



Seaman- USD 345

Elementary Handbook

2023-2024

District Mission

Prepare each student for lifelong success through strong and healthy relationships, rigorous and relevant learning, and a responsive and caring culture that maximizes student talents, aspirations, and community contributions.

District Vision

Learning Without Limits

District Guiding Principles

1. Seaman School District provides a safe and supportive learning environment, focused on success for all students and staff.
2. Seaman School District demonstrates integrity through honesty, transparency, and accountability for all students, staff, and stakeholders.
3. Seaman School District provides engaging and innovative learning opportunities which develop students' academic/cognitive, and employability skills.
4. Seaman School District prepares all students for their future through forward-thinking education that develops students' leadership capacities.

USD 345 Seaman Elementary Schools

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This Elementary Handbook is intended to comply and conform to the procedures set by applicable regulations, statutes and board policies. These documents are subject to periodic revision. Consequently, applicable regulations, statutes and board policies will govern should disputes regarding implementation arise. Seaman USD 345 reserves the right to modify or discontinue the information at any time.

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Address, Telephone and Email Changes

In order to ensure we are able to contact you in case of an emergency with your child, please notify the main office of any address, telephone number, or email changes immediately.

Addressing Individual Concerns

Parents are reminded that when an issue arises with a situation at any school, the first person to address that issue with is the individual involved. Concerns should be addressed in a respectful and productive manner with school staff. Problems often arise due to lack of communication. For this reason, parents are reminded that if there is an issue dealing with an occurrence in a classroom, the teacher of the class should be the first person with whom parents should communicate. If the issue is a school problem, the first person with whom to communicate would be the principal. To contact someone who is not the closest person to the issue restricts and delays a resolution to the problem. If, however, a classroom issue is not addressed to the parents' satisfaction, then

the next person in the chain of communication would be the school principal.

The sequence for contacting individuals can be viewed in the Concern Chain of Communication table to the right. This table can also be found at [this link](#).

Concern Chain of Communication

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics, Activities	Coach/Sponsor	Athletic Director/Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
Athletic Facilities	Athletic Director	Principal	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education
Curriculum, Academic, Instruction	Teacher	Principal	Director of Curriculum & Instruction	Superintendent	Board of Education	
Discipline	Teacher	Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
Facilities	Principal	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education	
Guidance	Counselor	Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
Special Education	Teacher	Assistant Principal	Principal	Director of Special Services	Superintendent	Board of Education
General Concerns	Teacher	Assistant Principal	Principal	Directors	Superintendent	Board of Education
Computer, Technology	Teacher	Principal	Director of Technology	Superintendent	Board of Education	
Transportation	Assistant Principal	Principal	Director of Transportation	Executive Director of HR & Operations	Superintendent	Board of Education
Maintenance, Custodial	Principal	Supervisor	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education
Food Service	Manager	Principal	Director Food Service	Executive Director of HR & Operations	Superintendent	Board of Education
Health	Building Nurse	Principal	Director of Health Services	Executive Director of HR & Operations	Superintendent	Board of Education

Bullying

Kansas Statute 72-6147 is the governing law for our state (Appendix B). The statute defines bullying as – *any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member*

that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

Bullying is further defined as including cyberbullying and any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying

Bullying is prohibited in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

Care of School Property

Students are expected to take care of all school property. Any textbooks, library books, or other school property is their responsibility to take care of and return to the school in good condition. This also includes district-provided technology, as agreed to annually during enrollment through the [Acceptable Use Agreement](#). Students are responsible for school property that is lost, damaged or destroyed. Therefore, a replacement cost may be assessed to the student and their parents.

Cyberbullying

Cyberbullying is intimidation, harassment or bullying behavior conducted using electronic devices. Devices used but are not limited to include cell phones, computers, and tablets.

- Text messaging
- E-mail
- Instant messaging
- Internet-based social networking web sites
- Blogs
- Digital photography

Prevention of Cyberbullying: The following are prevention techniques that students should follow to avoid being bullied online. These techniques can also help protect students from online predators:

- Never give out private information such as passwords, PINs, name, address, phone number, school name, or family and friends' names. Bullies and other harmful people on the Internet can use the information. Don't even reveal your password to your friends. They might reveal it or use it against you in a fight.
- Don't exchange pictures or give out email addresses to people you meet on the Internet. Ask permission from parents when it is necessary to give such information.
- Don't send a message when you are angry—it's hard to undo things that are said in anger.
- Never open, read, or respond to messages from cyber bullies.
- Do not erase the messages. They may be needed to take action.
- When something doesn't seem right, it probably isn't. Get out of the site, chat room, etc.

