



Summer 2010



Senior Jeri Holwick and sophomore Carter Gish spend time during the summer to prepare for their school sports' seasons.



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### USD 342

#### Mission Statement

Together, we learn in a community that promotes academic excellence, respect, lifelong learning, and responsible citizenship.

### Enrollment

August 4, 2010 1:00 pm to 8:00 pm

August 5, 2010 8:30 am to 12:00 pm



## SUPERINTENDENT'S COMMENTS



**Welcome** to the 2010-2011 school year. We look forward to the first day of school on August 18th. The various departments

have been preparing all summer for everyone's return! We would like to welcome several new staff members for the 2010-2011 school year and will be providing additional information in future newsletters. New classroom teachers include: Ms. Rathbun (1st Grade); Mr. Boucher (Secondary Social Studies) and Mr. Murdie

(Secondary Science).

Other staff changes include: Mr. Schroeder will be the secondary activities director and physical education; Mrs. Morris will be a middle school teacher.

Thank you Dr. Cleavinger. In July long time teacher Laurie Cleavinger submitted her resignation as she accepted a position at the University of Kansas. Her many years of dedication and service to the students of the McLouth school district are appreciated. We wish her good luck in this new endeavor.

### Budget Hearing Notice

The McLouth USD 342 Board of Education will be holding a public budget hearing for the 2010-2011 fiscal year on Monday, August 9, 2010 at 7 PM in the school library.

### Non-Discrimination Notice

McLouth, USD 342 does not discriminate on the basis of sex, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the District's compliance with Section 504 may be directed to the Section 504 Coordinator who can be reached at 913-796-2201, 217 Summit, McLouth, KS 66054.

## BOE MEETING OFFICIAL HIGHLIGHTS

### Official Highlights from June 14, 2010:

- The board discussed the 2010-2011 budget and a motion to approve the first level of cuts was approved (4-1).
- The board approved the following textbook and enrollment fees: Textbook: Elem—\$40 and Secondary—\$45; Technology: Elem—\$10 and Secondary—\$15; Secondary Class Fees: Art \$10, Industrial Arts \$10, Band \$10, FACs \$20; Elementary Fees: Kindergarten snack \$40 Per year.
- The board approved increasing student breakfast costs by five cents per meal and lunch costs by

ten cents per meal.

- The board approved the health service contract with the Jefferson County Health Department.
- The board approved the primary vendor food bid with US Foods.
- The board approved a special meeting to discuss the 2010-2011 budget.
- Board member Dan Evans resigned.
- The board approved publishing a public notice for the board vacancies in the Oskaloosa Independent and the Tonganoxie Mirror.

### Official Highlights from June 23, 2010

- The board approved the following transfers to close out the 2010-2011 budget:
- Textbook Fund \$25,000
- Contingency Reserve \$80,000
- Special Education \$267,659
- Capital Outlay—the remaining balance after bills.
- The board reviewed the recommendation for the Elementary teaching position.

Complete official BOE minutes are posted on the district website at [www.mclouth.org](http://www.mclouth.org)

## AUGUST BOE AGENDA

USD 342 Board of Education will hold regular monthly meeting on the second Monday of each month. This is an open meeting and the public is invited to attend. It will be held in the school district library and begins at 7:00 pm.

If you would like to address the board, please contact the district office to complete the request form.

The August agenda will include, but not be limited to the following items:

1. FY 2011 Budget Hearing
2. Review District Technology Plan
3. Facilities—Track Resurface
4. 2010-2011 Budget
5. Adult Meal Prices
6. Summer School Report

## 2010-11 ENROLLMENT FEES

### K-5 Enrollment Fees

- Textbook Fees- \$40
- Technology Fee - \$10
- Kindergarten Snack - \$40
- Breakfast - \$1.20
- Lunch - \$1.80



### 6-12 Enrollment Fees

- Textbook Fees - \$45
- Technology Fees - \$15
- HS Shop - \$10
- HS Art - \$10
- HS Band - \$10
- HS FACS - \$20
- Athletic Fee - \$20 per sport  
\$ 20 per year for cheerleading  
(free lunch students are not exempt)
- Breakfast - \$1.25
- Lunch - \$2.10

## KINDERGARTEN HEALTH REQUIREMENTS

Any child entering Kindergarten as well as any new to Kansas schools through age eight must have his/her immunizations and health assessment (physical exam completed).

