

# Pratt Academic Center

the PAC

## Student Handbook

### 2024-2025



### Greenbacks on the Rise

**Pratt Academic Center will provide opportunities for students to develop initiative, self-ownership, and strong relationships with each other to establish the foundation for rigor and relevance in learning to promote big opportunities for future success.**

Antonia Villa, Principal

Terri Liggett, Social Worker

Kim Keiser, 4<sup>th</sup> Grade Counselor  
Erica McGreevy, 5<sup>th</sup> Grade Counselor

#### NONDISCRIMINATION

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. USD 382 Pratt, 401 S. Hamilton, Pratt, Kansas 67124, (620) 672-4500 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 he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

## **BOARD OF EDUCATION MISSION STATEMENT**

*Pratt USD 382 will provide an equitable learning opportunity, believing that all students can learn to be productive adults in the 21<sup>st</sup> century.*

### **Site Council**

In accordance with law K.S.A. 1992 K.S.A. 72-6439(c) as set forth by the Kansas Legislature, each school in the state of Kansas shall have a school site council. The law states: "School site councils shall be responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives in determining the methods that should be employed at the school site to meet these goals and objectives." The PAC Council is a committee of parents and patrons that meet several times throughout the year.

## **ACADEMICS**

### **Teacher-Student Relations**

It is the desire of the school to maintain good student-teacher relationships at all times. Students are asked to show respect to teachers at all times, with all staff having jurisdiction over any student at any time.

### **Parent-Teacher Conferences**

Parent-teacher conferences are a vital part of the educational process. They offer a working relationship between home and school and provide guidance for both the teacher and the parent. Conferences are scheduled for the first and third nine-week grading periods of the year. You will receive a letter from your child's teacher stating the time for your child's conference. Dates for the conferences can be found on the school calendar. The Spring Conference will be Student Led Advisor based (SLAB) and will be scheduled with the students homeroom teacher.

### **Greenbacks Rising**

Students are benchmark assessed three times per year using the AIMSweb program as the academic screener in math and reading. Data is used to develop individual learning goals in both reading and math. The PAC also will utilize IXL to develop proficiency in each of the core subject areas. The PAC schedule includes both a morning meeting and afternoon wrap up designed to allow students the opportunity to develop and organize their day, meet learning objectives, and set goals for their future success.

### **School Improvement Team (SIT)**

Students with an academic and/ or behavioral concern can be referred by the classroom teacher or the parent to the SIT team. The SIT team discusses student academic and behavioral data and progress, provides suggestions and ideas for interventions to help the student improve, and makes referrals for special education evaluation.

### **Individualized Education Plans (IEP)**

Students who have an Individualized Education Plan (IEP) receive the appropriate special education services within the school. An IEP can be reviewed and amended at any time at the request of either the school or the parent, during an IEP meeting. The IEP will be reviewed once per year with the appropriate PAC staff and the parent.

### **Report Cards and Weekly Grade Checks:**

Parents have access to student grades through the PowerSchool portal, thus, report cards will only be sent home at the end of the school year. Please feel free to contact your child's teacher about any questions you might have concerning his or her report card as we are always happy to arrange for a Parent-Teacher conference

Each Monday, grade checks will be completed so that students are aware of their grades for each class.

### **Grading Scale**

100 - 90 - A  
89-80-B

### **Honor Roll: Published Twice Yearly**

4.0 – Excellence  
3.5 – Achievement

### State Assessments

The PAC 4<sup>th</sup> and 5<sup>th</sup> graders participate in Kansas State Reading and Math Assessments. 4<sup>th</sup> grade also participates in the History-Government-Social Studies assessment and 5<sup>th</sup> grade participates in the State Science assessment. Parents will be mailed score reports for their child as soon as possible upon release from the state.

### State Report Cards and Parents Right to Know

States are required to publish information for parents on a report card. Each year the Kansas State Department of Education posts the State Report Cards for each district at [www.ksde.org](http://www.ksde.org). You may click on “State Report Cards” to locate the USD 382 state assessment test data, as well as other important information about our schools. Please take time to check out our report cards so you are more informed about the school district’s performance.

If you would like to receive any or all of this information, please contact the district central office at 672-4500.

### ATTENDANCE

#### Reporting an Absence

When a child will be absent from school, it is the responsibility of the parent/ guardian to call the PAC Office to report the absence NO LATER than 9:10 (one hour after the start of school). The phone number for the PAC Office is (620) 672-4500. The office opens at 7:30 a.m. for phone calls and in person assistance.

#### Excused Absences

Student absences are either excused or are unexcused. Absences that are excused will not count toward the state definition of truancy. The following student absences will be excused for attendance purposes.

1.) Illness

a. A parent/guardian may report a child as ill, **10 times per school year**, without required documentation of the illness. After the 10<sup>th</sup> report of absence due to illness (11<sup>th</sup> occurrence) the parent must provide documentation to the school of the illness or the absence is UNEXCUSED.

b. Documentation may come from the following sources:

-Doctor’s Office

-School nurse (A parent may bring the child to school to be examined by the school nurse. If the school confirms the illness and the need to stay home, the absence will be documented and excused.)

-Testing is available in the school district. If testing indicates the child needs to remain at home due to illness, the absence will be documented and excused.