- Realize that online conversations are not private. Others can copy, print, and share what you say or any pictures you send.
- If you are being bullied, tell a trusted adult and keep telling them until they take action.
- If you are threatened with harm, call the police.

Consequences of Cyberbullying: Students who participate in Cyberbullying may face disciplinary consequences at school. Even though the actual infractions may occur away from school, the effects of what has been done may have a direct impact at school. Depending upon the severity of the action, the following consequences could take place:

- Notification of parents/guardians
- Loss of technology privileges
- Detention or In-School Suspension
- In severe cases, students may face Out-of-School Suspensions

The above list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student may result in suspension.

Crisis Procedure

Seaman School District has an Emergency Operations Plan and Crisis Toolkit in place and will always protect the security and safety of all children. We conduct practice drills to move our students to secure locations on a regular basis. In the event that we have to move students to a secure location, teachers will have class rosters and will be prepared to check students out to parents who arrive once reunification begins. It is imperative that your child's data sheet be up-to-date. Students are released only to those individuals listed on the data sheet. Even though we can't anticipate every crisis that might occur, rest assured that the staff of Seaman elementary schools will act appropriately in any crisis to protect each student and make them feel safe and secure.

Discipline/Behavior Policy

All students are expected to conduct themselves according to high personal standards of courtesy, decency, morality, honesty, and wholesome relationships with others. The following behaviors will not be tolerated:

1. Defacing or marring property
2. Disrespect, disobedience and defiance to school personnel
3. Physical aggression
4. Profanity, either written or verbal
5. Use of tobacco, vape, narcotics, drugs or alcoholic beverages
6. Throwing of rocks or other hard objects
7. Possession of knives, weapons, dangerous materials or any facsimile
8. Other inappropriate behaviors that may be disruptive or interrupt the learning process
9. Violating the Technology Acceptable Use Policy
10. Inappropriate touching or displays of affection
11. Any harassment

If a student's behavior requires discipline, it may be handled by one of the following methods:

- Teacher, counselor, or principal/student conference
- Parent contact or conference
- Loss of privilege

- Bus suspension (if behavior occurred on the bus)
- Time Out/Detention
- Time in office
- Individualized Instruction
- Restitution or community service
- Other Action Taken
- In school suspension (ISS)
- Out of school suspension (OSS)
- Expulsion

Discipline Outside of the School Day

There are times when discipline issues occur outside of the school day (i.e. sport practices and events, Boys and Girls Club, scout meetings, etc.) when school staff (teachers and administrators) are not on duty. Parent concerns regarding incidents that occur outside of the school day should be addressed to the leaders of these events and organizations rather than school staff. If issues occur during the school day as a result of outside of school activities, school staff will deal with these as a normal part of the school day discipline procedures.

Discrimination

Per Board of Education policy, GAAB, the district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer.

Dress Code

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to place a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

Universal dress code for school days and school activities at the district's schools:

- Appearance must be neat and clean.
 - Hair must be clean and well groomed.
 - Clothing must not be unreasonably soiled or badly worn.
- Decency and good taste are required.
 - Apparel that is excessively short, excessively tight, and/or excessively low cut, may not be worn.
 - Spaghetti straps and one strap tops/dresses will not be allowed. All shoulders, sides, backs and midriffs must be covered.
 - Torn or cut clothing will not be allowed. No mesh clothing of any kind will be acceptable unless worn over appropriate outer clothing.
 - Writing or pictures on clothing shall not promote alcoholic beverages or tobacco products, illegal drugs, suggestive or obscene language or violent acts.
 - Symbols representing hate groups, such as Confederate flags and swastikas will not be allowed

- Hats, bandanas, other head coverings, and sunglasses, except under special circumstances approved by the administrator, may not be worn in classrooms or hallways.
- No clothing, grooming, or accessories, distracting from the learning environment, will be acceptable.
- Pants must be worn up at the waist.