Immunization records must indicate complete dates for all shots received and name of provider (such as doctor or clinic.) Forms, which show this complete information, need to be turned into the school office PRIOR to the first day of school. Parents with questions may contact the Jefferson Co. Health Dept. @ 785-863-2447

## 2010-2011 K-5 SUPPLY LIST

### Kindergarten

- 2 boxes 8 colors washable markers
- 1 regular backpack, labeled with student's name
- 1 small pencil box
- 1 pair blunt metal Fiskars scissors
- 3 4-oz bottle Elmer's glue
- 1 small pillow
- 1 rag rug (for rest time)
- 2 erasers
- 4 16 count boxes of Crayola Crayons
- 8 glue sticks
- 2 large box facial tissue
- 2 sturdy pocket folders
- 10 yellow #2 pencils (do not put their names on)
- Girls- 1 tub Clorox wipes
- Boys- 1 large box of gallon size freezer ziplock bags
- Girls 1 large box of sandwich size freezer ziplock bags
- Boys- 1 Hand Sanitizer
- 1 Spiral notebook- 70 count

### Grade 1

- 1 box of 24 crayons
- 12 #2 sharpened pencils with erasers
- 2 large erasers
- 6 pencil top erasers
- 1 pair metal pointed scissors
- 1 4-oz bottle white glue
- 1 small pencil box for desk supplies
- 2 spiral notebooks (wide ruled)
- 1 book bag or back pack
- 3 pocket folders
- 4 glue sticks
- 2 large box facial tissue (do not label)
- 1 set water color paints
- 1 Ruler (metric & inches)
- 1 tub Clorox wipes

### Grade 2

- 1 box of 24 crayons
- 12 #2 sharpened pencils with erasers
- 2 big erasers
- 1 pair of metal pointed scissors
- 2 white glue sticks and 1- 4oz. bottles
- 2 70 page spiral notebooks (wide ruled)
- 6 plain pocket folders (no brads)
- 2 pkgs. Washable markers (classic 8 colors)
- 4 red grading pencils (not pens)
- 2 large box facial tissue
- 1 small pencil box
- 1 Wooden ruler (metric & inches)
- 2 pkgs. Wide line notebook paper
- 1 backpack or book bag
- Girls-Disinfectant Wipes
- Boys-Hand Sanitizer

### Grade 3

- 12 #2 sharpened pencils with erasers
- 1 box of crayons (24 count)
- 1 large pair metal pointed scissors
- 1 ruler with centimeter and inch markings (wooden)
- 1 pkg. loose leaf notebook paper (wide ruled)
- 2- 2-pocket folders
- 1 spiral notebooks (wide ruled 1 subject)
- 1 Yellow highlighter
- 2 Red Grading Pencils
- Pencil box (8" x 5")
- 2 bottle Elmer's white glue
- 2 large box facial tissue
- 1 Glue stick
- 1 pkg. 3 1/2 X 5 lined note cards
- 2 Dry Erase Markers (black)
- 1 container Clorox Disinfectant Wipes

### Grade 4

- 1 box 8 ct. colored markers
- 1 box colored pencils (24 ct.)
- 2 Red checking pen or pencil
- 12 #2 pencils
- 1 Box crayons (24 ct.)
- 1 pair metal pointed scissors

- 1 bottle white glue
- 1 glue stick
- 1 wooden ruler (no flexible or jointed rulers)
- 2 Erasable ink pens (blue or black)
- 2 large boxes facial tissues
- 1 pkg. loose leaf notebook paper (wide ruled) per semester
- 5-2- pocket folder
- 1 spiral notebook- one subject
- Erasers/ pencil top erasers
- 1 Yellow highlighter
- 1 8x5 pencil box
- GIRLS- Clorox Wipes
- BOYS- Hand Sanitizer

### Grade 5

- 1 box crayons(24 ct.) or 24ct. Colored Pencils
- Highlighter (any color)
- 2 Large box facial tissues
- 2 ballpoint pens (black or blue Markers 8 ct.
- 12 #2 pencils (no mechanical pencils)
- 1 pair metal pointed scissors
- 3 2-pocket folders
- 2 1 subject spiral notebooks
- 1 4oz. Bottle of white glue
- 1 pkg. 3 1/2 x 5 lined note cards
- 2 pkgs. Wide line loose leaf Notebook paper
- 1 pencil box 8x5
- 4 Dry erase markers
- please note
- Label all supplies (except those marked as do not label) with student's name in permanent marker.

Send supplies in on the first day of school.

NO TRAPPER KEEPERS

**All students must have non-marking gym shoes and an extra pair of socks for P.E. class.**

School supplies may need to be restocked throughout the year.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

TO: Parents, Guardians, and/or Eligible Students

FROM: Superintendent of Schools, McLouth Unified School District No. 342

RE: Procedures in Educational Records Management (Annual Notice)

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. The following information is being provided in accordance with this act:

1. Types of educational records maintained: The types of educational records regularly maintained and directly related to each student include the following:
  - Personal data and family background information;
  - Medical and health information;
  - Date of school entry;
  - School grades;
  - Transcripts from previous schools attended;
  - School-wide results;
  - School activities.
2. Right to a hearing: You are entitled to a hearing to challenge the content of your son's or daughter's educational records. The records may be challenged on the following grounds:
  - The records are inaccurate;
  - Misleading;
  - Date of school entry;
  - Contains inappropriate data.

