



***Troy Elementary School***

***Student/Parent Handbook***

***2025-2026***

***“Where students and staff excel; parents and community care”***

***No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin.***

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## **ACADEMIC PROGRAMS**

Troy Grade School has a rich and comprehensive curriculum at each grade level. In addition to the classroom offerings, students are provided daily specials rotations that could include music, counselor, library, and physical education. Art and computer lab time is offered weekly and/or bi-weekly

Beginning in the 2023-2024 school year, we will use the Fastbridge Battery of Assessments. The Fastbridge assessment will target each child's academic strengths and areas of concern. Along with the other criteria of teacher referral, Lexia, and SRI (Scholastic Reading Inventory), students are selected to receive additional instruction to support them in meeting grade level standards.

Reading and Math Intervention is provided for grades K-5 daily. Small groups of students work on grade level reading and math skills, focusing on fluency, vocabulary, understanding concepts, and comprehension.

The board policy supports students who qualify for interventions due to the high accountability imposed on us by the state and federal governments. The district/school is held accountable by the state for all student learning needs. These programs have been implemented to support all students towards academic success in meeting state standards.

## **ATTENDANCE POLICY**

So that the school's records will accurately reflect the history of student attendance, it is important to follow the rules listed below:

1. On the day of the absence or before, the parent or legal guardian is to call the school before 9:00 a.m. to notify the office why the child was not sent to school. This allows us to account for all students each morning and serves as a safeguard for your child.
2. In cases of absences due to prolonged illness (three or more days), verification of the illness by the school nurse or family doctor is preferable to a note from the parent. This policy performs two very important functions: (a) It allows the school to monitor communicable diseases and be able to take early action against them; and (b) It lends more credibility to our records by allowing the school to verify the illness and identify those students whose problem may actually be a social one at school.
3. Except when verification of illness has been made by the school nurse or family doctor, the parent/guardian is to provide an explanation for the absence.

### **Truancy Policy:**

**In accordance with K.S.A. 72-1113 (d) Students who are absent and meet the following conditions will be reported to the appropriate authorities in Doniphan County.**

- Student is absent for three consecutive days unexcused.
- Student is absent 5 cumulative days within a semester unexcused.
- Student is absent 7 cumulative days within the school year unexcused.

### **Tier 1 Absenteeism Prevention: All students and families**

- Back to school letter stating attendance goal and expectations.
- Clear communication about starting and ending times and schedules.
- Clear communication about holiday breaks and return.
- Take daily attendance with accuracy.
- Personalized communication with families when students are absent.
- Message from teacher about homework.

- Threshold greetings
- Doorway greetings from teachers each period.
- Positive messaging on social media.
- Weekly attendance update in MS & HS.

\*\*\*\*\*If student misses 3 unexcused days move to Tier 2\*\*\*\*\*

## **Tier 2 Absenteeism Early Intervention: Students missing 10% - 19% or 3 - 4 days unexcused**

- Call from the classroom teacher to see how we can help and make sure the student is receiving and completing any missed assignments.
- Call from the counselor / student support specialist to make sure families know what resources are available for basic needs.
- Warning letter from principal along with flyer about importance of attendance.
- Meet with family, teacher, counselor / student support specialist to make an action plan to improve attendance.
- Is the student absent because they are avoiding a school based stimuli?
- Is the student absent because they are avoiding a social situation?
- Is the student seeking outside attention from loved ones or friend?

\*\*\*\*\*If student misses 5 unexcused days in a semester or 7 unexcused days in the school year move to Tier 3\*\*\*\*\*

## **Tier 3 - Absenteeism Intensive Intervention: Students missing 20%+ or 5 unexcused days in a semester or 7 unexcused days in the year.**

- Principal sends letter to DCF or County Attorney.
- Home visit from counselor / student support specialist and / or principal, law enforcement to make a plan to get the student to school.
- Detention to complete missed assignments.

### Excused Absences

An excused absence is an absence where a student is sick and has been called in by the parents before 9:00 a.m. The school determines if an absence is excused or unexcused.

### Unexcused Absences

Any absence that a parent or guardian has not contacted the office. In the event that a parent has not contacted the office and the absence does not meet the definition of an excused absence, the student will be considered skipping school and the appropriate consequences will be given to the student.

### Advanced Notice of Absence

Advanced make-up work may be given to students who need to be gone from school. However, it will be the parent's responsibility to plan ahead and notify each instructor of a planned absence. The

best interest of the student may not be served if class work is such that it should not be given out of sequence.