Because of the safety hazards involved in some class activities (e.g., PE, field trips, etc.) students in these classes must dress suitably for the conditions, as the instructor requires. Students must wear tennis shoes in order to participate in PE activities.

Appearance and dress of any student involved in extracurricular activities in which the student represents schools in outside school activities must be in accordance with the sponsor's requirements, subject to approval by the administration.

DRUG-FREE Statement

The possession, use, sale, distribution, or being under the influence of controlled substances and /or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited. Violators are subject to prosecution.

Electronic Device Policy

Students must adhere to the guidelines of the electronic device policy in order to have the privilege of personal electronic devices (cell phones, tablets, electronic games, etc.) at school.

1. Devices may only be used prior to entering the building or after leaving the school building.
2. Upon entering the building, devices must be turned off and placed in a secure location such as a locker or backpack.
3. Students at the elementary level are not allowed to carry devices on their person during the school day.
4. If your child has their device out during the school day without teacher permission, he/she will receive one warning to put the device away.
5. A second offense will result in the building administrator taking possession of the device and a parent will be required to pick the device up from school.
6. A third offense will result in the student losing the privilege of bringing devices to school for the remainder of the semester.
7. A fourth offense will result in the student losing the privilege of bringing devices to school for the remainder of the school year.
8. The school will NOT assume any responsibility for lost or stolen devices.

Emergency Safety Interventions-ESI

The Seaman Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, deescalation techniques, and positive behavioral intervention strategies.

Seaman's Emergency Safety Intervention (ESI) policy and resources are available on the district's website at: <https://www.seamanschools.org/common/pages/DisplayFile.aspx?itemId=24595919>

For more information regarding ESI, please contact the Seaman Special Services Director, 901 NW Lyman Road, Topeka, KS 66608, 785-575-8670..

Family Education Rights and Privacy Act (FERPA)

Under the Family Rights and Privacy Act, certain Federal regulations have been enacted to protect the confidentiality of students' school records. These regulations permit school officials, at their discretion, to make the following directory information available: student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, eligibility for participation in officially recognized activities and sports, weight and height of members of athletic teams, grade placement, dates of attendance, awards and degrees received, and most recent school or educational agency attended. If you do not wish any or all of the above information released, your request in writing must be received by your school principal within ten (10) days of this notice.

[USD 345 BOE Policy JCDA](#)

Food Service

School meal prices are subsidized by the Federal School Lunch Program. Reduced price and free meal applications are available for all children during enrollment and during the school year as circumstances warrant an application. Lunch is served at each school. Breakfast will be available at all schools at least 20 minutes before school begins. Breakfast and lunch prices are determined by the Board of Education on an annual basis. Cold lunches may be brought from home and should contain well balanced/healthy options. Cold lunch items should not be shared with other students. Microwaves are not available for student use to heat up lunches brought from home.

Grading/Report Cards

Report cards are distributed to parents/guardians at the end of each quarter.

Kindergarten and 1st grade utilize a system called ESGI, Educational Software for Guiding Instruction to monitor student skill progression for English language arts and math. Parent/guardian reports are printed and shared each quarter identifying skills that are mastered and not yet mastered. Science, music, and physical education are reported in Powerschool.

Grades 2nd, 3rd and 4th utilize standards based grading for all content areas and represent student achievement based on the following key. All grades are stored in Powerschool.

Standards Grade key				
5 - Exceeds Grade Level	4 - Proficient	3 - Approaches Proficient	2 - Not Yet Proficient	1 - Insufficient Evidence

Grades 5th and 6th use a traditional grading system utilizing A, B, C, D, and F to represent student achievement in the following content areas: math, reading, social studies, science, and writing. All grades are stored in Powerschool.

All music standards are reported with the standards grade key shown above.

All physical education, PE, standards are reported as either yes or no.

Peer Grading limited: ([USD 345 BOE Policy JFA](#)) Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

Hazards Statement

ASBESTOS: Seaman USD 345 has an operations and maintenance program for managing asbestos-containing materials. Information concerning asbestos location is on file in each building in Seaman district and is available for inspection. WORKER RIGHT TO KNOW: Seaman USD 345 has a program designed to inform workers of hazardous materials in the schools. Information covering hazardous materials, including safety data sheets, is available in each building and is available for inspection.

