/Guardian/Caregiver Conference
- Problem Solving Anchor Chart
- Individual Support Plan
- Referral to Community Counseling

Subsequent Incidents

School Intervention(s)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Parent/Guardian/Caregiver contact • Conference with students, including developmentally appropriate behavior strategies • Refer to District Behavior Specialist | <ul style="list-style-type: none"> • Refer to SAT for observation • Revision of Behavior Intervention Plan/Contract • In-School Suspension |
|---|---|

Garden City Public Schools

Discipline Policy

3rd-6th grade

Level 3 Orderly environment: Behaviors that occur that are not intended to cause physical or mental harm to another individual, but do negatively affect an orderly environment.	
<ul style="list-style-type: none"> • Violation of Technology Acceptable Use Policy • Forgery • Receiving Stolen Property • Failure to Meet Conditions of Suspension, Expulsion, Or Other Disciplinary Interventions • Possession/Distribution and/or Purchase of Non-Controlled Substances • Unauthorized Entry - Restricted and/or Unsupervised 	<ul style="list-style-type: none"> • Gang activity/Affiliation • Possession and/or Use of a Lighter or Matches • Insubordination • Indirect use of Abusive or Offensive Language • Indirect use of language that is discriminatory in nature (slurs). <p>This is not an all-inclusive list of behaviors.</p>

First Incident

School Intervention(s)	
<ul style="list-style-type: none"> • Rearrange Classroom Seating Assignment • Parent / Guardian / Caregiver Conference • De-escalation Room/Safe Space • Triage with Learner(s)/Mediation with Learner • DCF Contact • In-School Suspension • Short Term Out of School Suspension 	<ul style="list-style-type: none"> • Conflict Resolution • Provide Education on Impact of Behavior Choices • Referral to School Counselor • Police Conference with Parent Approval • Consider Restitution Practices • Referral to Anti-Vaping/Tobacco Class



<h4><u>Further Interventions</u></h4> <ul style="list-style-type: none"> • Referral to Student Assistance Team • Structured Environments • Conference with Teacher Support Team • Create a Behavior Intervention Plan/Contract 	<h4><u>Family Community Supports</u></h4> <ul style="list-style-type: none"> • Discuss / Develop a School / Family Safety Plan • Referral to Multidisciplinary Team • Referral to Parent Support Program • Provide Community Resource Folder • Referral to Community Counseling
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Subsequent Incidents

School Intervention(s)	
<ul style="list-style-type: none"> • De-escalation Room/Safe Space • Triage with Learner(s) / Mediation with Learner • Behavior Contracts • Referral to Counselor • Referral to Student Assistance Team • Revision of Behavior Intervention Plan/Contract 	<ul style="list-style-type: none"> • Develop a Safety Plan • Police Conference with Parent Notification • Contact Department of Children and Families • In-School Suspension • Short-Term Out of School Suspension • Expulsion Hearing

Garden City Public Schools

Discipline Policy

3rd-6th grade

Level 4 Safe environment: Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.	
<ul style="list-style-type: none"> • Possession of Identifiable Drug Paraphernalia • Possession and/or Use of Drugs • Possession and/or Consumption of Alcohol • Stealing • Extortion • Vandalism • Assault of School Personnel • Assault of Another Learner • Possession and/or Use of a Facsimile Weapon/Ammunition 	<ul style="list-style-type: none"> • Commission of a Felony and/or Misdemeanor • False/Fire Alarms • Sexual Harassment • Sexual Misconduct • Bullying – Physical, Verbal or Cyber • Threatening Another Learner • Threatening of School Personnel • Fighting • Possession and/or Use of Toxic Substances, including but not limited to all tobacco/vaping products <p>This is not an all-inclusive list of behaviors.</p>

First incident

School Intervention(s)	
<ul style="list-style-type: none"> • Rearrange Classroom Seating Assignment • Parent/Guardian/Caregiver Conference • De-escalation Room/Safe Space • DCF Contact (if warranted) • In-School Suspension • Short Term Out of School Suspension 	<ul style="list-style-type: none"> • Provide Social Stories • Provide Education on Impact of Behavior Choices • Referral to School Counselor • Police Conference with Parent Approval • Consider Restitution Practices • Referral to Substance Use Intervention Program



Further Interventions	Family/Community Supports
<ul style="list-style-type: none"> • Referral to Student Assistance Team • Structured Environments • Conference with Teacher Support Team • Create a Behavior Intervention Plan/Contract • Referral to Finny County Department of Corrections Youth Program 	<ul style="list-style-type: none"> • Discuss / Develop a School / Family Safety Plan • Referral to Multidisciplinary Team • Referral to Parent Support Program • Referral to Community Counseling • Provide Community Resource Folder

Subsequent Incidents

School Intervention(s)	
<ul style="list-style-type: none"> • De-escalation Room/Safe Space • Referral to Counselor • Referral to SAT • Revision of Behavior Intervention Plan/Contract • Update Safety Plan 	<ul style="list-style-type: none"> • Police Conference with Parent Notification • Contact DCF • In-School Suspension • Short-Term Out of School Suspension • Expulsion Hearing

Garden City Public Schools

Discipline Policy

3rd-6th grade

Level 5 Safe environment (severe): Behaviors with legal implications and/or have a significant negative impact on individuals or school.	
<ul style="list-style-type: none"> • Possession of Drugs with Intent to sell or distribute • Possession and/or use of a weapon other than a firearm • Possession and/or use of a firearm 	<ul style="list-style-type: none"> • Causing serious physical injury • Possession of Explosives/Ammunition with the intent to use or sell • Arson <p>This is not an all-inclusive list of behaviors.</p>

First/Subsequent incidents

School Intervention(s)	
<ul style="list-style-type: none"> • Parent/Guardian/Caregiver conference • De-escalation room/safe space • Referral to Counselor • Referral to SAT • Create a Behavior Intervention Plan/Contract • Development of a safety plan 	<ul style="list-style-type: none"> • Threat assessment • Short-Term Out of School Suspension • Expulsion Hearing • Contact appropriate agencies (law enforcement/DCF)



Further Interventions

- Referral to Multidisciplinary Team
- Check-in/Check-out
- Referral to Finny County Department of Corrections Youth Program

Family/Community Supports

- Referral to Drug Alcohol Program (DAP)
- Referral to Parent Support Program
- Referral to Community Counseling
- Provide Community Resource Folder

Bullying

(POLICY #JDDC 9/9/13, GAAB 8/31/15, JCE 8/31/15, JGEC 8/31/15, JGECA 8/31/15, JDD 2/16/15 AND EBC 8/11/03) SEE BULLYING PLAN

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying Prevention Statement

The staff at Garden City Public Schools is committed to providing a safe and orderly environment for all students to attend school. Bullying behaviors are not acceptable in our schools. Students or staff who see bullying behavior taking place are encouraged to intervene and should report to the appropriate adult at the school.

Bullying Prevention Statement

This includes any gesture, written, verbal or physical act where one or more persons repeatedly and overtime engages in one sided conduct that physically or mentally harms a student where he/she has difficulty defending himself/herself and/or those actions damages a student's property; places a student in reasonable fear of physical harm or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school mission or the education of any student.