2.) Documented Absences

a. Funeral

b. Doctor appointment (for the child with proof of appointment)

c. Dentist appointment (for the child with proof of appointment)

d. Mental health appointment (for the child with proof of appointment)

e. Nurse excused

3.) Principal Excused Absences (The building principal is the attendance officer for his/her school. He/she has the discretion to excuse absences that are reported but do not fall into the categories above).

#### Unexcused Absences

Student absences that are unexcused (UAB) will count towards the state definition of truancy and can result in serious consequences for the student and family. The following absences will count as unexcused.

1.) Parents who do not contact the school by 9:10 a.m. to report a student absence, will receive a phone call to discuss the absence. If the parent does not answer the phone or the absence is deemed unexcused, The absence will be recorded as UAB.

2.) If a child arrives to school after 9:10, without an excusable reason, the child’s tardiness will be recorded as UAB for the attendance session(s). Excuses such as oversleeping will not be considered as an excusable absence.

3.) Absence due to illness that is **undocumented** after the 10<sup>th</sup> parent excusal, will be recorded as an UAB.

4.) Any absence that does not fall into the excused absence category above, will be recorded as an unexcused absence.

#### Makeup work from an Absence

Students are required to make up all work from an absence. To assure that proper time is given for making up missed work, students shall receive one day per each day absent to turn in their work.

### Truancy

The state definition of truancy is defined as 3 **consecutive** unexcused absences, **any 5 unexcused absences in a semester**, or **a total of 7 unexcused absences in a school year, whichever comes first.**

### Pratt USD 382 Truancy Process

Parents will be mailed letters/contacted in the following cases:

- A letter will be mailed home **at or before** the 10<sup>th</sup> parent excusal of illness, without documentation, during the school year. The letter will inform the parent that documentation will be required to excuse an illness, beginning with the 11<sup>th</sup> incident of illness. An illness without documentation, beginning with the 11<sup>th</sup> incident, will be marked as UAB. **A PowerSchool record of illness will be attached to the letter.**
- After 3 UAB's in a semester or 5 in a school year**, the school social worker will contact the family either via phone or home visit to discuss missed days and ensure a plan is in place for not exceeding the allotted days of school that the State of Kansas allows a child to be absent.
- A truancy letter will be mailed home to let the parent know that the student has reached 3-5-7 (UAB), the state definition of truancy. The letter will let the parent know that a SARB (Student Attendance Review Board) meeting will be scheduled after the next UAB occurs.
- A SARB meeting will be held after a child has **exceeded** the State of Kansas definition of truant. A letter will be hand delivered to the parent by the district social worker/ SRO, indicating the day/time for the meeting.

### Arrival and Departure

Students may arrive at school and report to the blacktop and playground on the North side of the school (West end of the Zerger Field) beginning at 7:50 a.m. They will be supervised and allowed to enter the building at 8:05 a.m. In case of inclement weather, they will report to the Frog Dome upon arrival at school. No supervision is provided prior to 7:50 a.m. Children may arrive as early as 7:40 a.m., but only if they are eating breakfast and reporting directly to the PAC Cafe.

Students should enter through A1 or A3 - parents may drop students off on the South side of 5th Street or the East side of Taylor Street. No student will be allowed to enter the academic hall (Door A1 or A3) until 8:05 a.m.

Dismissal of students will be at 3:30 p.m. and students will be released from door A1 or A3 parents may pick students up on the South side of 5th Street or the East side of Taylor Street.

Students must leave the building when dismissed in the afternoon, unless they are given special permission to remain or are attending. Students participating in the Beyond the Bell Program will board their bus on Taylor Street and will bus to Southwest Elementary School.

### PAC Café

**Breakfast**-Served from 7:40 a.m. - 8:00 a.m. in the PAC Cafe

Students may arrive for breakfast beginning at 7:40 a.m. Students brought to school enter through the rear doors of the school (Back lot off of Taylor Street) and have breakfast in the Pac Cafe. Breakfast service in the cafe ends at 8:00 a.m. Breakfast is on a pre-pay basis. The free and reduced breakfast program is available for families who qualify. Students are encouraged to eat breakfast upon arrival at school.

**Lunch Program**-Lunch is served from 11:15 a.m. - 11:45 a.m. for Grade 5 and from 11:55 a.m. - 12:25 p.m. for Grade 4

The computer prepay lunch system provides the school and parents with a more efficient accounting system of student lunches. A student card will be used for the lunch program. Parents prepay for lunches which will be recorded on the computer. When the student account decreases to a two-lunch level, the computer will print a note to the parent, notifying them that more lunches need to be purchased. Parents need to check with their child on a regular basis to see if they have brought home a reminder. It is recommended that parents pick a certain day of the month to send lunch money to school. The free and reduced lunch program is available for families who qualify. Students also have the option of bringing a sack lunch. Milk can be purchased. The charge for milk is also deducted from the lunch card.

**Other Lunch Specifics**

Due to space issues at classroom tables, we do not allow parents to eat lunch in the PAC Cafe with their child.

Soda pop is not allowed in the lunchroom for children to drink with lunches brought from home. Should a child bring a soda pop for lunch, it will be sent back home in the lunch container, and the child may have water or purchase milk to have with their lunch.