### **Tardy Policy**

- Any student late to school for more than twenty minutes without the knowledge or consent of a parent / guardian or the school is truant.
- Students are expected to be in their classroom by 8:00 a.m.

### **AFTER SCHOOL TIME**

Students may have to remain after dismissal time for various reasons--getting additional help, completing assignments, discipline, etc. When they do, the teacher is to notify the office as well as contact the parents if possible. Bus children are not excused. If students cannot remain after school on the day assigned they may make arrangements for transportation the next day.

### **ANTI-BULLYING /HARASSMENT POLICY**

Harassment is defined as annoying or tormenting repeatedly and persistently. USD 429 will not tolerate the harassment of others, whether the harassment is physical, sexual, verbal, or through the use of electronic devices. This section prohibits bullying on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, through the use of the school's internet system while on or off campus, through the use of personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial disruption at school. In any specific situation, administrators may decide that the harassment/bully behavior is severe enough to receive the harshest consequence.

Sexual harassment is defined as unwanted sexual advances. This could include touching without permission, speaking of sexual matters or using sexual language, telling sexual jokes or making comments about others' appearance or habits, or any perceived derogatory sexual comment or action. Board policy JGEC Sexual Harassment clearly prohibits such behavior and the consequences of sexual harassment.

Physical harassment is defined as touching, slapping, hitting, pinching, or attempting to do these things to another individual. The physical touches may be intended to intimidate and control another's actions.

Verbal harassment is defined as talking in a derogatory, insulting or threatening manner to another individual. The intent of this type of language may be to intimidate or control another's actions. This includes gossip used to insult or threaten another person and the use of racial slurs.

Racial and Disability harassment is defined as harassment of others based upon race, color, national origin, or disability. Derogatory references about others in this category is explicitly prohibited by Board policy JGECA Racial and Disability Harassment.

Cyber-bully and Cyber-threats is defined as creating an educational environment for any student that is intimidating, threatening, abusive, or hostile, and keeps that student from being able to participate in or benefit from a USD 429 education program or activity.

**Cyber-bullying and bullying behavior on USD 429 property, in a USD 429 vehicle, at any USD 429-sponsored activity or event, and/or through the use of electronic devices whether on or off campus, are strictly prohibited.**

Hazing is another form of physical harassment and means to harass by exacting unnecessary, disagreeable, or difficult tasks, or by banter, ridicule, or criticism, or to play abusive or humiliating tricks by way of initiation. Hazing is sometimes found in schools or universities as an initiation rite into special groups or sports teams. **Hazing is against Kansas law.**

Consequences for involvement in the above offenses will include:

1<sup>st</sup> offense: Depending on the severity, detention or In-school Suspension, parent contact; visit with principal and warning of more severe consequences if repeated. **Report to law enforcement if the bullying behavior is a crime.**

2<sup>nd</sup> offense: Depending on severity, In-school suspension or Short-term out-of-school suspension, parent contact; visit with principal with possible follow-up visit and warning of more severe consequences if repeated. **Report to law enforcement if the bullying behavior is a crime.**

3<sup>rd</sup> offense: Long-term out-of-school suspension, parent contact. **Report to law enforcement if the bullying behavior is a crime.**

#### **Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

#### **Electronic Images and Photographs**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity –themselves or others –lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

#### **Digital Photography**

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

### **AWARDS**

Various awards will be presented to the students during the school year. They may be:

- 1) Perfect Attendance Awards will be awarded to all students who have not been absent nor tardy throughout the school term.
- 2) Good Attendance Awards will be awarded to all students who have been absent two (2) days or less, **or** tardy only two (2) or less times during the school year.

- 3) Spelling Awards will be awarded to students representing their school in the annual Doniphan County Spelling Bee. Classroom spelling awards, as determined by the teacher, may also be awarded
- 4) Top class and school readers for the school year as determined by a point system.
- 5) ADDITIONAL AWARDS will be awarded at the discretion of the teachers(s) and/or sponsors(s).

### **CELL PHONES AND OTHER DEVICES**

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take unwanted photographs, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

1<sup>st</sup> Offense- Students using one of the above devices without authorization will have it confiscated and may pick it up from the principal at the end of the school day.

2<sup>nd</sup> Offense- Students will have it confiscated and kept with the building principal until the parents can make an arrangement to pick it up from the building principal.

3<sup>rd</sup> Offense- Students will have it confiscated and be subject to discipline up to and including in school suspension.

