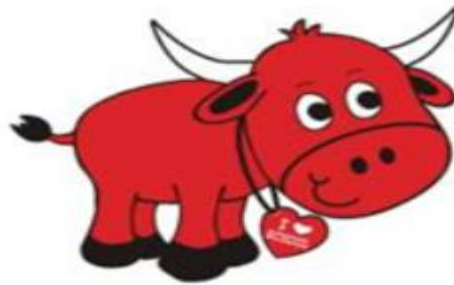


Garfield Early Childhood Center Student/Parent Handbook



**121 W. Walnut
Garden City, KS. 67846**

Phone: 620-805-7500

Fax: 620-805-7549

We begin the educational process for children and families.

Garfield Early Childhood Mission Statement

In order to provide a high quality early childhood education we will follow **our** core beliefs to accomplish our COOL vision statement.

Garfield Early Childhood Vision Statement

We are C: creating
O: outstanding
O: ongoing
L: learners

Garfield Early Childhood Rules and Regulations

School Hours

Morning classes are from 8:30 to 11:35 Parents may drop off students at 8:15.

Afternoon classes are from 12:10-3:15. Parents may drop off students starting at 11:55.

If you are late to classes you must stop at the front office and get a tardy slip, otherwise the student may be counted unexcused for the day. Tardy is 8:35 am and 12:15 pm.

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.

Parents 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.

Building Security

Garden City Public Schools endeavors to provide a suitable environment conducive to the general health, safety, and welfare of each student in school attendance.

Visitors and Guests

Upon arrival at the school, all visitors must sign in at the front office and get a Visitor pass.

Change of Address/ Phone Number or Employment

If you move, change phone numbers or change jobs, please notify the office. You may call, send a note, e-mail Stephanie Bennett sbennett@gckschools.com or Marisela Trejo at mtrejo@gckschools.com or send us a fax @ 805-7549. Address changes must have proof of change such as a utility bill, rental agreement, or proof of purchase of a home.

Attendance

Students are expected to attend school. **The student's parent/guardian must contact the school (805-7500) and transportation (805-8750) as soon as possible if the student will be absent.** The absence will be

considered unexcused if the student's whereabouts are unknown to the office or if parent/guardian fails to contact the school. All absences are reported to the truancy officer and excessive unexcused absences (3 unexcused absences in a row; 5 in a semester or 7 in a year) absences may result **in** legal action. Please contact the school principal in the event of any special circumstances relating to attendance.

Dismissal

Please arrive at the scheduled time of dismissal. If your child has not been picked up within 30 minutes of the dismissal time and all emergency contacts have been made with no response to pick up the child, we will call the local authorities. Please call us if an emergency comes up and you are running late.

Breakfast and Lunch

Breakfast and lunch are eaten in the classroom once the school **day** starts.

USD 457 participates in the federal lunch program. Free and reduced lunch forms are available. Students who do not qualify for free or reduced meals must pay for meals in advance or bring a sack lunch. Food cannot be charged. Students who bring their lunches must keep them in the appointed area until lunchtime. **No fast food is allowed.**

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 students will not be allowed to charge more than 3 meals. If your child is over the charge limit they will not be given a hot lunch.

Meal Pay Plus: Visit www.mealpayplus.com to create a free secured account for each of your students using their school student ID number. This tool allows you to check account balances and receive low-balance e-mail notifications. Parents will also have the option to make a payment to their child's meal account using a check, credit or debit card.

If a parent wishes to eat with their child they will need to notify the school the day before for breakfast and by 9:00 a.m. for lunch that day. Parents will need to pay the adult price for breakfast or lunch.

School meal costs are:	Breakfast Daily	Lunch Daily
Students	\$1.50	\$2.60
Adults	\$2.50	\$3.75
Milk ½ pint	\$0.60	

Health Services

"Permission for Administration of Medication" form must be completed and signed by a physician and parent/guardian before a student can take any type of medication at school. All medications must be taken to the nurse's office. A medication form is required for each medication taken at school. No over-the-counter medication will be given at school. **A new form must be completed each year.** The nurse must have a current Child Health Assessment on file and students must be current on their immunizations. You will be notified if found noncompliant.

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.

Head Lice Information

Kansas Administrative Regulation 28-1-6 states each student infested with lice shall be excluded from school until treatment with an antiparasitic 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 affective 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 student checked by the school nurse for authorization for re-admittance to school. If 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.

Transportation

If the student qualifies for transportation the school district will provide the student's transportation.

If a student is found to need special accommodations, the driver will notify the Director of Transportation and they will contact parents to discuss transportation modifications. Any questions regarding transportation please call 805-8750.

Weather

Students are to follow the inclement weather orders of USD #457. If school is called off due to inclement weather the local radio and TV stations will be notified. Please have your student dressed appropriately for the weather.