**Keeping Children After School**

All students are dismissed at 3:30 p.m. If, for disciplinary or other reasons, students need to be kept beyond this time, arrangements are to be made ahead of time between the teacher and the parent(s). Students will not be kept for more than one hour, usually less, for individual help or for disciplinary reasons.

**Sign In/Sign Out**

This will require a written or verbal request from your parent or guardian. Parents or Guardians must sign you out in the office when you leave and sign back in when you return. Students will only be released after the office verifies the identity of the person seeking their release. Students are not allowed to run personal errands off school premises during the school day.

**Summer School & Retention**

If a student averages a failing grade in any subject area for the year, that student must complete a summer school program in order to be promoted to the next grade.

**Visitors**

All visitors are to check into the office upon arrival in the building. Parents are always welcome to visit classes but are encouraged to contact the office or teacher to set up an appointment as this causes less distraction.

**Miscellaneous School Policies****Accidents**

Any injury incurred at school or at a school-sponsored activity is to be reported to the principal or activity sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible. If the student needs medical attention and the parent cannot be reached, the school shall seek emergency treatment.

**Computer Use**

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and subject to unannounced monitoring by district administration. The district retains the right to discipline any student, up to and including expulsion for violations of this policy.

**Counselor**

The counselor is available to assist with personal concerns and may make information available about community resources. If you need to see the counselor, go to the counselor's office on the first floor in the main hallway. If the counselor is not in, you should check with the office.

**Distribution of Materials**

Materials unrelated to the school's curriculum may be placed in the public access area with prior consent of the principal.

**Fund-Raising**

Solicitations by students during school hours on school property shall be done only when they are related to USD #382 sponsored activities.

**Lockers**

You will be assigned a locker from the PAC office at the beginning of the year. Do not share lockers. Do not use contact paper or stickers on your locker. Lockers are under the supervision of the principal. Students shall have no expectation of privacy in any school locker. All lockers are subject to random searches without prior notice. Lockers will not be locked nor used for storing personal valuables. Lockers have very limited space and are not secure, therefore, you should only keep school supplies, textbooks, backpacks, and coats in your locker. If you store a \*smart device in your locker it must be turned off.

\*Smart devices include but are not limited to cell phones, watches, tablets, or any other electronic device.

**Physical Education:** You must have a separate pair of shoes to wear when using the gym floor. This rule applies to any instance in which you are stepping onto the gym floor. Street shoes of any kind are not allowed on the Frog Dome Floor.

**Bullying Definition**

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that is one-sided, and occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal. They may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus, which manifests itself at school and results in a disruption of the educational process.

**Appropriate Dress**

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. It is important that it is understood that school administrators will determine appropriateness of dress for school. These guidelines will help you make reasonable decisions in this area, but this list is not all-inclusive:

- No tank tops where undergarments are visible—undergarments are not to be visible
- Clothing must not be torn or frayed—no holes larger than a quarter are allowed above the fingertip line.
- Clothing must be of appropriate length—fingertips for skirts and a minimum 4” inseam for shorts.
- Vulgar or profane clothing/accessories are not permitted nor are those which advertise alcohol, drugs, tobacco or identification with gangs.
- Any apparel which is interpreted by the administration as disruptive is not allowed
- Footwear is required.
- No hats or head coverings are to be worn in the building
- Coats, hats, and book bags are to be kept in your locker. Students may carry either a “trapper” or a computer bag (up to 14” x 16”).
- Pants are to be worn above the hip bone and “sagging” is not permitted
- Clothes that expose the midriff are not to be worn

**Cell phones**

Cell phones/Smart watches are to remain off and out of sight in the building and during school hours unless specific permission is granted by a school authority. At all other times, cell phones are to be secured (out of sight and off). If a cell phone is confiscated, a 15 minute detention must be served before the cell phone will be returned. If a cell phone is confiscated multiple times throughout the school year, the severity of consequences will increase, extracurricular events may be suspended and a parent or guardian may be required to pick up the device.

**SCHOOL-WIDE DISCIPLINE PLAN**

<b>Total Discipline Point Schedule</b>	
0-9	Detention
10-19	1 day ISS
20-29	1 day ISS + 1 hr ED/AS
30-39	1 day ISS + 2 hrs ED/AS
40-49	2 days ISS
50-59	2 days ISS + 2 hrs ED/AS
60-69	3 days ISS
70-79	3 days OSS
79-83	5 days OSS
84+	Suspension/Expulsion

(Points as shown)					
OFFENSES	1	2	3	4	5
1-Food, drinks, candy, or gum in school					
2-Public display of affection					
3-Failure to leave cafeteria area clean					
4-Failure to keep locker clean					
5-Dress Code violation					
6-Littering					
7-Materials blocking walkway/book bags					
8-Failure to attend detention					
9-Other as determined by administrator					
	0 pt	0 pt	1 pt	1 pt	8 pt

<b>Category I</b>						
(8 points as shown)						
OFFENSES	1	2	3	4	5	6
1-Disruption of school/class	Parent Notified - Detention					
2-Inappropriate behavior/gesture						
3-Disrespect						
4-Spitting						
5-Disruptive Objects (confiscation)						
6-Profanity/Vulgarity						
7-Radios/Smart Devices/, etc						
8-Inappropriate cafeteria behavior						
9-Other as determined by administrator						