### **COMPUTER/E-MAIL**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

### **ELECTRONIC MEDIA (access to):** Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is essential for users to use this privilege in an appropriate and responsible manner.

#### **Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;

- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor’s access to materials harmful to them.
- Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

### **Permission/Agreement Form**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. To modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **Employee Use**

Employees shall use electronic mail primarily for purposes directly related to work-related activities. Each employee is responsible for the security of his/her own password.

### **Community Use**

On recommendation of the Superintendent, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District’s technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

### **Administrative Audits**

The administration reserves the right to monitor use of all electronic communications devices, files and accounts. Staff and students and members of the public granted permission to use district equipment shall have no expectation of privacy while using district equipment on or off school premises.

## **DRESS CODE**



It is the responsibility of the parents to see that their children are properly dressed before sending them to school. At Troy Elementary School, we stress pride in dress and appearance. Clothing with demeaning and / or derogatory messages or otherwise determined by school officials to be inappropriate will not be permitted. If a problem occurs, the parents will be notified if necessary. In addition, hair is to be kept clean and groomed. Dress and grooming practices that endanger the safety of any students or disrupts learning will be corrected.

### **CLOSING OF SCHOOL**

In case of the school being closed for various reasons, namely inclement weather, please keep in mind that the announcement may be made over the following: Textcaster, social media – Facebook & Twitter, then 103.9 / 92.7 / 105.5 / KQTV 2 During inclement weather months the announcement to close or delay the start of school will be made before 6:30 a.m. if possible. School delays or early dismissals are a board approved method of continuing with school when possible.

### **EMERGENCY SAFETY INTERVENTION**

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 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 the student 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 by K.S.A. 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate with an exceptionality; or (7) 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 physical restraint.

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

"Time-out" 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.

#### **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.

#### 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 classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

#### Notification and Documentation

The principal or designee shall 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 an ESI is used during the 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 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 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 an 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 to 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 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.

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 the receipt of the formal written complaint by the board clerk or superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the written policy adopted by the board shall 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.

### **ENTRANCE REQUIREMENTS**

**Students enrolling in kindergarten or grade school in Kansas for the first time must have copies of their birth certificate and immunization records on file. These documents must be on file prior to October 1.**

A child must be five years of age on or before **August 31, 2025**, to enroll in kindergarten for the **2025-26 school year**.

A child must be six years of age on or before **August 31, 2025**, to enroll in the first grade for the **2025-26 school year**.

### **PRESCHOOL OUT OF DISTRICT ADMITTANCE POLICY**

USD 429 will consider admittance of out of district students to the district sponsored preschool under the following criteria. The student's family has connections to the school district such as siblings who attend school in USD 429, parents who graduated from Troy, or other association that would indicate the student plans to

attend school in Troy after preschool. Also, if there is no connection as detailed above, the parent may indicate that they intend for the student to attend school in Troy after pre-school. Acceptance will be considered on a space available basis and the out of district application form must be completed. Preschool students are not transported to and from school by school personnel or school vehicles.

**EVACUATION (HANDICAP)**

Evacuation procedures for occupants with disabilities will be as follows:

- It is school policy to evacuate the handicapped first by:
- 1) Assigning a responsible individual to be of assistance
  - 2) Allowing them to leave the facilities first
  - 3) Making certain that the individual assigned to them stays with them until they have safely returned to their area.

**HOT LUNCH PROGRAM**

**BREAKFAST COSTS** will be \$1.50 per meal; reduced price meals will be \$.30; and Adults - \$2.00.

**LUNCH COSTS**

An adequate, well-balanced, well-prepared hot lunch is available to the students, faculty, staff, and visitors. The following is for your convenience:

<u>Prices</u>	<u>Grades Preschool – 5</u>	<u>Reduced</u>	<u>Adults</u>
Daily	\$2.80	\$ .40	\$ 3.95

**All extra milk is \$.40 per carton.**

**SCHOOL MEALS CHARGE POLICY**

Students will be allowed to charge meals for no more than 10 school days. After 5 school days, a copy of the meal charges and this policy will be sent home. If meal charges are incurred for 10 school days, a second notice outlining the charges will be sent home with the students. This notice will also inform the parents that students will need to bring a sack lunch and no further charges will be permitted. No more charges will be permitted until the total owed is paid in full and the student has a positive balance in their account of up to 5 paid lunches. Visiting adult meals will be cash only with no charges allowed. See policies DP and EE.