Dress Code

1. All shorts, dresses & skirts must be longer than tip of fingers when arms are held down at the side.
2. No bike shorts unless covered by proper clothing.
3. No see-through clothing.
4. Appropriate logos or wording on clothing (no profanity, references to alcoholic beverages, tobacco products, illegal activities, drugs, gang activity or affiliation, etc.)
5. 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.)
6. No shoes with wheels.

7. No jewelry that resembles drugs or illegal substances or that is affiliated with gang activity is to be worn at school.
8. 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.
9. No chains hanging from pants. No jewelry that could be used as weapons, such as jewelry with spikes.
10. 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.
11. Overall straps and suspenders must be fastened correctly over the shoulder.
12. 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. If the temperature is below 32° and the wind-chill is below 20° we will have indoor recess. 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 the teacher has been notified with doctor's note.

Disruptive Items

USD #457 administration and staff are not responsible for valuables that students bring to school. **Backpacks, electronic pagers, toys, hats, necklaces, sunglasses, CDs, telephones, and any other item that staff deem disruptive are not permitted at school.** Staff will collect items that disrupt the education of students or others. These items will be returned when the parents can come pick them up.

Alcohol, tobacco, illegal drugs, weapons and dangerous items are prohibited. This includes toy guns or toy weapons.

If students are in possession of such items parents will be contacted immediately and the students will be suspended for a minimum of one day.

Telephone Use

The school phone is a business phone. Messages are taken for non-emergency situations.

Fire, Tornado, and Crisis Drill

These are regularly scheduled drills throughout the school year. Each student should become familiar with the exit procedures for each classroom. There are emergency exit routes posted by each doorway. In the event of a crisis (drill or real) all doors will be locked and no one will be allowed to enter until an all clear has been given.

Acceptable Computer Use Guidelines USD 457

The computers in this school are to be used to enhance the educational opportunities of the students in Garden City School. It is important that staff and students are aware of the law and local policies governing computer use and ethics. Parents must sign an Acceptable Internet Use form that will be kept on file.

Calm-Down Policy

The purpose of a calm-down area is to help the student regain control. A student who is not under instructional control and/or is in danger of hurting himself/herself, others, or personal property will be directed or physically assisted to a calm-down area.

Behavior Expectations

All students attending school are expected to conduct themselves in a manner that is safe. A student who becomes a danger or is destructive to property may be physically restrained and/or removed to an area that has been deemed safe.

GAAF Emergency Safety Interventions (See-GAO,JRB,JQ,and KN)8/31/15 **GAAF**

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

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

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all three 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.

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

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

“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; or (6) a student who has reached the age of majority or is an emancipated minor.

“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 by physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;

- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

GAAF Emergency Safety Interventions

GAAF-2

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.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. 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.

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 and shall be 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 the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student’s parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which as ESI was used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent’s rights; (3) information on the

parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, 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 involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Three (3) Incidents of ESI for the Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without and IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to 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 a appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. 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 who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must

provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

GAAF Emergency Safety Interventions

GAAF-3

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt 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. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 7/22/13

Revised: 5/19/14

Revised: 8/31/15

Pick-Up and Drop off Procedure

AM students should be dropped off no earlier than 8:15 and PM students no earlier than 11:55. Parents and students will enter and exit from the east or south doors only.

Parents are expected to walk their children into the building when they are dropping them off. For safety reasons no students should enter the building alone. AM and PM students will be picked up at their classroom door. Parents need to wait until the bell rings. The teacher will open the door and release students to parents. All students need to be signed out.

If you are picking your student up before class dismisses you must stop at the front office to sign them out. If you are over 10 minutes late picking up your student they will be in the office. When picking up your child you must sign them out. **Students will not be released to any adult that is not listed on the emergency contact list.** Please contact the office if you would like to add or remove any individuals to your child emergency contacts.

Parking

For the safety and welfare of the staff and students please follow all traffic signs in the parking lots and street. Make sure you do not double park or park in the bus zones. **Handicap parking is for families and staff with a handicap tag.**

Holidays and Birthdays

(If you do not celebrate Holidays please inform your students' teacher so they are aware.)

The decision to have a classroom Holiday/Birthday party is up to each teacher. Please check with them. Due to sanitation and safety concerns, students and staff are prohibited from bringing non-prepackaged food items into the school to share with students. **Treats must comply with the districts wellness policy.**

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

*** This form must be signed and returned to Garfield Early Childhood Center.**

This is to acknowledge that I (we) have received and read a copy of the Garfield Early Childhood Center Student/Parent Handbook for the 2019-2020 school year.

Print Student Name

Parent/Guardian Signature

Parent/Guardian Signature

Date