Gang Activity (POLICY #JHCAA 2/3/03)

A "gang" shall be defined for this policy as any group of three or more persons who have a common name or common identifying signs, colors, or symbols, and have members or associates who, individually or collectively, engage in or have engaged in activities whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. A "gang member" shall be defined for this policy as a person whose style of dress, apparel, accessories, activities, acts, behavior, or manner of grooming causes school officials to have a reasonable belief that the person is a member of a gang. For purposes of identification of a student as a gang member, two or more of the following indicators must be determined by district staff to exist:

- A. Student admits to gang membership;
 - B. Student is identified as a gang member by a credible, non-law enforcement source;
 - C. Student is identified as a gang member by a law enforcement agency;
 - D. Student is identified as a gang member by the student's parent or legal guardian;
 - E. Student resides in or frequents a particular gang's geographic area, and adopts its style of dress, apparel, grooming, tattoos, or its use of hand signs;
 - F. Student associates with known gang members, either at school or off school premises; or
 - G. Student has been arrested for the commission of illegal acts arising out of gang activity.
- The following acts, conduct, or behavior by a student shall be prohibited:
- a. Intimidation, advocacy, or promoting activities which threatens the safety or well-being of students, staff, or property, on or off school grounds, and which disrupt or interferes with a school environment, activity, or educational objectives;
 - b. The use of any speech, hand signs, gestures, handshakes, graffiti, or the presence of any apparel, jewelry, accessories, tattoos - visibly displayed, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies gang membership;
 - c. Speech or the commission of any act involving initiations, hazing, bullying, intimidations, threats, and/or related activities of gang membership which are likely to cause violence, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff; or
 - d. Implying gang membership by written communications, marks, drawings, paintings, designs, or emblems upon any school property or building, or any item of personal property.

Gang activity is deemed by the district to be a risk to a safe educational environment. The district shall consider engaging in prohibited gang activity as behavior which is included in the highest and most serious level of misconduct by a student. Any student violating this policy shall be subject to disciplinary action as allowed by board policy and statutory law. All gang activity by a student which results in disciplinary action shall be documented in writing and such records shall be made available to all district staff members with a legitimate educational interest in the student throughout the student's educational career in the district. Discipline for gang activity shall be deemed to be cumulative, and carry over from year to year for the purposes of any disciplinary systems maintained within the district. District staff shall regularly meet with law enforcement agencies to stay informed of gang membership and activity, in the community. District staff, in conjunction with information regularly obtained from law enforcement agencies, shall maintain a list of indicators of gang membership. The information on the list shall be consistent throughout the district, and shall be available to parents, legal guardians, and students. District staff shall exchange with law enforcement agencies, information about gangs and gang membership arising out of conduct or activities in the district, as may be consistent with federal and state student educational records confidentiality laws. District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activity.

SCHOOL LUNCH PROGRAM

USD 457 participates in the National School Lunch and Breakfast Programs. This federally assisted meal program provides reimbursement for each meal served that meets the current United States Department of Agriculture meal pattern.

A school lunch provides an average of one-third and a school breakfast approximately one-fourth of the minimum daily requirements of calories, nutrients, vitamins and minerals for school age children. Special emphasis is placed on planning meals that meet the Dietary Guidelines for Americans which suggest reducing sodium, cholesterol and fat and increasing dietary fiber.

Offer versus serve is a federal regulation designed to reduce food waste by allowing students to choose only those foods which they intend to eat. Students are encouraged to select full servings of at least three different food items that includes a fruit or vegetable.

If a student qualifies as a disabled child (7CFR Part 15b.3), meal substitutes will be provided only when supported by a statement signed by a physician licensed by the State. Forms are available from Nutrition Services Office or the school nurse.

The lunch period is a closed period. Students may not leave the campus for lunch without written permission from the parent or guardian. Please notify the school by 9:00 a.m. if any visiting adults wish to eat lunch that day. Adults must stop at the office before going to the cafeteria.

The lunch program is an equal opportunity program. If you believe you suffered discrimination because of race, color, national origin, sex or handicap, write to the Secretary of Agriculture, Washington, D.C. 20250.

Please make checks out to Student Funds: The full amount will be credited to each student's account. No change will be given. Paying by the month is encouraged since elementary students will not be allowed to charge more than \$11.80. If your child is over the charge limit they will not be given a hot lunch.

Policy/Procedures: DELINQUENT MEAL ACCOUNTS

Elementary and intermediate students will not be allowed to exceed \$8.90 in charges (for paid students) and a \$1.40 charge amount (for reduced students) at any time. Once the student account falls below \$4.00 they will be told that their funds are running low and asked to let their parents know to add more funds to their account so they do not accrue charges. Once the student starts accumulating charges a letter will be sent home with elementary students and a note given to the intermediate students. All parents with a valid e-mail will receive notification that their child's account is in the negative. If the child's account exceeds the \$8.90 charge limit the student will receive an alternate meal until charges are paid in full. The parent will be notified on a daily basis until the account is brought back into good standings. Students will be allowed to purchase a meal if the student pays cash. The first of May, all charges will be cut off and all negative accounts will be paid in full before the last day of school.

Middle school students will not be allowed to exceed a \$4.65 charge amount (for paid students) and a \$.70 charge amount (for reduced students) at any time. Once the student account falls below \$4.00 they will be told that their funds are running low and asked to let their parents know to add more funds to their account so they do not accrue any charges. If the child account

exceeds the maximum \$4.65 charge limit the student will receive an alternate meal until charges are paid in full. Students will be allowed to purchase a meal if the student pays cash. The first of May, all charges will be cut off and all negative accounts will be paid in full before the last day of school.

High School students will not be allowed to exceed a \$3.00 charge amount (for paid students) and a \$.40 charge amount (for reduced students) at any time. Alternate meals will not be provided at the high school. Students will be allowed to purchase a meal if the student pays cash.

Parents are encouraged to fill out a free and reduced lunch application or send a sack lunch if unable to pay for school meals. **ADULTS, INCLUDING USD 457 EMPLOYEES ARE REQUIRED TO PAY IN FULL AT EACH MEAL.**

When students withdraw or graduate from Garden City Public Schools, parents may complete a refund request to receive the remaining balance in their student's account. If a refund request is not received by the District within three months of withdrawal or graduation, the remaining funds may be transferred to a District account to help ensure that all students have access to nutritious meals during the school day. All lunch balance funds must be refunded to families that qualify for free or reduced price meals and may not be transferred to the donation account.

OUTSIDE FOOD AT MEAL TIME

In addition to the regular lunch program provided by USD 457, students are permitted to bring lunch from home to be eaten in the cafeteria during the designated lunch period. Students who bring a sack lunch may purchase milk to accompany their meal per carton.

Brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, intermediate or middle school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza and restaurant to-go meals. Carbonated beverages (pop) will also be prohibited in the cafeteria during meal times.

Sack lunch from home will still be permitted as long as it does not contain brand name food items in original packaging as described above or carbonated beverages. Due to sanitation and safety concerns, students will not be allowed to share any foods brought from home.

To insure the safety and welfare of all students participating in the school lunch program, no soda, sharp objects such as kitchen knives or can openers, glass containers, nor beverages containing alcohol will be permitted. Nutritious lunches are recommended.