**LUNCH TIMES**

11:00 – 11:25	Kindergarten	11:30 – 11:55	2 <sup>nd</sup> Grade	12:00 – 12:25	4 <sup>th</sup> Grade
11:05 – 11:30	1 <sup>st</sup> Grade	11:35 – 12:00	3 <sup>rd</sup> Grade	12:05 – 12:30	5 <sup>th</sup> Grade

**END OF THE YEAR MEAL ACCOUNT BALANCES**

Unless a student withdraws from Troy Elementary School at the end of the school year, meal accounts with a credit amount will be rolled over to next year. If you have questions concerning this, please contact the Troy Elementary Office at (785) 985-3538.

**INSURANCE**

Accident insurance coverage will be available on an optional basis to all students. An application will be provided at enrollment time if you are interested in this service. You may select the type of coverage that you desire and send the application and payment to the insurance company.

The school district does provide a catastrophic student accident insurance that begins at \$25,000 of expenses. The district does not provide any other supplemental student accident insurance. Parents are responsible for the costs of accidents and injuries if the school has taken acceptable precautions for the safety of students.

**LEAVING THE SCHOOL GROUNDS**

No student is to leave the school grounds after arriving without special permission from the office.

Any student who must leave prior to dismissal time is to stop by the office and get a **PERMIT TO LEAVE** signed by the party taking him/her. If a child is going to the dentist, doctor, etc., please send a note to the homeroom teacher.

### **LIBRARY BOOK REPLACEMENT**

Students will be expected to pay the expenses for replacing damaged or lost library books. If the book is no longer available, the librarian will establish a fair replacement price, so another book of comparable value/quality can be purchased and placed in the library. The expenses would include the cost of the book at the current market price plus shipping and handling expenses.

### **MEDICAL INFORMATION**

#### **IMMUNIZATIONS**

#### **(IMMUNIZATIONS REQUIRED BY STATE LAW # K.A.R 28-1-20)**

**Varicella (CHICKEN POX):** two doses required for grades K-2 and 7<sup>th</sup>; one dose required for grades 3-6 and 8-11 unless history of varicella disease is documented by a licensed physician. Or laboratory evidence of varicella immunity. Two doses are currently recommended by the ACIP for all ages.

**Hepatitis A:** two doses required for children less than 5 years of age in early childhood programs.

**Pneumococcal Conjugate (PCV):** four doses required for children less than 5 years of age in early childhood programs. Total doses needed dependent on the age of the child when doses are given.

**Haemophilus Influenzae Type B (HIB):** three doses required for children less than 5 years of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses are given.

### **WHEN TO STAY HOME FROM SCHOOL**

- Any time a student has a fever of 100.4 or greater and then must be fever free for 24 hours.
- If a student is vomiting, they need to be free from this illness for 24 hours.
- Students diagnosed by a doctor with any contagious rash, infection, and or disease, will need to stay home until he or she has been under treatment and fever free with a physician's note to return to school.
- You will be notified to pick up your child if he or she develops a fever or any illness the school nurse or secretary feels necessary to send your child home from school.

### **HEAD LICE POLICY**

No student with live head lice or nits will be allowed to stay at school. Students must be treated with head lice shampoo or medication prior to returning to school and be lice and nit free. The school nurse or secretary will check students returning to clear for school entry and for several weeks thereafter.

### **STUDENTS WITH HEALTH CONDITION/FOOD ALLERGIES**

Parents need to talk to the school nurse to set up a health care plan with the nurse and teacher to help appropriately care for your child. Enrollment is a good time for this process. Paperwork will also be given out and will need to be reviewed by your child's physician.

### **ADMINISTRATION OF MEDICATION**

USD 429 realizes that some children, at certain times, will need to take medication during the regular and extended school day. The following policy will be adhered to whenever parents request that their children take any type of medication:

- 1) Written permission from the physician or dentist should accompany all prescription medication to be administered. A valid prescription container may be accepted as authorization (until *written* permission is received) provided it identifies the student, medication, dosage, time of day to be given, prescriber's name and date prescribed.
- 2) A written request from the parent/guardian for administration of the medication should accompany all medication. A form is available from the school.
- 3) The parent request/liability release form should identify the student, date permission given, and parent signature.
- 4) All medication must be sent in its original container. For prescription medication, two containers, one for home and one for school, should be requested from the pharmacist.
- 5) Only oral, topical medications, inhalers, or nebulizers will be administered except in emergency or anticipated health crisis situations.
- 6) The school nurse will be responsible for the overall administration of all medication in school. The Supervising RN may delegate the administration of medication to an unlicensed staff member using nurse practice act standards.
- 7) An individual record will be kept of each medication administered. The record will include student identification, physician prescribing medication, date prescribed, name of medication, time to be given at school, anticipated number of days to be given, possible side effects, signature of person administering, log of medication given and a section for comments.
- 8) Any changes in type of medication, dosage, and/or time of administration must be accompanied by new physician and parent permission signatures, and a newly labeled pharmacy container.
- 9) With limited exceptions, medication maintained in the school setting will be kept in a locked container, including medication requiring refrigeration. Exceptions may include an inhaler or diabetic supplies carried by a student with physician authorization on file.
- 10) Medications will be inventoried at least every semester by a licensed health professional. Out-of-date stock should be picked up by a parent or destroyed. Needles and syringes will be sealed in a puncture proof container and properly disposed of.
- 11) Non-prescription (over-the-counter) medication will be administered only when provided in the original container and accompanied by written permission from parent/guardian.

No prescription or non-prescription medication will be maintained outside the locked storage area on the school premises, including athletic areas, unless a plan for the maintenance or administration of medications in that area has been reviewed and approved by the school nurse.

### **PARENTAL COMMUNICATION WITH STAFF / SOCIAL MEDIA**

Parental communication with school staff is a very important way to promote an effective education. Parents who may have questions or concerns about classroom matters are encouraged to contact the classroom teacher first, either in person, by telephone, or by school district email preferably during the school work day. After this contact has been made the parent may contact the building principal for additional questions or concerns.

Discussion of school and classroom issues on social media is discouraged as the most effective way to solve issues or problems is with direct and personal communication with school personnel. Social media discussions sometimes include persons who are not directly involved in the school matter without a legal right to the information.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled once in the fall and once in the spring. We have excellent support for our conferences. They are very informative and beneficial for both parents and teachers. Anytime you feel a conference would be helpful, please do not hesitate to ask that one be scheduled. Simply notify the teacher or call the school office and a time will be arranged.

## **PARENTS ONLINE**

Infinite Campus (2018) allows students and parents to check their grades, attendance and behavior reports by way of the Internet. This service can be accessed through the Troy Schools website. [www.troyusd.org](http://www.troyusd.org). Please contact the building secretaries if you have trouble accessing your children's account.

## **PROMOTION STANDARDS**

Purpose: To encourage quality work and promote the attitude that success is earned by those who put forth their best efforts.

Standards: (THE STANDARDS OUTLINED BELOW STARTED WITH THE 2010-2011 School year.)

### **Grades K and 1**

Grades K and 1 has designed a standards-based checklist that highlights key skills necessary to master in order to be on grade level. You will be provided a pamphlet during enrollment that shares detailed information concerning these changes. All assessment results from FastBridge as well as daily progress and grade reports will help guide conversations with parents and guardians if retention of a child

### **Grades 2, 3, 4, & 5**

Passing grade (70%, C-, or above) in ALL FIVE of the following subjects:  
Reading, English, Math, Science, and Social Studies along with student assessment results from the Kansas State Assessments and FastBridge will determine whether a child should be promoted to the next grade level.

## **REPORT CARDS**

Students who fail to complete the requirements as outlined in the PROMOTION STANDARDS and REPORT CARD sections of this Handbook may be required to repeat the current grade and may not be promoted to the next grade level due to non-mastery of grade level benchmarks and content.

The students in grades 3-5 are on the 9 weeks grading system. Normally, they will receive their report cards on the Wednesday following the close of the grading period.

**The grading scale that is to be used as a part of the student's overall evaluation is as follows: Please note that any grade below "C – "or "70%" is not considered passing:**

A+ (100)	B+   (87 88 89)	C+   (77 78 79)	NP (Not Passing)
A (93 94 95 96 97 98 99)	B   (83 84 85 86)	C   (73 74 75 76)	(Below 70 %)
A- (90 91 92)	B- (80 81 82)	C- (70 71 72)	

## **SCHOOL BUS RULES**

**If your child is planning to ride a bus (and is NOT a regular bus rider), please send a note to school letting us know or call the school office; otherwise, we will NOT honor the request.**

**If your child plans to ride a different bus rather than his/her regular route bus, we will need a note or call the school office indicating this OR he/she will be sent home on his/her regular route.**

## **BUS DRIVER INSTRUCTIONS**

The **BUS DRIVER** is in charge of his bus and his passengers. Safety is our top priority. Any students not obeying the instructions of the driver will be disciplined.