Health Services

The school nurse and health paraprofessional are employed by the school district. The school nurse provides nursing services and family centered care, to bring about a close liaison between the home and the school. Health screening programs are done and students are referred to their health care provider or specialist as needed. A school nurse or health paraprofessional is on duty at all times. For more information about the Seaman USD 345 Health Services program, visit the USD 345 website and click on the Health Services tab: <http://www.usd345.com>

- Child Health Assessment
 - Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. This requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney -Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.
- Illness During School
 - If your child becomes ill at school, health staff personnel will make the student as comfortable as possible until a parent arrives. The student will be evaluated by the school nurse or health aide/paraprofessional, if possible. Students will be given the opportunity to rest at school for a short time to determine if they can remain at school. Students who are ill or are suspected of having a communicable disease (i.e. strep throat) need to go home as soon as possible. School staff will not take a student to an empty home. It is imperative that the schools have current telephone numbers to reach parents and/or emergency contacts. Students should be fever free for 24 hours without medication before they return to school. Students must attend at least half of the school day in order to be allowed to participate in extracurricular activities that day or evening. For specific guidelines on when your child should stay home from school, contact the school nurse.
- Immunizations
 - All immunizations must be up to date before school starts. Records of immunizations received over the summer should be provided to the school as soon as possible. For specific questions about immunizations, please contact the school nurse.
 - KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12 IMMUNIZATION REQUIREMENTS: Immunization requirements and recommendations for the 2023-2024 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease

Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the CDC webpage. The best disease prevention is achieved by adhering to the recommended schedule.

- Medication at School
 - Some students may need prescription and nonprescription medication to participate in their education program. These students shall receive medication as an accompaniment to their educational program. All staff who observe or store the medication must observe the following:
 1. Any medication that can be administered at home should be.
 2. The school nurse shall be informed of all medications and these medications shall be stored in the health room.
 3. In accordance with state law, injectable epinephrine is stocked at student buildings for use by school health professionals and trained personnel who reasonably believe a student or staff member with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.
 4. Prescription medication must be in the original container with a current pharmacy label, or accompanied with a note from the prescribing doctor*. Information concerning the dosage (amount and frequency), must accompany the medication.
 5. For nonprescription or “over the counter” medications, such as cough drops, the medication must be in the original container and age-appropriate for the student, but does not require a doctor's order. If misuse is observed by school personnel, a doctor's order may be required.
 6. The parent must complete a “Seaman Request and Permission for Medications at School” form for all prescription or non-prescription medications.
 7. The medical need for self-managed medication (asthma inhalers, epinephrine, insulin,) must be evaluated on an individual basis and students who self-administer must store their medications in a secure area (i.e. locker, back-pack). Controlled substances may not be self-administered. School personnel cannot provide documentation and supervision of self-administered medication. A “Seaman USD 345 Permission to Self-Administer Medication” form must be completed with written directions from the licensed health care provider, as well as written permission from the parent.
 8. Parents and/or guardians may come to school to administer medications if they choose.
 9. An individual record will be kept for each student and medication received.
 10. All medication maintained in the school setting, will be kept in a locked container.
 11. For all medications the student takes, the school nurse will provide school personnel with the name of the medication, function, purpose of medication, normal dosages and adverse reactions upon request, with parent/guardian permission. (*or healthcare provider licensed to prescribe and dispense medication).

Proof of Identity

Senate Bill 593 provides that whenever a student enrolls in a public or non-public school for the first time, the school Board is required to secure proof of identity of the child. Proof of identity is either (a) a birth certificate for a child enrolling in kindergarten or the first grade, a copy of the court order placing the child in the custody of the Department of Children and Families (DCF), or certified transcript or other similar pupil record of a child enrolling in grades two through 12, or (b), any other documentary evidence that a Board determines to be satisfactory proof of identity. Schools in USD 345 will accept the following as other documentary evidence:

1. Birth Certificate
2. If student is in state custody, a certified court ordered or placement paperwork

If proof of identity is not provided to the school Board within 30 days of enrollment, the school Board must notify the local law enforcement agency, which then must promptly investigate the identity of the child. No person claiming custody of the child may be informed of the investigation while it is occurring.