Lunch containers must be clearly marked with the student's name. Other helpful information may include the student's current grade or address. The school is not responsible for lost lunch containers. This is the sole responsibility of the student. Parents are advised that a lost and found box or area is provided for all unclaimed student possessions including lunch boxes.

Outside Foods During School Hours

Due to sanitation and food safety concerns students and staff are prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits, which should be prepared using proper sanitation procedures. Snacks shall only be served after the lunch period, unless served for special purposes such as before testing.

MEAL TIME NOTES

Parents are encouraged to eat school meals with their children. The office needs to be notified by 9:00 AM. Adult breakfast will be \$3.00 and lunches will be \$5.00.

FOOD ALLERGIES / SPECIAL DIETS

In order to accommodate students with food allergies or special dietary needs, Nutrition Services must have a Medical Statement to Request School Meal Modification form filled out and signed by a recognized medical authority. This form can be obtained in the office of your child's school or from the Nutrition Services office located at 1205 Fleming Street.

NOTE: A new form must be filled out and signed each year, dated after July 1, 2025. We cannot use forms from the previous year. Form is located on page 43 of this handbook.

2025-2026 BREAKFAST, LUNCH & MILK PRICES

Breakfast for all students is free for the 2025-2026 school year

BREAKFAST

Elementary Student	\$0
Intermediate Student	\$0
Middle School Student	\$0
Senior High Student	\$0
Reduced Elementary & Secondary	\$0
Adult	\$3.00

LUNCH

Elementary Student	\$2.95
Intermediate Student	\$2.95
Middle School Student	\$3.05
Senior High School Student	\$3.20
Reduced Elementary & Secondary	\$0
Adult	\$5.00

MILK

Extra Milk	\$
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FREE AND REDUCED MEALS

To apply for Free and Reduced meals, families have to complete a new application each school year. Free and Reduced application will be available online at <https://secure.ezmealapp.com/default.aspx>? July 14, 2025. Paper copies will be available at 1205 Fleming. . Please remember that your family must reapply each school year. If a new application is not completed and approved, parents are responsible for the cost of the meals until the application is approved. All families approved for Reduced status will be able to eat FREE of charge this school year. In addition, breakfast will also be FREE to all students!!! Only one application per family should be completed.

If your child qualifies for this program, they are eligible to eat both breakfast and lunch at the status approved for. The Nutrition Services Office processes applications and notifies the applicant of status electronically and by mail.

DISCRIMINATION STATEMENT AS OF JUNE 1, 2022

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil 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), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, 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) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

DRESS CODE (JCDB 4-6-91)

This plan is designed to provide a more safe and orderly environment, which will exclude any style of dress, actions and/or materials that are harmful to kids. Anything that promotes gangs or the gang mentality, promotes drugs, alcohol, and/or sexual innuendo, displays nudity or partial nudity and anything inappropriate as it is observed. USD 457 elementary schools have developed this plan to be consistent, informative, and reasonable for all students and their apparel, as well as their actions and possessions.

- The following list has been compiled to give students and parents an idea of what attire is considered to be inappropriate. By no means is this list complete and may be added to as the need arises. An individual's dress and grooming has a bearing on how others react toward them and therefore will affect behavior. Please dress appropriately.
1. All shorts, dresses & skirts must be longer than the tip of fingers when arms are held down at the side.
 2. Pajama pants and sleepwear are not allowed during the school day.
 3. No Blankets or Pillows. The items cause disruptions to the learning environment.
 4. No bike shorts unless covered by proper clothing.
 5. No see-through clothing.
 6. Appropriate logos or wording on clothing (no profanity, references to alcoholic beverages, tobacco products, illegal activities, drugs, gang activity or affiliation, etc.)
 7. No hats, caps, hairnets, scarves, headbands, or other head coverings are to be worn or carried on school grounds between the hours of 7:00 a.m. to 4:00 p.m. (Administration discretion during inclement weather.)
 8. No shoes with wheels.
 9. No jewelry that resembles drugs or illegal substances or that is affiliated with gang activity is to be worn at school.
 10. No sagging or bagging will be allowed. Trousers/slacks are to be worn at hip level. Pants that will not stay up at hip level without a belt (and are not being worn with a belt at the hip level) are considered sagging/bagging.
 11. No belts hanging from pants. All belts must be worn through belt loops.
 12. No chains hanging from pants. No jewelry that could be used as weapons, such as jewelry with spikes.
 13. No tank tops or halter tops. Sleeveless shirts must cover to the edge of the shoulder and armholes must fit tightly around the arms. Necklines must not reveal cleavage. All shirts must be long enough to tuck in or if worn out – cover waistband of pants. Shirts will be considered too short if they expose flesh while the student is sitting or walking. Shirts must have complete backs – no holes, cutouts, or strings.
 14. Overall straps and suspenders must be fastened correctly over the shoulder.
 15. No bandanas or kerchiefs worn or carried.

Fresh air -- fresh minds! During the winter months recess is an "outside" activity when possible. Children will not be exposed to intolerable weather conditions, nor will it be an endurance test to see who can brave the elements. It is important, however, to get outside for fresh air whenever weather permits. Please send your children to school with the appropriate clothing: gloves, mittens, coats, sweaters, scarves, stocking caps, snow boots, etc.

If your child must remain indoors, please be sure your child's teacher receives a note.

CLASSROOM PARTIES

Birthday Parties

Once a month student birthdays will be celebrated during their designated lunch period. Parents will be encouraged to come eat with their children on this day. Nutrition Services will provide a special treat and may set-up a special table for the birthday students to help them celebrate. June birthdays will be celebrated in May and July birthdays in August. The school will be responsible for giving their kitchen manager a list of birthdays each month. This one-day event will take the place of individual classroom birthday parties. Schools not wishing to participate in the monthly celebrations must let Nutrition Services know by August 1st of each year.

Seasonal Parties

Due to sanitation and safety concerns, students and staff will be prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits, which should be prepared using proper sanitation procedures. All parties will be held after the lunch period, with the exception of morning ELF and Early Childhood students.

District Playground Facilities

The district playground facilities at any of the school buildings will be closed to the public during days schools are in session. This is for the safety of the Students and Staff of each building.

INCLEMENT WEATHER

In the event that school bus drivers can only drive mud routes, or a no-school notice is warranted by weather, an announcement will be made. Please use the following resources for current information.

- District website,
- District Facebook page
- District Twitter account
- Local radio stations – KBUF, KIUL
- Local television stations – KSNG, KUPK, KWCH

During weather emergencies, parents will be allowed to pick up their children if they feel the need to do so. If someone other than the parent is picking up the child during an emergency, the school must have notification from the parent or guardian before the child is released to that person.

ELEMENTARY SCHOOL PLAYGROUNDS

1. The playground is primarily designed for elementary students.
2. Alcoholic beverages and tobacco are strictly prohibited.
3. All playgrounds are closed at dusk.
4. Questions concerning specific playground rules should be addressed to the building principal.