- 1) The driver is in charge of the pupils and the bus. Pupils must OBEY the driver promptly and cheerfully.
- 2) Each student must be provided a seat. Students are NOT to change seats while the bus is moving. The driver may assign seats for certain students or all students.
- 3) Pupils must be on time. The bus will NOT wait for those tardy.
- 4) Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Outside of ordinary conversation, classroom conduct is to be observed.
- 5) Please place all trash in the receptacles provided. Your cooperation is needed to keep our buses clean and sanitary.
- 6) The emergency door is not to be used at any time for loading or unloading, unless in case of an emergency!
- 7) Pets, animals, or firearms are NOT permitted on the bus.
- 8) Pupils must NOT at any time extend arms or head out the bus windows.
- 9) Pupils are not to try to get on or off the bus or move about when the bus is in motion.
- 10) When leaving the bus, pupils must observe directions from the driver. If you cross the road, please do so IN FRONT OF THE BUS after making certain the road is safe.
- 11) Any damage to the bus is to be reported at once to the driver.
- 12) There are to be NO radios, CD players, or cell phones used without the driver's permission.
- 13) Eating and drinking will not be allowed on the bus unless approved by the driver.
- 14) No obscene language is to be used.
- 15) Students are not to stand up while the bus is in motion.

## **BUS DISCIPLINE**

Discipline on our buses is paramount for the safety and well being of all passengers. The following procedures are to be followed for misbehavior:

- 1) First Written Report
  - a. Warning Conference
  - b. Assigned Seat
  - c. Parents Notified
- 2) Second Written Report
  - a. 3 Day Suspension from riding route bus
  - b. Parents Notified
- 3) Third Written Report
  - a. 5 Day Suspension from riding the route bus
  - b. Parents Notified
- 4) Fourth Written Report
  - a. 45 Day Suspension from riding the route bus
  - b. Parents Notified
- 5) Fifth Written Report
  - a. Suspended from riding the route bus for the remainder of the term.
  - b. Parents Notified

**\*\* The principal may move to a more severe consequence if the infraction is of a very serious nature.**

The parents/students have the right to appeal a decision. They must proceed through the proper channels--meeting with the building principal, the district superintendent, and the board of education.

Infractions may include but will not be limited to include: refusing to obey the driver; rude, discourteous, and annoying conduct; failure to remain seated; fighting, pushing, kicking, tripping; spitting, littering; chewing/smoking tobacco products; destruction of property; throwing objects IN or OUT of the bus; being outside of the windows; bringing articles aboard the bus of injurious or objectionable nature.



## **SCHOOL ACTIVITIES**

Students riding the bus to any school activity (such as a field trip) MUST ride the bus back to the school, unless the teacher in charge is in possession of a note from that student's parent stating that the student will be riding home **WITH THE PARENT**. No exceptions will be made! (These procedures became effective on January 16, 1996)

## **SCHOOL DAY**

A school day is as follows: Grades K – 5 (8:00 a.m. – 3:25 p.m.)

**Students should not arrive prior to 7:30 a.m. if they do not ride the bus or do not eat breakfast.** Depending on the weather, students arriving prior to 7:45 a.m. will be required to report to the gymnasium or remain outside. This decision will be made by the Building Principal or his/her designee.

## **SCHOOL DISCIPLINE**

Teachers are expected to maintain good discipline at all times. Teachers are not to leave their classrooms unsupervised unless an emergency occurs. Good discipline comes from using good teaching methods and techniques.

If disciplinary action is necessary, it should be firm, fair, dignified, and carried out in good temper.

Each teacher should attempt to handle his/her own problems. If this cannot be accomplished, then the situation should be referred to the building principal.

**OUT OF SCHOOL SUSPENSION** - The administrative head of each attendance center shall have the power to suspend when such action is necessary. School suspension may be for 1 - 10 days. Reasons for suspension are:

- 1) Swearing and using obscene language
- 2) Showing disrespect towards a teacher or other employee
- 3) Refusing to obey a reasonable request
- 4) Fighting on school property
- 5) Destruction of school property or property of others
- 6) Use of intoxicating liquids or drugs at school or at school-sponsored activities
- 7) Smoking, chewing, or spitting tobacco on school premises or on buses
- 8) Refusing to obey stated district policies
- 9) Threats of violence (verbal or written)
- 10) Assault of another student or employee

**\*This is not an all inclusive list\***

For reinstatement to school after a suspension, parents must accompany the student to school. The second suspension may result in expulsion from school, and reinstatement would be subject to board of education hearing. The school will follow the letter of the law in dealing with suspensions and expulsions (Kansas School Law 72-8902).