<b>Category II</b>						
(10 points as shown)						
OFFENSES	1	2	3	4	5	6
1-Cheating/Plagiarism						
2-Skipping/cutting class						
3-Disorderly conduct						
4-Jeopardizing safety of self or others						
5-Leaving grounds without permission						
6-Lying						
7-Misuse of school property						
8-Insubordination						
9-Other as determined by administrator						

<b>Category III</b>					
(14 points as shown)					
OFFENSES	1	2	3	4	5
1-Forgery of notes					
2-Vandalism - less than \$100 (restitution)					
3-Theft - under \$10 (restitution)					
4-Use/possession of tobacco or vape device (confiscation and police notification)					
5-Other as determined by administrator					

<b>Category IV</b>				
(21 points as shown)				
OFFENSES	1	2	3	4
1-Gross Misbehavior				
2-Harassment/intimidation				
3-Theft - over \$10 (restitution)				
4-Verbal assault				
5-Fighting				
6-Other as determined by administrator				



Category V			
(28 points as shown)			
OFFENSES	1	2	3
1-Indecent exposure			Recommended Expulsion
2-Intimate acts			
3-Open/persistent defiance			
4-Threatening behavior (written, verbal, or physical)			
5-Physical assault			
6-Other as determined by administrator			

Category VI		
(42 points as shown - police notification required)		
OFFENSES	1	2
1-Use, possession, or under the influence of felony drugs/alcohol/controlled substance	5 Days OSS	Recommended Expulsion
2-Theft - over \$10 (restitution)		
3-Verbal assault		
4-Fighting—aggravated (following staff warning or requires physical restraint by staff)		
6-Other as determined by administrator		
6-Other as determined by administrator		
<b>Category VII</b>		
(84 points as shown - police notification required)		
OFFENSES	1	
1-Arson		
2-Bomb threat		
3-Physical assault of an employee		
4-Possession/use of explosives		
5-Use of any instrument as a weapon		
6-Vandalism - over \$100 (restitution)		
7-Possession of a weapon (as specified by state law)		
8-Selling/giving/exchanging of felony drugs/alcohol/controlled substance		
9-Other as determined by administrator		

**\*Administrative Action Plan:**

**Step 1: Conference.** Parents may be notified if necessary.

**Step 2: Parent Contact.**

**Step 3: Loss of Privilege.** May include loss of recess, isolation for lunch, loss of assembly attendance, etc.

**Step 4: Out of Class Suspension.** Student is removed from class time for less than 1 day.

**Step 5: In School Suspension.** Student is removed from classroom and may not participate in school activities 1-3 days.

**Step 6: Out of School Suspension (short term)** Student is removed from school setting 1-10 days.

**Step 7: Out of School Suspension (long term) and / or Expulsion.** Long term suspension will be 11-90 school days. Expulsion will be 91-186 days.

### **Suspension/Expulsion**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: Superintendent, Principal, or Assistant Principal. A suspension may be for a short term, not exceeding five school days, or for an extended term, not exceeding 90 school days. An expulsion may be for a term, not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the Superintendent/designee. Expulsion hearings shall be conducted by the Superintendent or other certificated employee or committee of certificated employees of the school in which the student is enrolled or a hearing officer appointed by the Board, or another person, appointed by the Board.

### **Drug Free Schools**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs, smoking products, and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103 St. 1928. See school calendar for additional information.

### **Field Trips**

At various times throughout the year, students will be transported to other locations for activities and events. Most locations are within the boundaries of Pratt County. If a grade level attends a field trip outside of Pratt County, parents will always be notified ahead of time. A permission slip concerning all out of district field trips must be signed by the parent and is kept on file at the school. Students with significant behavioral issues may not be allowed to attend field trips.

## **HEALTH AND SAFETY**

### **Health Services:**

Our school is fortunate to have the services of a registered school nurse. The nurse works in close cooperation with the teachers and doctors in Pratt. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children. Health services includes the following:

--Kansas law requires that each child entering school in Kansas for the first time shall, prior to admission, present to the school authorities a certification of receiving immunization against poliomyelitis, diphtheria, pertussis, tetanus, mumps, measles, rubella, and Hepatitis B vaccine for kindergarten. Students who fail to provide the documentation required by law may be excluded from school, 30 days after enrollment, until statutory requirements are satisfied.

--In accordance with Senate Bill 520: "Beginning with the 1994-1995 school year, certain children entering Pratt USD 382 for the first time must have a Child Health Assessment." This applies to any student not previously enrolled in any Kansas school, age nine and under. This health assessment must be done within 12 months prior to school entry or within 90 days after school entry.

--Students who fail to provide said documentation as required by law may be excluded from school by the Superintendent or his designated representative until proof of physical assessment has been given to the appropriate administrator.

--As an alternative to health assessment, a student shall present a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments. Health assessment forms may be obtained at the Pratt County Health Department or at either elementary school office. Health assessments may be accepted from your family physician, the county Health Department, or a person acting under the direction of a physician.

--If your child is handicapped in any way, please be sure the teacher, principal, and school nurse are informed, so that any unusual circumstances may be properly handled.

--If a child has any health problems, parents need to inform the school of the name of their family doctor, and where the parent can be reached in case of an emergency.