[USD 345 Board Policy JBC](#)

Recess and Cold Weather

Research supports the need for physical activity by students. If the temperature or wind chill factor is 20 or higher and the weather is not inclement, students will go outside for recess. School staff may make adjustments to recess if necessary. Please ensure your student is dressed appropriately for cold weather (pants, coat, hat, gloves, etc.) in order to keep them safe. Please provide a doctor's statement should your child become unable to participate in recess for more than two or more consecutive days.

See Something, Say Something

The Kansas State Department of Education in cooperation with the Kansas Highway Patrol has established a school safety hotline: 1-877-626-8203 This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

Seaman Schools has a form for reporting concerns: [USD 345 See Something, Say Something Form](#)

School Closing Due to Inclement Weather

The decision to close school due to inclement weather will be made by the Seaman USD 345 Superintendent of Schools. This information will be broadcast over local radio and television stations and through the district's automated calling system. If announced that Seaman schools are to be closed, all Seaman preschool, elementary, middle, and high schools will be closed. Parents will also receive a call on the emergency calling system that school will be closed.

Student Absence and Tardiness

Research shows that the single greatest factor contributing to student achievement is attendance at school. It is the combined responsibility of the school, students, and parents to see that these absences are kept to a minimum. Parents must notify the school of the absence in order for it to be excused.

Seaman USD 345 wants to insure that all students receive the best possible education. This requires that your children attend regularly and arrive at school on time. Students are considered tardy if they arrive to school after 8:50 start time or leave before 4:00 PM. Building administration will work with families who have extenuating circumstances or repetitive appointments that impact arriving to school on time or who are picked up early. If tardies are not communicated with school personnel then the following procedures will be put in place.

- On the **fifth tardy**, a letter will be sent home reminding parents of the importance of being on time.

- On the **tenth tardy**, parents/guardians will be required to conference with the Principal.
- On the **fifteenth tardy**, parents/guardians will be required to conference with the Executive Director of Teaching and Learning.

Please attempt to schedule appointments and vacations before or after school or on days school is not in session so that your child's learning time is uninterrupted.

Acceptable Reasons for Excused Absences

1. Personal illness
2. Serious illness, or death of a family member.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observations.
5. Participation in district-approved or school sponsored activities.

The building principal will make a determination as to whether or not an absence will be considered excused. Once a student has accumulated 10 absences per year, any additional absences will be considered unexcused and handled as an unexcused absence and truancy procedures will apply, including vacations or trips.

Exceptions to this policy are absences which can be verified by a physician or clergyman, and other situations which the administration has determined to be emergencies. Note: This policy does NOT automatically excuse a student for his/her first 1-10 absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

When your child will not be at school because of illness, a special appointment, or other reasons, we ask that parents notify the school. For reasons other than illness, parents are requested to notify the school the day before. The necessity of this call is two-fold:

1. If a student has a communicable disease, the school is required by law to report this to the appropriate health authorities. Also, the school and teachers are interested in the welfare of their students. Please notify the school of the symptom(s) or disease condition that has caused your child to miss school, as the school secretaries and attendance clerks document this information to assist the school nurse with disease surveillance and containment.
2. The school needs to know when children will be late in order to plan on the number of students eating lunch. Lunch counts must be reported to the preparing kitchen by 9:15 A.M. each morning to insure that there is enough food to serve all children.

If a child is to have limited PE or should stay in for recess following an illness or injury, a note from a physician or other qualified medical expert MUST be sent to school upon his/her return. For the purposes of record keeping, students that report to school more than one and one-half hours late or leave for a period of one and one-half hours or longer, will be counted as missing one-half of a day of school. Students arriving at school within the one and one-half hour window in the morning will be counted as tardy. Teachers may also keep a list of the times students are gone for appointments, as an excessive amount of time missed by students can have a detrimental effect on student learning.