**IN-SCHOOL SUSPENSION** – ISS will be used when appropriate. The student will remain in school but will NOT be permitted to participate in classroom activities. He or she will be under the supervision of the principal and/or designated school personnel (example: teacher). He or she must meet all the necessary requirements of the teachers and principal before being reinstated in the classes. The in-school suspension period may be from 1 to 5 days. After a 5-day in-school suspension is assigned and served, the next infraction may require stricter measures including out-of-school suspension. Participation in Movie Day, Fun Day, and or field trips can also be affected by a student's behavior.

## **STUDENT HOMEROOM ASSIGNMENTS**

At the close of each school year, the building principal will request the teachers compile a roster of students for each grade for the following school year. Suggested criteria to be considered is as follows: A heterogeneous grouping (academic, social, emotional, a balance of boys and girls, etc.)

The board of education will support this policy if the following stipulations are considered:

- 1) The parents may request homeroom assignments **IF** their child is being retained.
- 2) The parents may request homeroom assignments **IF** special circumstances are present: (EXAMPLES: Two children from the same family in the same grade--example, twins; or two children in the same grade due to retention, etc.)
- 3) A different homeroom assignment will be considered if the building principal feels the potential exists for a teacher/parent/pupil conflict.
- 4) The **Building Principal** is responsible for making the **final decision** in determining the student assignments for each classroom.

**The above-mentioned requests must be presented to the building principal in WRITING prior to May 1 of each year.** (Adopted by the board of education April 9, 1990)

### **TELEPHONE USAGE**

The telephones are for business and emergency calls. Teachers and students will not be called from classes unless it is an emergency (otherwise, a message will be taken and delivered). Students must have permission to use the telephone--from their homeroom teacher or a sponsoring teacher.

### **TESTING**

The Kansas Assessments are given to students as follows:

- Reading and math are given each year to students in 3<sup>rd</sup> through 5<sup>th</sup> grades.
- Science will be given to (5<sup>th</sup> grade) every year.
- Social Studies will be given to (4<sup>th</sup> grade) every year.
- A reading diagnostic test is given to 2<sup>nd</sup> graders each year.
- The Fastbridge Assessment is given to grades K-5 at least 2 times each year.
- The Fastbridge Social Emotional Screener is filled out by homeroom teachers twice every year.

### **CURRICULUM/TECHNOLOGY REFUNDS**

The following schedule will be used for refunds:

- During September--full refund
- October 1 through the closing of the first semester--one-half refund
- After the beginning of the second semester--no refund.

### **CURRICULUM/TECHNOLOGY FEES**

Curriculum and computer devices will be provided on a rental basis. The fees are:

- Pre-Kindergarten - \$55.00.
- Grades K -5 \$55.00 (In needed cases, those unable to pay enrollment fees in full will be set up with a payment plan). Students in grades K-5 will pay the full rental fees during the first 9 weeks of school. After the first 9 weeks, students enrolling in grades K-5 will pay \$12.50 for each remaining period in the term.
- Pre-School Snack Fees- \$10.00 per quarter, 3year olds; \$15.00 per quarter, 4 year olds.
- Kindergarten & 1st Snack Fees - \$10 per quarter.
- K-5 Technology Fee

### **TEXTBOOK REPLACEMENT**

Textbooks are lost or damaged from time to time. The district will replace the lost/damaged books with the expense being passed on to the one responsible for the incident. The expense would include the cost of the book at the current market price plus shipping and handling charges.

### **TREATS**

During the school year, treats are shared by students to celebrate **BIRTHDAYS**. For the health and safety of all students, it is strongly recommended that treats brought to school with the intent of sharing with other students **be purchased at a store, commercially packaged and individually wrapped**. The following are suggested items for treats: juice boxes, cans of pop, individually wrapped candy or snack cakes, ice cream cups, ice cream sandwiches, ice cream pops, etc.

The practice suggested above is due to an increased awareness of and problems associated with food allergies and food-borne illnesses. Please ask if you do not know. Some TGS students do have serious food allergies.

Birthday treats should be sent with students or left at the office to be passed out at the teachers' discretion.

### **TOBACCO PRODUCTS AND ELECTRONIC CIGARETTES**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. (Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.)