--A dental health card is used in our school, and each child is encouraged to go to his or her family dentist for a dental checkup and corrective work, if needed. The card should be returned to the school when the dentist has signed it.

--The students receive vision and hearing tests every year. The school nurse conducts hearing tests for those children referred to her.

If your child becomes ill or is injured while at school, we will make every effort to care for him or her and to notify the parent or person to be contacted in case of an emergency. Please be sure to let the school know who is to be contacted in case of an emergency or illness, as well as where this person can be reached. No child is sent home unless such a contact has been made. In an extreme emergency, your child will be taken to the Emergency Room if you cannot be contacted. We will not give any medication unless written or oral directions are given by the doctor. First-aid treatment will be administered to the child as needed and to the best of our ability in case of injury.

**\*Students who are ill and experiencing a fever, vomiting, or diarrhea may not return until they are fever free and/or symptom free for 24 hours without the aid of medication.**

**Medication at School**

At times during the school year, it is necessary for medications to be given to students. No medications will be given to any student for any reason unless a Medication Release Form is completed and on file in the nurse’s office. These forms may be picked up in the school office. See Appendix B for a sample copy of the Medication Release Form.

**Visiting & Resident Animals**

Animals can serve as excellent teaching tools, and students love to have them visit the classroom. When using animals as an instructional aide, the objective should always be planned in advance. Before any animal is brought to school, please notify the child’s teacher and/or principal for permission. Cats and dogs must have evidence of an up to date shot record, as well as a verified rabies vaccination. Reptiles and amphibians shall not be handled by students. Poisonous animals including spiders, venomous insects, poisonous reptiles and poisonous amphibians are prohibited. An exception could be made when animals are presented by a professional and displayed in a case, which provides a physical barrier between the animal and children. The School Board has very strict guidelines for the safety of our children, which the schools must follow regarding animal visitation.

**Leaving School Grounds**

School officials and teachers believe that after a student arrives at school, he or she must not leave the grounds unless permission has been given by the principal. The school is responsible for the students’ welfare during school hours and must see that all precautions are taken for the benefit of the students. If your child is to leave during school hours, please come to the school and pick up your child, or send a note stating the time and reason you want him/her to leave school. Any student who needs to leave school during regular hours needs to be signed out at the office.

**Fire, Tornado and Safety Drills**

The school will conduct 4 fire drills, 2 tornado drills, and 3 crisis drills each school year. Diagrams showing exits to use are posted in each classroom. Teachers review with the students the proper procedures to follow during the drills.

**Severe Weather & School Closing**

If school is canceled, School Messenger phone, email and text messages will be sent to the phone numbers and emails listed in PowerSchool. It is critical that parents keep these contact numbers up-to-date with the school office. Information will also be posted on the district webpage, [www.usd382.com](http://www.usd382.com), Facebook, Twitter, and/or local media outlets.

**Heat/Cold and Outdoor Activities**

Students will play outdoors and participate in other outdoor related activities. **Students who aren’t dressed appropriately may not be able to participate in recess and may be required to remain inside for the recess location to be determined by the administrator or administrative designee.**

**PEANUT/NUT AWARE SCHOOL**

Due to the increase in food allergies among our students, the PAC is a Peanut/Nut Aware School. Snacks and party treats brought into the classroom MAY NOT contain peanuts or nuts of any kind

for students. Peanut butter sandwiches are only allowed in the lunchroom at lunchtime. <sup>GAAF</sup> Students with food allergies can sit at a food allergy free table at lunch at a parent's request.

### **Enrolling a student with a known Nut Allergy**

Upon enrollment and notification of a food allergy, a healthcare plan will be initiated by the school nurse in conjunction with parents, building administrator, teacher, and para-professionals. The nurse will train appropriate staff members on proper usage of an Epi-Pen.

## **GENERAL INFORMATION**

### **Complaints About Policy**

#### **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 Assistant Superintendent, Pratt USD 382, 401 S Hamilton, Pratt, KS 67124, (620) 672-4500, has been designated to coordinate compliance with nondiscrimination requirements contained in the Title IV 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.

#### **Complaint 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.

#### **Change of Address/Telephone**

IT IS EXTREMELY IMPORTANT THAT EVERY STUDENT MAINTAIN AN UP-TO-DATE ADDRESS AND WORKING TELEPHONE NUMBER RECORD AT THE SCHOOL OFFICE. PARENTS ARE TO NOTIFY THE SCHOOL IMMEDIATELY IF THEY HAVE A CHANGE OF ADDRESS OR TELEPHONE NUMBER DURING THE SCHOOL YEAR.

#### **Telephone Calls**

The telephone in each building is a business phone and should be used for business calls only. We want you to call the school when NECESSARY, but children will only be permitted to use the phone in case of an emergency. EXCEPT IN AN EMERGENCY, WE WILL NOT CALL THE STUDENTS OR TEACHERS FROM THE CLASSROOM TO THE PHONE. ALL PLANS CONCERNING AFTER SCHOOL ACTIVITIES SHOULD BE MADE BY THE CHILD AND PARENT BEFORE COMING TO SCHOOL. Messages will be taken and return calls made when necessary. Your cooperation in this matter will be greatly appreciated.