GUIDELINES FOR ANIMALS THAT ARE PERMITTED TO VISIT SCHOOLS

It is important that animals that are brought onto the school grounds be clean and healthy so that the risk of transmitting diseases is minimal. Visiting animals should be restricted to an area designated by the principal or administrator. Animals which are brought to school should be clean and free of disease and external parasites such as fleas, ticks and mites. Therefore the following are specific guidelines for some common visiting animals:

1. Animal must be owned by the current owner for a minimum of six months.
2. Current rabies vaccination by a licensed veterinarian documented for all dogs, cats, and ferrets brought onto school grounds. Animals under six months of age and not vaccinated against rabies will not be allowed on school grounds.
3. Current health certificate signed by a licensed veterinarian showing proof of:
 - a. Current appropriate vaccinations
 - b. Negative fecal exam or proof of successful treatment for internal parasites in the past year
 - c. Animal is free of external parasites such as fleas, ticks, and mites and free of obvious skin lesions
4. Dogs must be housebroken (including puppies)

Proper Restraint of Animals

Because animals may react strangely to classroom situations, it is important to have an effective way to control them.

1. **Collars and leashes:** Dogs, cats and ferrets should be wearing a proper collar, harness, and/or leash when on the school grounds or in the classroom so they can be easily controlled. Household rope or string is not an appropriate restraint tool. The owner or responsible person should stay with the animal during its visit to the school. No animal should be allowed to roam unrestrained on the school grounds or in the classroom.
2. **Pet birds** should never be allowed to fly free in a classroom.
3. **Designated areas:** All animals must be restricted to the area designated by the principal or administrator. Animals should not be in dining areas during mealtimes. In

school facilities in which the common dining area is also used as an auditorium, gymnasium, or multi-purpose room animals may be allowed in the area at times other than meals if:

- a. effective partitioning or self-closing doors separate the area from food storage and food preparation areas;
 - b. condiments, equipment, and utensils are stored in enclosed cabinets or removed from the area when animals are present; and
 - c. dining areas, including tables, countertops, and similar surfaces are effectively cleaned before the next meal service. Cleaning should be done with a 10% bleach solution or commercial disinfectant.
4. **Estrus:** Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit.

For complete Guidelines for Visiting and Resident Pets in the Garden City Public Schools see Administrative Handbook.

USD 457 allows service animals in compliance with the Americans with Disabilities Act of 1990 for students with special needs.

POSSESSION AND USE OF WIRELESS COMMUNICATION / TECHNOLOGY DEVICES

Cell Phones/Personal Electronic Devices

Personal electronic communication devices are valuable communication tools; however, personal electronic communication devices can be disruptive to the learning environment and pose potential legal issues for students (i.e., inappropriate pictures, cheating, etc.). To protect students' academic learning time and to maintain an appropriate learning environment, personal electronic communication devices policies at each grade level are as follows:

Elementary, Intermediate, Middle Schools

Students are not allowed to use personal electronic communication devices at any time during the school day. They must remain out of sight and be turned off. At the elementary and intermediate schools, students may check their personal electronic communication devices in at the office or with a teacher when they arrive. They may pick those up at the end of the day.

High School

Students may use personal electronic communication devices before school, during lunch, during passing periods, and after school. Electronic communication devices are not to be turned on during class time. However, personal electronic communication devices may be allowed during class time for instructional purposes at the discretion of the classroom teacher.

If a student is seen using a personal electronic communication device in any part of the building during class time without the express permission of the teacher as part of the instruction or if the personal electronic communication device disrupts class in any way, a teacher or staff member will confiscate the personal electronic communication devices and take it to the office.

All Grade Levels Consequences

1st Offense: The cell phone use will be recorded as an electronic device referral. The student may pick up the phone at the end of the school day.

2nd Offense: The cell phone use will be recorded as an electronic device referral and the student's parent or guardian must come to the school to pick up the phone.

Additional violations or refusal to give the phone to a staff member when requested will result in consequences up to and including suspension for open defiance.

In addition to the consequences noted above, IF A STUDENT IS OBSERVED USING A CELL PHONE DURING TESTING, the Academic Dishonesty Policy will be followed. If a student is observed using a cell phone during any state assessments, additional consequences, including suspension from school, may be imposed.

Please note: Garden City Public Schools is not responsible for loss, theft or damage to any electronic device a student chooses to bring to school.

COMPUTER AND DEVICE USE (POLICY # IIBG 5/4/15)

Use of District Computers/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, smartboards, iPads, iPods, eReaders, and eBooks) are for educational and professional use. All information and software applications created by staff and students or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (POLICY #ECH 8/11/03)

Software acquired by staff using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Staff must be able to provide proof of purchase (copy or original) if requested.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.\

Email Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information on district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials devices, software or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of, or repair to, district issued computers or electronic devices which have been lost, stolen, or damaged as a result of intentional acts, neglect, or abuse of the device or because of failure to follow Board Policies, District Rules and guidelines.



GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important teacher functions. Garden City Public Schools prints formal report cards for parents four times per year. It is advisable that there be constant two-way communication throughout the year between teachers and parents to monitor progress of students. The accepted marking system is as follows:

Kindergarten and First Grade

- Garden City Public Schools has implemented mandatory retention for students not mastering the basic skills. Teachers and parents should communicate frequently throughout the year to discuss student progress toward mastery of skills. Quarterly report cards will show progress toward skill acquisition.

Second Through Fourth Grade

Although there is not mandatory retention at the second through fourth grade levels, the report card is similar to the first and second grade document and shows mastery of grade level skills.

Fifth and Sixth Grade

E - Exemplary	A=	90% - 100%
H - Highly Developed/Advanced (above grade level)	B=	80% - 89%
P - Proficient (at grade level)	C=	70% - 79%
N - Needs Improvement/Basic (below grade level)	D=	60% - 69%
U - Unsatisfactory (far below expectations)	F=	59% & below
I = Incomplete		

An "Incomplete" is given only for illness, emergency or by prearrangement, when the student has not been able to complete assignments. If it has not been improved, an "I" on the report card becomes an "F" or "U" four weeks from the date it is issued. Makeup work is the responsibility of the student.

Homework

Homework is defined as written or non-written tasks assigned to students by teachers, which is meant to be completed during non-school hours. If homework is given, at least one of these purposes should be met.

- Practice newly taught skills
- Review previously mastered skills
- Develop independent study habits
- Extend and enrich the curriculum
- Explore community resources
- Complete unfinished assignment when adequate time was given in class

Timely feedback will be provided by teachers when homework is assigned.

Homework shall not be assigned as a means to discipline students

Homework recommendations, based on current educational research, will be provided to teachers to support them when developing and assigning homework.

Adopted: 02/17/92

Homework Recommendations

District Wide (PK-12)

Withholding participation in Physical Education class, recess or other physical activity opportunity as a form of discipline for not completing assigned homework is strongly discouraged (GC Wellness Policy, 2016)

Listed below are research based suggested time amounts of daily homework by grade level. Collaboration among subjects and teachers is strongly encouraged to ensure that the daily accumulated amount of homework assigned to a student correlates with research to support student achievement.

When assigning homework, each student's individual abilities and the approximate time it will take them to complete the assignment in the student's home environment should be taken into consideration.

Grades PK – 5

There is a weak relationship between assigned homework and academic performance of elementary school students (Cooper, et al., 2006). At the elementary level, homework has a limited impact on student learning with an effect size of 0.10 (Hattie, 2012, 2017). Even though research cannot show a correlation, common sense suggests that time spent reading would improve reading skills or that time spent practicing math facts would improve math skills. This is why researchers, despite the data, often recommend that young children be given small amounts of homework.