### **VISITORS POLICY**

As the result of past events, the Troy USD 429 Administration and Board of Education decided it was necessary to review and update the district policies concerning visitors to our buildings. The USD 429 Board of Education approved the following policy updates concerning visitors to the buildings:

- (I) Adults - Teachers are encouraged to invite parents, guardians, and patrons to visit the classroom for special occasions where having the visitor(s) in the classroom contributes to the learning process. All classroom visitors, with the exception of parents and grandparents, must submit a request and receive approval from the building principal at least two (2) days in advance. Each building office will compile a daily list of all lunchroom visitors. All visitors will be required to report to and sign in at the building or district offices.
- (II) Students – To ensure that instruction is not interrupted, children not enrolled in the USD 429 school system may not attend school as visitors except for lunch.

**ALL building or district office visitors must check in with office personnel and sign the Visitors Register. This includes parents, guardians and all other visitors.**

In order to accomplish these policy changes, we ask that you use the main entrances to the building or district offices. We ask that you support these changes and work with us as we put them in place.

The purpose of these policies is to further ensure the safety of your children while they are at school.

### **WEAPONS**

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

According to state law, the suspension required for possession of certain types of weapons is 186 days not a calendar year. Board policy JCDBB Weapons contains detailed information on the law, procedures, and disciplinary consequences.

### **DRUG FREE SCHOOLS**

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

Board policy JDDA Drug Free Schools has more detailed information. Parents and students are notified that compliance with this policy is mandatory.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Troy Public School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504, including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons, is directed to contact: the Superintendent who has been designated by the Troy Public School District to coordinate the District's efforts to comply with the Title Programs:

Superintendent of Schools  
230 W. Poplar, Troy, KS 66087  
Telephone: (785) 985-3950

You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling (785) 296-2424.

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

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 429. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
  2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
    - a. we have your prior written consent for disclosure;
    - b. the information is considered "directory information" and you have not objected to the release of such information; or
    - c. disclosure without your prior consent is permitted by law.
- The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
  4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 429 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
  5. The right to obtain a copy of Unified School District No.429 policies for complying with FERPA. A copy may be obtained from: USD #429 District Office, 230 W. Poplar, Troy, KS 66087.

**Directory Information:** For purposes of FERPA, Unified School District No. 429 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No.429 at The District office, 230 West Poplar, Troy, KS on or before September 1, 2015. If a refusal is not filed, Unified School District No.429 assumes you have no objection to the release of the directory information designated.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT: REGULATION** **USD 429**

### **Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; on income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Written Permission Required**

If such survey is funded in whole or in part by federal funds or if the survey concerns the students or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey

is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

#### Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required by law.

#### Parental Rights: Marketing Information

If the school collects, disclosed or used personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students or products or services to raise funds for school-related or education related activities.
6. Student recognition programs.

#### Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

## **TROY ELEMENTARY SCHOOL FACULTY AND STAFF**

Bethany Simmons-Preschool

Jena Tharman – Kindergarten  
Macy Norris - Kindergarten

Maggie Michalak - Grade 1

Cheryl Cluck – Grade 2  
Staci Prawl - Grade 2

Kristee Klaus - Grade 3

Adrienne Geiger – Grades 4/5  
Sue Blevins - Grades 4/5  
Makayla Vaught – Grades 4/5

Derek Jasper- P.E.  
Renee' McKernan- Reading Interventionist  
Kristee Grable - Math Interventionist  
Brittany Clary- Band & Vocal Music  
Roger Purdy - Art  
Madison King - Library/Computers  
Emily Purdy - DCEC K-5 Resource Teacher  
Olivia Masters – Speech Pathologist  
Elizabeth Robinson - Reading Specialist  
Andrew Dominguez - DCEC K-5 Resource Teacher

Patrick McKernan, Superintendent

Allisha Engemann, Elementary Principal

Janel Anderson, Clerk of the Board  
Harley Franken, Treasurer of the Board  
Tracie Ferris, Elementary Secretary

Kathy Smith, Custodian

Tom Jenkins, Bus Driver  
Bill Koehler, Bus Driver  
Kevin Winkel, Bus Driver  
Jonathan Rodvelt – Bus Driver  
Michael Adame – Bus Driver  
Braden Grossman – Bus Driver  
Roger Purdy - Bus Driver

Tom Jenkins  
Transportation/Maintenance/Grounds

Jessika Cole, DCEC Resource Para  
Jackie Klaus, DCEC Resource Para  
Briana Schultz, TGS Para