#### **Lost and Found**

The school has a lost and found department. 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. With so much standardization of children's clothing, it is not unusual for students to wear identical clothing.

#### **Lost or Stolen Money**

Except for school lunch money or milk money, there is little need for students to carry money to school. Lost or stolen money can cause a great deal of concern for both the student and teacher, resulting in a great waste of class time. WHEN YOU SEND MONEY TO SCHOOL, PLEASE PUT IT IN AN ENVELOPE, SEAL IT, WRITE THE STUDENT'S NAME, AMOUNT SENT, AND REASON FOR SENDING IT. We urge you to send checks. It is easier to replace checks than cash.

### **Classroom Visitation**

Parents who wish to visit classrooms for observational purposes may do so by appointment only, and must not be a distraction to students or faculty. The scheduled visitation is subject to the approval from a PAC Administrator and may be limited to 30 minutes in duration.

### **Personal Property**

The school is not responsible for any loss of or damage to personal property. Personal belongings should be clearly marked with the student's name. The students will assume responsibility for any items brought to school. Parents should monitor any items brought to school. **Students may not bring real or toy weapons to school. Hard baseballs or any other toy deemed dangerous or a nuisance may also not be brought to school.**

### **Cell Phones/Smart Watches, etc.**

Students with cell phones or smart watches with the ability to make calls and/or message others, must be kept in the student's backpack out of sight. The device should be turned off or silent so as not to be heard in the classroom. Students are not allowed to make cell phone calls or message/communicate with others through a cell phone or smart watch during school hours. All communication between a student and another individual will be conducted in the PAC office or from the classroom telephone under the direct supervision of a PAC staff member.

### **Dating in Elementary School**

The PAC emphasizes robust learning and positive social emotional experiences for our young students. Having boyfriends and girlfriends at PAC is simply not tolerated for this age group. Discussions among students involving their exclusivity with another student in a dating relationship, as well as topics of kissing and other subjects that are inappropriate for young learners, will result in disciplinary consequences for students. At the PAC we focus on friendships and practicing social skills that are age appropriate.

### **Withdrawals and Transfers**

Students who transfer from our school during the school year are asked to notify their teachers and principal as soon as it is known that they are leaving. This will enable the student to check in his or her textbooks and library books and a transfer sheet will be ready to take to the new school. If a student leaves during the first semester, a portion of the book rental fee will be refunded, in accordance with the refund schedule as determined by the Pratt USD 382 Central Office.

### **Playground Rules**

See Appendix C for a copy of the playground rules

### **4th Grade Only**

#### **Student Birthdays**

Birthday parties are brief and typically occur at the end of the day (3:10 – 3:30). Parties offer children who are celebrating their birthdays the opportunity to share with their classmates. A birthday treat is always optional but needs to be store bought or come from a recognized bakery business in town. All birthday treats must be peanut and nut-free. Gifts are never to be exchanged. Presents of flowers and balloons delivered to students while at school are discouraged. If an item is delivered, the student will be asked to come to the office at the end of the school day to pick it up so as not to be a distraction to learning in the classroom. Parents who would like to bring treats should contact their child's teacher in advance, as to an appropriate time and the number of students in the class. Please do not hand out invitations to a personal party unless all students are receiving an invitation.

#### **Class Parties**

There are three scheduled class parties each year which allow students to celebrate upcoming holidays. They are on or just before Halloween, Christmas, and Valentine's Day. Easter is an optional party for a classroom. Parents are asked to assist with these parties. At Open House, there will be a sign-up sheet in each classroom for parents to sign up for which party they will help with and what they will bring to that party. With the exception of Halloween that has both a parade and a party, parties should not last more than 30 minutes. Room parents or the teacher will remind parents prior to each party of what they signed up to bring.

#### **Class Party Treats**

ALL classroom treats brought to the PAC, whether it be for a birthday or a holiday party, must be store bought or purchased from a recognized bakery business in town and contain an ingredient list. Items may be individually pre-packaged **or** purchased together in quantity as in the case of doughnuts, cookies, cupcakes, carrot sticks, etc. No treats may contain peanuts or nuts of any kind.

**Beyond the Bell:** PAC students will be bussed from the PAC to Southwest provided they are enrolled in the Beyond the Bell Program. The bus will board on Taylor Street at 3:35 each day.

Beyond the Bell is an after-school program designed to provide a safe, nurturing environment for children in grades K-5. A snack is provided to students, along with homework assistance and other activities. The program meets on school days from 3:30-5:30 p.m. The

cost for the program is based on a student’s free, reduced, or full pay lunch status. There are discounts for multiple children attending in the same family. There is never Beyond the Bell on early dismissal days.

**Physical Education Clothing**

For your child’s safety, he/she will need a pair of tennis shoes that will only be worn for Physical Education. We urge students to dress appropriately for PE daily. Students without tennis shoes may have to sit out of Physical Education class.

**STUDENT SERVICES**

**Counselor**

A school counselor will assist individuals in developing positive self-images, expressing thoughts and feelings, learning effective ways to communicate, and dealing with daily needs and concerns. The goal of an elementary school counselor is to facilitate the individual’s ability to function successfully within the school, family, and community settings and to recognize and use his or her fullest potential.