It is recommended that homework at this grade level be reserved for non-graded practice activities or enrichment opportunities. Examples might include: reading logs, basic fact fluency practice, sight work practice, etc.

Homework may include missed work due to absences or unfinished assignments when adequate time was given in class. These two types of homework may be graded at the teacher's discretion.

Grades 5-6

Research based suggested time amounts of daily homework are divided into elementary level (PK-5) and middle school level (Grades 6-8). Please see appropriate grade level suggestions for your 5th or 6th grade students.

It is recommended that homework assignments at these grade levels should count for no more than 10% of the students overall grade in a subject. A decrease in a student's grade based solely on homework would be no more than one letter grade.

Grades 6-8

At the middle school level, homework has an affect size of 0.30 on student achievement. (Hattie, 2012, 2017) Research shows that student achievement improves slightly with a minimal

amount of daily homework (less than one hour cumulative) for middle school grades. Achievement continues to improve until assignments last between one and two hours a night. Homework requiring more time than that is no longer associated with higher achievement. (Cooper, et al., 2006; Cooper, 2007)

It is recommended that homework assignments at these grade levels count for no more than 15% of the students overall grade in a subject. A decrease in a student's grade based solely on homework would be no more than one and a half letter grades.

Promotion and Retention (POLICY #JFB 6/6/14)

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

SPECIAL SERVICES AVAILABLE

The Garden City Public School system provides many special services for its students. Our Special Education Department tests children for many exceptionalities including, learning disabilities, speech, hearing impaired, emotional disturbances, gifted, and many other physical and mental disabilities. These services are in addition to the regular teaching staff and their paraprofessionals. If you need more information about any of the special services available in the district, or have questions concerning any of these special services, please contact the building principal, or the Special Education Office at the Educational Support Center, 1205 Fleming Street, 620.805.7140.

PUBLIC NOTICE RELATING TO STUDENT RECORDS

This notice is to inform parents, legal guardians, students who have reached 18 years of age, or post-secondary students of their right to inspect and review any directly-related official school records, files and data. This includes all material that is incorporated into the student's cumulative records that are intended for school use. The USD #457 policy and procedural guidelines relating to confidentiality of student records may be found in the School Board Policy Manual, and may be reviewed in the Educational Support Center or in any district attendance center office.

Upon review of the student records, a right of hearing will be accorded parents and authorized students to challenge the content of the record. This hearing request may be made to the principal of the school. Patrons and authorized students have the right to file a complaint with the United States Department of Education if the rights afforded them by the School Board policy have been violated.

Those charged with the responsibility for school records will release a copy of the student records to authorities authorized by the School Board policy without requiring written consent of the parent of authorized student. If the parent, legal guardian or authorized student desires a copy of the record being transferred, a request is to be made to the school principal within ten days of this notice; otherwise the records will be released without notification. All other requests for release of records will require a written request signed by the parent, legal guardian, or authorized student. The records officer of the school reserves the right not to release student records where the request is of a questionable nature, i.e., not in the best interest of the student.

Further information concerning parents' rights relating to school records may be obtained in the Educational Support Center, 1205 Fleming Street, or at the office of the school principal.

HEALTH SERVICES

Your school is fortunate to have the services of a registered school nurse. The school nurse services several schools in the district; therefore she is in each school on a limited basis. The nurse works in close cooperation with the teachers, school secretary, and the health care providers in Garden City. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children.

The school should be informed if a child has any health problems; where a parent can be reached in case of an emergency; and the name of their health care provider. If your child becomes ill or injured while at school, every effort will be made to care for him/her, and notify the parent or person to be contacted in case of an emergency. Please be sure to indicate who is to be contacted in case of emergency or illness, and where they can be reached. If parent or guardian cannot be contacted in an extreme emergency, your child will be taken to St Catherine Hospital, or an ambulance will be called, if warranted. First aid treatment will be administered to the child as needed and to the best of our ability in case of injury.

If your child is handicapped in any way; has a definite health problem; or allergy to foods or materials, please be sure the teacher, principal and school nurse are informed so that any unusual circumstances may be properly handled.

USD #457 Board Policy (JGCB Inoculations 7/25/11) requires prior to admission, that each child entering school present to the school authorities immunization certification from a licensed health service provider that the child has received or is in the process of receiving immunization according to Kansas State Law. These immunizations include age appropriate vaccinations against poliomyelitis, measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, haemophilus influenzae type b (Hib), hepatitis A, meningococcal and varicella. USD #457 Policy requires that students be immunized according to the current Kansas State Immunization requirements and USD #457 Board Policy.

K.S.A. 72-5214 states that every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the school the results of a health assessment. The Health Assessment must be done within 12 months prior to school entry or within 90 days after school entry.

Each child is encouraged to go to their family dentist for a dental check-up and corrective work, if needed.

IMMUNIZATIONS

Students attending school in U.S.D. 457 are required to be immunized according to current state immunization requirements. Students not complying with the immunization requirements shall be refused admittance to classes and this policy shall be enforced through the provisions of the compulsory attendance law. KCI Form B Medical Exemption must be completed by a physician. NOTE: The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs.

ADMINISTERING MEDICINE AT SCHOOL

All schools in USD 457 follow strict policy guidelines, developed by the school board (JGFGB 7/25/11) that regulates the taking of medicine in school by students.

Supervision of Medications

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations:

- Written permission from a licensed health care provider must be provided with regard to all medications and all special health care procedures to be administered. Medications may include necessary “over-the-counter” drugs such as aspirin, Tylenol, cold preparations, allergy relief preparations. The health care provider’s permission form (USD 457 form #116-Permission for Medication and special Health Care Services) should include the following information:
 - A. Date
 - B. Medication and/or treatment to be given
 - C. Dosage to be administered
 - D. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider’s medication order states at noon, before lunch or after lunch.)
- Written permission from the parent/guardian must accompany ALL medication (USD 457 – Form #116 –Permission for Medication and Special Health Care Services Form). Form must be updated at the beginning of each school year. Page 36 of this booklet.
- The medication must be brought to school in the original container appropriately labeled by the pharmacy or health care provider. The parent may wish to request two containers from the pharmacist.

- Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.
- All medication maintained in the school setting will be kept in a secured area.
- Medications will be inventoried every semester by the school nurse. Out of date stock will be destroyed.
- “Over-the-counter” medications should not be maintained on any school premises, including athletic areas, unless a prescription along with written parent permission to administer medication is furnished to the school.
- The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider and the school nurse (i.e., asthma inhalers, epinephrine, insulin, over the counter medication). Permission for Medication Form must be on file in the nurse’s office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent.
- Disposing of unused medications: If a student’s medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse’s last working day of the school year.
- **Be sure to call the school office when your child is ill and will not be in school.**

COUNSELING SERVICES

Each elementary school in Garden City has an elementary counselor on staff. During the course of the school year, the counselor will use eight hours of instructional time in each 1st through 4th grade class (four hours in 5th grade) providing information to help students develop study skills, conflict-resolution skills, and decision-making skills, as well as skills in resisting peer pressure, preventing substance abuse, keeping themselves safe, and exploring careers.