Truancy- Definition of Truant per the State of Kansas(72-3121):

- Student has 3 consecutive days of unexcused absences
- Student has 5 unexcused absences in a semester
- Student has 7 unexcused absences in a school year

Student Transfer Policy

A parent must complete a transfer request form for their child to be enrolled in a Seaman USD 345 school outside their home attendance area between April 1 and July 31 each year. However, exceptions to this timeline may be allowed in extenuating circumstances. Transfers will be limited according to space availability in the class/grade level of the receiving school. If a transfer is approved, transportation of the student to the new attendance center will be the responsibility of the parent. However, transportation may be provided if the student receives before and after school care within the attendance center where they have been approved to attend. In order to maintain transfer status, a student must continue to uphold district requirements regarding attendance, academic performance and behavior expectations.

Technology/Instructional Fees

Textbook/workbook rental fees will be assessed at enrollment. Current fees can be found on the district website and are subject to change each year. If there is a need to pay children's fees over several months time the school will arrange for fees to be paid in this manner. These fees enable the district to purchase instructional materials necessary for student use.

Title I Parental Involvement Policy

Logan Elementary and Northern Hills Elementary are identified as Title I Schoolwide schools and require parental involvement. Parental involvement is defined per the Elementary and Secondary Education Act (ESEA) as the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities including ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in tier child's education at school
- that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child
- that other activities are carried out, such as those described in section 1118 of the ESEA (Parental Involvement)

The following PTA National standards are an essential component for any school or program involving parents and families:

- welcoming all families in the school community,
- communicating effectively,
- supporting student success,
- speaking up for every child,
- sharing power and
- collaborating with the community

Questions pertaining to these standards are a part of an annual survey distributed to families at all elementary schools across the district to solicit feedback regarding the level of implementation. USD 345 Board of Education policy, IDAD- Title I programs, guides district level implementation of parental involvement.

Tobacco and/or Nicotine

Use and/or possession of any tobacco products or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school sponsored activities, programs, or events; and on school owned or operated property. Student violations may result in parent/guardian notification, participation in tobacco

education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement. For more information see USD 345 Board of Education policies:

[USD 345 BOE Policy JCDA - Tobacco Free School Grounds for Students](#)

Tornado, Fire, Crisis Drills

Schools are required to complete tornado and fire drills throughout the school year. The district will ensure that state requirements for these drills are met. These drills are taken very seriously and staying calm and listening for directions are stressed. Each class has a specific path to follow during these drills (exact directions are posted near the exit door of each classroom) so students are able to quickly move to a safe location. Crisis drills are planned and conducted in cooperation with USD 345 Security, law enforcement, and other local emergency organizations.

If we are experiencing unstable weather, it is watched very carefully. We have a safe shelter at school and are able to evacuate our students to this area in approximately two minutes. Please be aware that in the case of a weather emergency, students will not be released to individuals other than the parents.

During a Tornado Warning (actual tornado sighting or tornado on the ground) all students and staff in the building will be in designated tornado safety areas of the building during this warning status. Because school staff will be in the shelter areas also, they will not be manning the office during the Tornado Warning. Students will not be released until the tornado warning has subsided.

Transportation

Parents/guardians can access the district [Transportation Handbook](#) via the Seaman Schools website. Specific bus information for your student(s) can be found Powerschool, i.e. bus number, pick-up/drop-off times, etc. This will explain transportation policies. For specific transportation questions, please call the District Transportation Office at 286-8440.

Virtual Programming

Students wishing to attend virtually who are in good academic and attendance standing can enroll in USD 345 and register to complete all courses through Greenbush Virtual Academy (GVA). Enrollment shall be full-time and not part-time. Coursework will correspond with on-site grade level credit requirements. GVA is a program that provides delivery of virtual curriculum primarily through asynchronous recorded modules. Additionally, synchronous support will be available at specified times for each student on a weekly basis. Virtual learning does rely on families to guide and direct their child(ren) through the curriculum with Greenbush's support. Students will not attend a full daily schedule of live, teacher-led virtual instruction.

Volunteers

Our school is grateful for each parent and community member who contributes to the success of students. We have many volunteers who work in a variety of capacities in the district and recognize the valuable contribution by volunteers. In order to provide students with a safe environment we require all potential volunteers to undergo a very basic background check. The background check form is available on the district website ([Click Here](#)) or in our school office.

Wellness Policy

Seaman is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating, nutrition education, physical activity and integrated school based wellness. More detailed information regarding wellness policies can be found on the district website located in the resource center tab within Policies & Procedures.