The counseling services that are available at the elementary level includes assessment of needs, individual and small group counseling, classroom guidance activities, assistance in planning in-services, parent and teacher consultations and referrals. An elementary school counselor has earned a Master’s of Science Degree in Counselor Education from an accredited university. He/She has been trained to establish a counseling and guidance program to enhance the existing curriculum. The elementary counselor is sensitive to the needs of students and staff and serves as a liaison with home and community. Confidentiality is a critical part of the counseling code of ethics and advocated by the American Association of Counseling and Development and the American School Counselors Association.

**Nurse**

See Health and Safety—health services

**Bus Transportation**

A request form for students within Pratt city limits to ride the bus to school may be obtained at the PAC office. ALL STUDENTS RIDING THE BUS TO AND FROM SCHOOL MUST HAVE A BUS FORM FILLED OUT. If a student is to ride home with another bus student, parents need to send a permission slip to school. Students should be reminded of the importance of good behavior and safety while riding the bus. When a student rides a bus, they are expected to follow the safety rules:

- 1. Remain seated until the bus stops.
- 2. Keep aisles clear.
- 3. Use quiet voices.
- 4. Follow the directions of the bus driver.
- 5. Enter and leave the bus in an orderly manner.

**Bus Disciplinary Actions**

- \*First violation: Principal-student conference/parent notified
- \*Second violation: 3-day suspension from the bus
- \*Third violation: 5-day suspension from the bus
- \*Fourth violation: Suspension for the semester

**Student Insurance**

Student accident insurance for incidents which occur at school is available for those who wish to take it. Forms will be available during enrollment.

**SCHOOL PROPERTY**

**Building Opening/Closing Time**

Teachers and staff at the PAC are in the building between the hours of 7:30 a.m. and 3:50 p.m. on regularly scheduled school days. We welcome you into our building during those hours. Parents will need to use the front (main) entrance.

**Computer Use**

Use of district computers/privacy rights:

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subjected to unannounced monitoring by district administrators. 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.

**Internet Use**

In making appropriate use of the USD 382 computer resources (including Internet access and Online services), each user must accept responsibility for his/her behavior.

Acceptable Use Policy for Online Services/Internet Access:

1. Any use of the network to facilitate illegal activity is prohibited.
2. Any use of the network for commercial or for profit is prohibited, as well as making purchases online.
3. Use of the network for non-school related communication is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Communication via the network should not be assumed to be private or privileged information.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Use of mail or message services to harass, intimidate, threaten, or otherwise annoy another person is prohibited.
8. The illegal installation, application, or transmission of copyrighted software for use on district computers is prohibited.
9. Use of the network to access or transmit offensive, obscene, objectionable, or pornographic material is prohibited.
10. Students should not use their full names, or give out their home phone number, home address, or school name. We recommend not giving social security numbers, bank account numbers or credit card numbers.
11. No student shall download software or information from the Internet without the permission of the instructor. If the teacher does not feel comfortable with the student downloading the information/software, the student will await the decision of the technology facilitator regarding the downloading of this particular software.

**ACCESS TO THESE TECHNOLOGIES IS A PRIVILEGE, NOT A RIGHT!**

USD 382 reserves the right to remove a user from the network to prevent further unauthorized activity.

USD 382 reserves the right to log Internet use and to monitor file server space utilization by users while respecting user accounts.

USD 382 reserves the right to implement filtering systems to protect user access.

**Consequences of Misuse**

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step, depending on the facts and the severity of the violation.

Level 1: Warning

Students would lose access to the information retrieval system until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of Abuse, Repeated Abuse, or Flagrant Violations

Students who, after a Level 1 warning, continue to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any information retrieval system privileges for the next 18 weeks of school and a recommendation for suspension.

Level 3: Expellable Offense

Student could be expelled from school if he/she engages in conduct on an information retrieval system that contains the elements of the offense of criminal mischief as defined by state and federal law. Any student engaged in a Level 3 offense for misuse of technology will also lose computer privileges. See Board Policy Book for further explanation of a Level 3 offense.

**EMERGENCY SAFETY INTERVENTIONS** (See GAO, JQ, JQA, JRB and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. 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. 72-6146, and amendments thereto.

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

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

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

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

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(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 certified law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation

### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect 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 a 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 a 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 a room shall be free of any condition that could be a danger to the student, and 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:

1. (A) The events leading up to the incident;
2. (B) student behaviors that necessitated the ESI;
3. (C) steps taken to transition the student back into the educational setting;
4. (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;
5. (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident;
6. (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
7. (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 during each school year:

- (1) a copy of this policy which indicates when ESI can be used;
- (2) a flier 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. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident, • Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a 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 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 investigators may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of the 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.

Adopted 9.9.2013 Revised 2.10.14 Revised 9.14.15 Revised 9.12.16 7 Revised 9.10.18  
Revised 2.11.19

PRATT UNIFIED SCHOOL DISTRICT 382

Request for Medication to be Administered During School Attendance

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

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

Diagnosis: \_\_\_\_\_

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

Time of Day Medication is to be Given: \_\_\_\_\_

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

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

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

**NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and number of days to be administered at school.**

## APPENDIX C

**PLAYGROUND RULES****General Rules**

1. Show respect to playground attendants at all times.
2. Show fair play, good sportsmanship and courteous behavior to all children and adults.
3. Abusive language is not allowed.
4. Kicking, tripping, shoving, tackling, hitting or piling on is not allowed.
5. Climbing on any fence or back stop is not allowed.
6. Permission must be given to enter the street after a ball or to go into the building.
7. No standing on picnic tables.
8. No using sticks to play fight, use as weapons, etc.