Counselors also work with individuals or small groups of students to help them cope with normal developmental issues, deal with crises, practice communication skills, sort and manage uncomfortable feelings, and develop acceptable behavior patterns. Students may refer themselves to the counselor or they may be referred by school staff or parents.

Counselors work with the entire school staff to help find ways all students can achieve and experience success. Counselors are also available to help parents find solutions to their concerns about their children's needs. Your school counselor may be reached by calling your school office.

Complaints (POLICY JCE 8/31/15)

COMPLAINTS ABOUT DISCRIMINATION

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The deputy superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or 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 report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Head Lice Information

Kansas Administrative Regulation 28-1-6 states each student infested with lice shall be excluded from school until treatment with an anti-parasitic drug.

Many parents have the impression that only persons who are unclean become infested with lice. In the case of head lice, this is NOT true. Frequent bathing and shampooing will neither prevent nor eliminate head lice.

The head louse is an insect which lives on the human head. The female lays eggs called nits which are stuck to the hair very tightly. The eggs hatch in approximately one week, therefore it is necessary to remove all nits to prevent continuous infestation or re-infestation when the nit hatches. The most common symptom of pediculosis (head lice) is itching. (Head lice shampoos are effective only on live lice and do not destroy the nits.)

Head Lice CANNOT fly or jump. Studies have shown that transmission at school is rare and no more likely to occur than in any other social setting such as community group settings, Movie Theater, shopping centers, etc. Animals are not involved in head louse transmissions. Head lice are usually transmitted through household contact by sharing beds and living space; through sharing combs, brushes, hair extensions, and other grooming aids; through sharing hats, caps, or coats.

It shall be the responsibility of the parent to purchase head lice shampoo and follow directions for treatment, remove nits, and make arrangements to have the student checked by the school nurse for authorization for re-admittance to school. If a student is not readmitted within three calendar days, the absence then shall be unexcused and the district shall be guided by the provisions of Policy JB (student attendance).

If you suspect your child has head lice please see your school nurse for examination and additional information.

KANSAS SCHOOL SAFETY HOTLINE: 1-877-626-8203

USD 457 Safety Committee Mission Statement:

“Our schools should be a safe haven for teaching and learning free of crime and violence.”

Hotline Information

Reporting school crime, violence, or suspicious activity is the job of every student. Below you will find the questions asked when you call the Kansas School Safety Hotline. Your information is kept 100% confidential. Take a minute, make a difference.

- What is your USD #?
- What is the name of the school?
- What is the City, County of school?
- Is the concern a method of threat or action?
- Does it involve a weapon or device?

- Did you see it?
- If you did, where at?
- What did it look like?
- What is the timetable of concern?
- Who is being threatened or who is the intended victim?
- Do you know why?
- Suspected perpetrator(s)?
- Suspects past actions?
- Suspects friends or sympathizers?
- Method of travel to school?
- Vehicle description where necessary
- What is the allegation? (summary of entire call)
- Do you attend the school in question?
- Have you called the hotline before?
- This incident or another?

Information is faxed to local law enforcement and appropriate school officials. Call is made to verify someone is near fax machine.

FAMILY CRISIS SERVICES HOTLINE: 620-275-5911

- Family Crisis Services
106 W. Fulton Street
Garden City, KS 67846
Office: 620-275-2018
- The Hotline is a 24-Hour service in which volunteers listen, serve as a catalyst in problem solving or decision-making and refer individuals to others for help. Your identity and the information discussed will be kept confidential at the highest level.
- Services for individuals and their family members who have/are experiencing abuse, teen dating violence, stalking and sexual abuse.
- The Domestic Violence program provides advocacy information, education, referrals to member agencies, as well as, shelter for victims of abuse.
- The sexual assault program offers individual support to sexual assault victims as needed.

BEHAVIOR, WEAPONS, SUBSTANCE ABUSE

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall

include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Behavior Code (POLICY #JCDA, JCDA-R 7/13/09)

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted by reference. A copy of the rules shall be filed with the state board of education.

A student shall comply with a reasonable request of school personnel during any period of time when he is properly under the authority of school personnel.

The rules of conduct shall be published in student handbooks. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

Disruption of School

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or damaging any school building or property;
4. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose;
5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus;
6. Preventing students from attending a class or school activity;
7. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.

Verbal/Physical Assault on a School Employee or Student

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee or another student:

1. On the school grounds during, before or after school hours;

2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Weapons

(POLICY #JCDBB 8/31/15; 4/17/17)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but not be limited to:

1. any item being used as a weapon or destructive device;
2. any facsimile of a weapon, regardless of material used in its construction, or whether it is sold as, or intended to be used as, a toy, or for any other purpose;
3. any weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosive;
4. the frame or receiver of any weapon described in the preceding example;
5. any firearm muffler or firearm silencer;
6. any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
7. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
8. any bludgeon, sand club, metal knuckles or throwing star;
9. any knife, regardless of type, style, design or length of blade;
10. any razor blade, box cutter or carpet knife;
11. any pellet gun, BB gun, paint ball gun, air gun, air rifle, or airsoft gun, whether or not in the shape and form commonly associated with the terms pistol, sidearm, small arm, rifle, shotgun, or any other type of gun, designed to forcibly expel from an opening therein any projectile, pellet or BB shot, and whether operating from and upon compressed air or mechanical or elastic spring work or otherwise, except as may otherwise be allowed by this policy.
12. any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a weapon or other destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one year, except the superintendent or their designee may recommend this expulsion requirement be modified on a case-by-case basis (see JDC).

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above or facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Possession of a facsimile shall result in a minimum short term out of school suspension of 1 day, and possible request for an extended term suspension or expulsion.

In the event that a student self-reports a violation of this policy to a school authority, the principal shall have the authority to lessen the disciplinary consequences described in this policy. In this circumstance, at a minimum, the building principal must hold a student/parent conference to review the policy and the incident must be documented in the student’s disciplinary file.

Students violating this policy shall be reported to the appropriate law enforcement agencies and, if a juvenile, to the Secretary for Department for Children and Families (DCF) or the Secretary of Kansas Department of Corrections as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property. A student may not possess or use an air gun except in conjunction with an air gun-related activity. An air gun brought to school by a student shall be stored out of sight, in a locked vehicle, before and after the air gun-related activity.

Possession of a replica of a rifle (replica) at school, on school property, or at a school supervised activity will not be prohibited for students participating in a Junior Reserve Officer Training Corps (JROTC) related activity held at school, or when in transit to or from such activities held off school property. A student may not possess or use a replica except in conjunction with a JROTC related activity. A replica brought to school by a student shall be stored out of sight, in a locked vehicle, before, and after a JROTC related activity.

Possession of a shotgun at a Kansas State High School Clay Target League (Clay Target League) school sponsored activity at a shooting range not at school or on school property, will not be prohibited for students participating in the Clay Target League. Regardless of participation by a student in the Clay Target league, a student may not possess a shotgun at school or on school property.

Adopted 11/14/97; Revised;6/15/98;7/26/99;7/24/00;7/9/01;7/26/04;Reviewed; 7/17/06;
7/16/07;Revised 10/15/07; Reviewed; 7/14/08; 7/13/09; Revised;
5/24/10;9/23/13;8/31/15;9/29/16; 4/17/17

Tobacco and Nicotine Delivery Devices

(JCDA 6/27/19)

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service and/or notification of law enforcement.

The following definitions apply to this policy:

“Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe or personal vaporizer.

“Tobacco product” means any product that is made from or derived from tobacco or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and substances used in electronic cigarettes, whether or not they contain nicotine. Any student violation the terms of this policy will be subject to:

First Offense. A first time violator shall be subject to the following sanctions:

- A. The student will be suspended 0-3 days out of school, and/or may be referred for a long- term suspension hearing.
- B. Suspension from all student activities for a period of not less than 30 calendar days.
- C. Intervention by the Intervention Team will begin and recommendations will be made.
- D. Parents/guardians will be informed of suspension and the recommendation of the Intervention Team.

Second Offense. A second time violator shall be subject to the following sanctions:

- A. The student will be suspended 3-5 days out of school, and/or may be referred for a long-term suspension hearing.

- B. Suspension from all student activities for a period of not less than 120 calendar days.
- C. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
- D. Additional interventions will be conducted by the Intervention Team.
- E. Parents/guardians will be required to attend a staffing with the Intervention Team.

Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A. A punishment up to and including expulsion from school for a period not exceeding 186 school days.
- B. Suspension from participation and attendance at all school activities for one calendar year.
- C. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Drug Free Schools (JDDA 6/27/19)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, or distribution and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events, is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

First Offense. A first time violator shall be subject to the following sanctions:

- A. The student will be suspended 0 - 3 days out of school, and/or may be referred for a long-term suspension hearing.
- B. Suspension from all student activities for a period of not less than 30 calendar days.
- C. Intervention by the Intervention Team will begin and recommendations will be made.
- D. Parents/guardians will be informed of suspension and the recommendation of the Intervention Team.

Second Offense. A second time violator shall be subject to the following sanctions:

- A. The student will be suspended 3 - 5 days out of school, and/or may be referred for a long-term suspension hearing.
- B. Suspension from all student activities for a period of not less than 120 calendar days.
- C. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
- D. Additional intervention will be conducted by the Intervention Team.
- E. Parents/guardians will be required to attend a staffing with the Intervention Team.

Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A. A punishment up to and including expulsion from school for a period not exceeding 186 school days.
- B. Suspension from participation and attendance at all school activities for one calendar year.
- C. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Consequences for violations will be cumulative over a student's entire time as a student.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Substance Abuse Intervention

When a student exhibits behaviors that may indicate the use of any illegal drug--alcoholic beverages, drugs, or other controlled substances--the school will document such behaviors, confront the student and his/her lawful custodian(s) with the documented evidence, and recommend:

- A. The student and lawful custodian(s) enter into a contract with the school to modify the inappropriate behaviors;
- B. The student be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
- C. The student is taken for an intake evaluation or assessment by a qualified alcohol and drug treatment agency.
 - a. Each level should have in place a formal procedure for identifying possible substance abuse related behaviors and presenting such evidence to the student and the student's lawful custodian(s). Copies of the intervention procedure are available in the office of the Drug & Alcohol Coordinator.
 - b. Documented evidence of the student's behaviors and physical characteristics should clearly show that the student's demeanor is not consistent with that considered appropriate for young people of the same age cohort.
 - c. Observations of the student's behaviors and physical characteristics can and should be made and documented by any school employee who is both willing and able to do so according to the formal procedure employed by the school.
 - d. Confrontations with the family, based on the appropriate documentation, may be implemented by the principal and any other staff members recommended by the intervention team.
 - e. School personnel and other adults involved in the intervention will collectively determine which response option is most appropriate for the student in question. The recommendation will be for a school contract, a diversion program, or an assessment for potential chemical dependency as outlined below:
 - i. For a school contract, expectations appropriate to the student's specific situation will be listed, with consequences identified for failure to meet the agreement and methods for measuring compliance. The school will designate the school person(s) responsible for establishing, coordinating, and monitoring the contract.

- ii. A diversion program provides information which can alter potentially self-destructive perceptions and behaviors in a positive direction without involving the student and his/her family in a formal treatment process for chemical dependency. A diversion program can be administered by a qualified agency or under the auspices of the school according to recognized criteria for such a program. A diversion program would be appropriate only for persons who may be experimenting with substances but who are not chemically dependent. Consequences for failure to comply will be identified. The school will designate the school person(s) responsible for monitoring the diversion process. This would include asking the lawful custodian(s) to sign a release of information form to be presented to the agency providing the diversion services. The school will then monitor the student's participation in and completion of the diversion program, as well as be knowledgeable of the agency's recommendations.
- iii. It is appropriate that an assessment for potential chemical dependency be administered by a qualified treatment agency which is intended to determine specifically if the observed behaviors are directly related to drug and/or alcohol abuse. Such an assessment may or may not lead to formal treatment. School personnel are not trained, nor is it appropriate they be trained, to conduct the intake evaluation or assessment. It is appropriate for the school to provide a list of resources available for the consideration of the lawful custodian(s) in their selection of service provider. By providing more than one possible selection choice, the school district is not to be considered financially liable for the intake interview/assessment nor for any services subsequently recommended. As above, school personnel will develop consequences appropriate to the situation, request a release of information be signed, and assign staff personnel to monitor the student's progress.

GAAF Emergency Safety Interventions

(See-GAO,JRB,JQ,andKN 9/12/16)

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

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

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

“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.

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

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

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is

purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment 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 effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

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

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

Use of Seclusion

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

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

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

Training

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: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) 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; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) 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 each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI.
- Whether the student had an individualized education program at the time of the incident.
- 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.

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.

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.

Family Educational Rights and Privacy Act Annual Notification GARDEN CITY USD 457

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 which are kept and maintained by USD 457. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to inspect and review the student's education records except those which are specifically exempt. Records will be available within 45 days after the day the district receives a request for access.

2. The right to prevent disclosure of personally identifiable information contained in your education records to other persons with certain limited exceptions. Disclosure of information from your educational records to other 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, including:
 - i. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - ii. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.
3. The right 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 USD 457 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of USD 457 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board of Education, 1205 Fleming Street, Garden City, Kansas 67846.

Directory Information: For the purposes of FERPA, USD 457 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose, without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in official recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You must file written notification to this effect with USD 457 in the Office of the Superintendent, 1205 Fleming Street, Garden City, Kansas, or in the building where the student currently attends, on or before September 30, 2021. If a refusal is not filed, USD 457 assumes you have no objection to the release of the director information designated. (Board of Education Policies JR, JRA, JRB, JRC and JRD)

Student ID # _____

USD #457 Permission Form
For Medication Administration and Special Health Care Services
(Must be updated by licensed health care provider at the beginning of each school year)

Policy: Unified School District #457 requires that all students who need medication and/or special health care services during school hours be in compliance with the following:

1. Permission form must be completed and signed by licensed health care provider.
2. Permission form must be signed by the parent or legal guardian.
3. Medication must be brought to school in the original container, properly labeled with the student's name and correct dosage by a registered pharmacist as prescribed by law. "Over the counter" medication must be in sealed original container.
4. Only medication or treatment that is necessary so the pupil can attend school or benefit from his or her educational program should be given during the school day.