**Bad Weather Rules**

1. No throwing snow or ice
2. No sliding on the ice.
3. Stay off large piles of snow. Small piles are permissible if correct shoes are worn.

**4<sup>th</sup> Grade DAILY SCHEDULES**

	Pitman	Conkle	Moore	Ruckle
8:10 - 8:50	Morning Meetings	Morning Meetings	Morning Meetings	Morning Meetings
8:50 - 9:50	Social Studies (AP)	ELA (WF)	Math (AM)	Science (TR)
9:50 - 10:50	Social Studies (TR)	ELA (AP)	Math (WF)	Science (AM)
10:50 - 11:55	Social Studies (AM)	ELA (TR)	Math (AP)	Science (WF)
11:55 - 12:25	Lunch	Lunch	Lunch	Lunch
12:25 - 12:35	Recess	Recess	Recess	Recess
<b>12:30 - 1:30</b>	<b>4<sup>th</sup> Grade Plan</b>	<b>4<sup>th</sup> Grade Plan</b>	<b>4<sup>th</sup> Grade Plan</b>	<b>4<sup>th</sup> Grade Plan</b>
12:35 - 1:30	Art/ Music/ PE block*	Art/ Music/ PE block*	Art/ Music/ PE block*	Art/ Music/ PE block*
12:35-1:00	Special block #1	Special block #1	Special block #1	Special block #1
1:00 - 1:30	Special Block #2	Special Block #2	Special Block #2	Special Block #2
1:30 - 2:30	Social Studies (WF)	ELA (AM)	Math (TR)	Science (AP)
*2:35 - 2:50	Writing	Writing	Writing	Writing
2:50 - 3:05	Recess	Recess	Recess	Recess
3:10 - 3:30	HW/Read Aloud	HW/Read Aloud	HW/Read Aloud	HW/Read Aloud
3:30	Dismissal	Dismissal	Dismissal	Dismissal

\*Gifted Time - Jodi Schumacher

	Pitman (Ruckle 1-7)	Conkle (Ruckle 8-14)	Moore (Ruckle 15-22)	Block 1 - 12:35 – 1:00 Block 2 – 1:00 - 1:30
<b>SPECIALS BLOCK SCHEDULE</b>	Music -- PE	Art -- Music	PE -- Art	GREEN
	PE -- Art	Music -- PE	Art -- Music	GOLD
	Art -- Music	PE -- Art	Music -- PE	WHITE

**5<sup>th</sup> Grade Daily Schedule**

TIME	Osenbaugh	Brown	Teasley	Slinkard
8:10 - 8:30	Morning Meetings	Morning Meetings	Morning Meetings	Morning Meetings
8:30 - 9:20	Social Studies (BO)	Math (AB)	Science (HT)	Reading/ ELA (VS)
9:20 - 10:15	Social Studies (HT)	Math (VS)	Science (BO)	Reading/ELA (AB)
10:15 - 11:05	Social Studies (VS)	Math (HT)	Science (AB)	Reading/ELA (BO)
11:05 - 11:15	Read Aloud	Read Aloud	Read Aloud	Read Aloud
11:15 - 11:45	Lunch	Lunch	Lunch	Lunch
11:45 – 12:35	5 <sup>th</sup> Grade Plan	5 <sup>th</sup> Grade Plan	5 <sup>th</sup> Grade Plan	5 <sup>th</sup> Grade Plan
11:45 - 12:35	Art/ Music/ PE block*	Art/ Music/ PE block*	Art/ Music/ PE block*	Art/ Music/ PE block*
11:45 - 12:10	Special block #1	Special block #1	Special block #1	Special block #1
12:10 - 12:35	Special block #2	Special block #2	Special block #2	Special block #2
12:35 - 1:00	DEAR	DEAR	DEAR	DEAR
1:00 – 1:52	Social Studies (AB)	Math (BO)	Science (VS)	Reading/ELA (HT)
1:55 – 2:10	Recess	Recess	Recess	Recess
2:10 - 3:15	Study Hall/ Band	Study Hall/ Band	Study Hall/ Band	Study Hall/ Band
*2:10-2:45	Woodwinds	Woodwinds	Woodwinds	Woodwinds
*2:45-3:15	Brass/Percussion	Brass/Percussion	Brass/Percussion	Brass/Percussion
3:15-3:30	Wrap up	Wrap up	Wrap up	Wrap up
3:30	Dismissal	Dismissal	Dismissal	Dismissal

\*Gifted Time Jodi Schumacher

**5<sup>th</sup> Grade Specials**

SPECIALS BLOCK SCHEDULE	Slinkard (Osenbaugh 1-7)	Teasley (Osenbaugh 8 -14)	Brown (Osenbaugh 15 - 22)	11:45 – 12:10 12:10 – 12:35
	Music -- PE	Art -- Music	PE -- Art	Green
	PE -- Art	Music -- PE	Art -- Music	Gold
	Art -- Music	PE -- Art	Music -- PE	White