Student's Name: _____ **DOB:** _____

School: _____ **Diagnosis /Condition:** _____

TO BE COMPLETED BY APPROPRIATE HEALTH CARE PROVIDER:

Medication and/or Treatment ordered: _____

Times and dosages to be given at school: _____

Special orders and/or side effects to be monitored: _____

Student has been instructed on self-administration of Medication and/or Treatment and is authorized to do so in school: **NO** _____ **YES** _____

Printed Name of Physician: _____ **Phone Number:** _____

Signature of Physician: _____ **Date:** _____

TO BE COMPLETED BY PARENT OR GUARDIAN:

I give permission for my child _____ to receive the medication and /or special health care services as directed at school. I also give permission for the school nurse, or his/her delegated representative, and the student's health care provider(s) to share information regarding this diagnosis or condition. I further understand that any school employee who administers any drug to my child in accordance with written instructions from the licensed health care provider shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. I acknowledge that the school, and its employees, incurs no liability for any injury resulting from the self-administration of medication.

Signature of Parent or Guardian

Date

Emergency Phone

Medical Statement to Request School Meal Modification

Important! Select the applicable meal modification category from the three listed below. Then carefully read and follow the procedures for that category. The school will return incomplete Medical Statements to the parent/guardian. If you have questions about this form, the school contact named in Part A below will assist you.

1. **Modification due to a disability:**
 - A school is required to make meal modifications prescribed by a licensed physician to accommodate a student's disability. See the definition of disability on the back of this form.
 - Part B of this form must be completed by a licensed physician (MD or DO).
 - Parts A and C of this form must also be completed before the school can make meal modifications.
 - The meal modifications will continue until a licensed physician requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
 - It is strongly recommended that a licensed physician annually update the prescribed diet order.
2. **Modification due to a food allergy/intolerance, or other medical condition that does not rise to the level of a disability:**
 - A school has the option to make meal modifications prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
 - Part B of this form must be completed by a medical authority who is a licensed physician (MD or DO), physician's assistant (PA), or advanced registered nurse practitioner (ARNP).
 - Parts A and C of this form must also be completed before the school can make meal modifications.
 - If a school chooses to make the meal modifications, they will continue until a medical authority requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
 - It is strongly recommended that a medical authority annually update the prescribed diet order.
3. **Substitution for fluid cow's milk due to lactose intolerance, allergy, religious, ethical or cultural reasons:**
 - A school has the option to make a substitution for fluid cow's milk that is requested by a parent/guardian, but that is not prescribed by a medical authority.
 - Parts A and D of this form must be completed before the school can make a substitution for fluid cow's milk.
 - If a school chooses to provide such a substitution, they will continue until a parent/guardian requests that the substitution be changed or stopped on Form 19-C, which is available from the school.

Part A. Student, Parent/Guardian & School Contact Information – To be completed by a parent/guardian or school contact person				
Student's Name:	Date of Birth:	School:		
Parent/Guardian's Name:	Parent/Guardian's Phone:			
School Contact's Name:	School Contact's Phone:			
Part B. Prescribed Diet Order – This part must be completed by a medical authority as specified above.				
1. Check ONE: <input type="checkbox"/> Disability OR <input type="checkbox"/> Food allergy/intolerance or other medical condition that does not rise to the level of a disability				
2. Specify the disability, food allergy/intolerance or medical condition related to the prescribed diet order.				
3. If the student has a disability, what major life activity is affected? Example: Allergy to peanuts affects ability to breathe.				
4. Type of Special Diet: <input type="checkbox"/> Check if not applicable OR specify the type of special diet (e.g. low sodium, gluten-free, diabetic, etc.).				
5. Modified Texture:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Chopped	<input type="checkbox"/> Ground	<input type="checkbox"/> Pureed
6. Modified Thickness of Liquids:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Nectar	<input type="checkbox"/> Honey	<input type="checkbox"/> Spoon or Pudding Thick

7. Special Feeding Equipment: <input type="checkbox"/> Check if not applicable OR list special feeding equipment (e.g. large handled spoon, sippy cup, etc.).		
8. Foods to be Omitted and Substituted: <input type="checkbox"/> Check if not applicable OR list specific foods to be omitted and substituted. If more space is needed, sign and attach additional sheet of paper. IMPORTANT: For a student who does <u>not</u> have a recognized disability, the only fluid cow's milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or a (2) non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations. Currently the only beverages meeting these specifications are certain brands of soymilk.		
Omit Foods Listed Below:	Substitute Foods Listed Below:	
9. Medical Authority's Information		
Signature:	Title:	
Printed Name:	Phone:	Date:
Part C. Parent/Guardian Permission – To be completed by a parent/guardian		
I give permission for school personnel to follow the prescribed diet order for my child's school meals. I also give permission for my child's medical authority to further clarify the prescribed diet order on this form if requested to do so by school personnel.		
Parent/Guardian's Signature:	Date:	
Part D. Request Substitution for Fluid Cow's Milk due to Lactose Intolerance, Allergy, Vegan Diet, Religious, Cultural or Ethical Reasons – To be completed by a parent/guardian		
Instead of fluid cow's milk, please provide the student named in Part A. of this form with the following substitute (Check ONE): <input type="checkbox"/> Lactose-free cow's milk <input type="checkbox"/> Non-dairy beverage with a nutrient profile equivalent to fluid cow's milk per federal regulations		
Parent/Guardian's Signature:	Date:	
Definition of Disability: Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a "person with a disability" means "any person who has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such an impairment."		
Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as:		
<ul style="list-style-type: none"> Orthopedic, visual, speech and hearing impairments Cerebral Palsy Epilepsy Muscular Dystrophy Multiple Sclerosis Cancer 	<ul style="list-style-type: none"> Heart disease Metabolic diseases, such as diabetes or phenylketonuria (PKU) Food anaphylaxis (severe food allergy) Mental retardation Emotional illness Drug addiction and alcoholism 	

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

USD 457 Bullying Plan (Also see Policies GAEE and JDDC)

Bullying means: Any intentional or unwanted gesture, written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, repeated, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 457 will not tolerate these actions by students, staff, or parents.

Difference between bullying behavior and mean behavior

Mean behavior refers to actions that are hurtful or unkind. It is typically a one-time action rather than a repeated pattern.

VS

Bullying is a repeated behavior intended to harm or intimidate someone perceived as weaker or vulnerable.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or stepparent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

USD 457 focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social -emotional learning;
2. Using the Kansas State Department of Education’s Social - Emotional and Character Development Standards to address school bullying and student mental health;
3. Implementing a social- emotional learning curriculum that includes an anti-bullying family engagement component;
4. Providing students and families with information and resources annually on bullying, cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district’s student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education
7. Collecting data on bullying incidents from social emotional data sources and annually reviewing this information with the board of education;
8. Bullying of any nature or toward any person and/or group will not be tolerated. Development of cultural competence and understanding that certain demographic groups are reported to be disproportionately bullied at a higher rate than peers;
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district’s annual training program).

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may consider the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the nature, frequency, and severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

BOE Approved: 7/11/2022

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

*** This form must be signed and returned to your area school.**

This is to acknowledge that I (we) have received and read a copy of the Garden City Public Schools' Elementary Student Handbook for the 2026-2026 school year.

Print Student Name

Student Signature

Parent/Guardian Signature

Date