You will be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation of the parents and eligible students respecting the content of such records.
3. Responsibility for maintenance: The building principal of each attendance center is responsible for the maintenance of all the above listed types of records. All deleted information will be destroyed under supervision.
4. Access to records: The following persons, organizations, agencies, or institutions who have a legitimate interest may have access to the educational records of each student without parental consent:
  - Other school staff – educational, social, personal development
  - Authorized representatives of federal and state agencies – fulfillment of legal requirements
  - Institutions or agencies – in connection with financial aid for student
  - State and local officials – information required to be reported by state statute
  - Board of Education
  - Accrediting organizations – accreditation
  - Appropriate persons – health or safety of student and others
  - Parents of a dependent student – parent information
  - Courts – parent will be notified before compliance

Before any educational records will be released to any other parties, you must give your written consent to said release to the appropriate record custodian.
5. CORRECTION OF EDUCATION RECORDS – Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
  - Parents or the eligible student must ask McLouth School District to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

- McLouth School District may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
  - Upon request, McLouth School District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
  - The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student will be assisted by one or more individuals, including an attorney.
  - McLouth School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
  - If McLouth School District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
  - The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If McLouth School District discloses the contested portion of the record, it will also disclose the statement.
  - If McLouth School District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing that the record has been amended.
6. PROCEDURE TO INSPECT EDUCATION RECORDS. – Parents of students or eligible students may inspect and review the student's education records upon request.
- Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
  - The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
  - When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
7. FEES FOR COPIES OF RECORDS. – The fee for copies will be ten cents per page. (NOTE: A school district may not charge for search and retrieval of the records; however, it may charge for copying time and postage.)
8. Right of interpretation: Parents or students have the right to appropriate interpretations of the content of their educational records.
9. Directory information: The following information is defined as directory information—name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

If you believe that any or all of the above **directory information** should not be released without your prior consent, please complete the statement below and return it to your building principal or the superintendent of schools.

I request that the above described directory information not be released without my prior consent.

Name of Student \_\_\_\_\_ Attendance Center \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

10. Transfer of educational records to another educational institution: At the time school records are transferred, a signed release will be required.
11. Court order for educational records: Upon receipt of a subpoena or judicial order requiring said custodian to relinquish control of said educational records, you will be notified of such an order, prior to compliance.
12. Record of requests for access: Except for school staff members, the building principal will maintain a record of those persons, agencies, or organizations who have had access. This record will indicate the legitimate educational or other interest that each person, agency, or organization had in seeking said educational records.
13. Transfer of rights: When the students become eighteen years of age or is attending a post secondary institution, all rights formerly accorded to you as parents of said student become the sole right of the student, unless you are the parents of a dependent student, as recognized by the internal revenue code of 1954. Eligible students: A student who has attained eighteen years of age, or is attending an institution of post secondary education.

**Parents or eligible students may file a complaint with HEW if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to:**

## NON-RESIDENT STUDENT(S) & NEW STUDENT(S) NOTICE

All non-resident students must receive pre-approval from the building principal and superintendent of schools prior to enrollment. This includes all students who previously attended McLouth schools but will not reside/live within

the district boundaries on the first day of school.

New students enrolling in the district for the first time should bring their immunization records, birth certificate and so-

cial security card to enrollment. If the student has never enrolled in a Kansas school or will be a kindergartner or preschooler, a health assessment must be completed.

## PARENTAL RIGHTS NOTIFICATION

At the beginning of each school year, school districts must annually notify parents of their right to request information on the professional qualification of their child's teacher and any paraprofessional who offers instruction to their child. Parents may request any of the following:

- If a teacher has met state qualifications and licensing criteria for their grade levels and subjects taught;
- Whether the teacher is teaching under emergency or other provi-



sional license or whether licensing criteria have been waived;

- The teacher's degree major and any other graduate certification or degree held;
- Whether the child is provided services by a paraprofessional, and if so, their qualifications.

In addition, if a child is taught by a teacher who is not highly qualified for four or more consecutive weeks during the school year, the school must inform the parents.

### Annual Asbestos Notification

This is written as notification of the existence of the Asbestos Management Plan. Under the Asbestos Hazard Emergency Response Act (AHERA) regulations, the school must notify you about the asbestos activities.

After an inspection in the summer of 2004, the asbestos still found to be in good condition. We are following the management plan according to AHERA regulations. As of this time, no major asbestos projects have been undertaken.

## NONDISCRIMINATION STATEMENT

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations and policies, USD #342 shall not discriminate on the basis of sex, race, color, national origin, handicap or age in the educational programs or activities which it operates.

It is the intent of USD #342 to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination

has been shown by USD #342.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

**Title IX & Section 504 Coordinator**

Jean Rush, Supt. of Schools

Title IX & Section 504 Coordinator,  
PO Box 40, McLouth, Kansas 66054-0040

Phone: 913-796-2201

**Food Service Rep.-Hearing Officer**

**Federal Program**

**Representative**

**Homeless Children**

**Liaison**

Jean Rush, Supt. of Schools,

PO Box 40, McLouth, Kansas 66054

Phone: 913-796-2201

**Freedom of Information Officer**

Lorie Patterson

PO Box 40, McLouth, Kansas 66054

Phone: 913-796-2201

Title VI, Title IX and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: Regional Office for Civil Rights, 324 E. Eleventh, KC MO 64106

All students attending Unified School District #342 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age handicap or sex.

## AVAILABILITY OF SERVICES FOR STUDENTS WITH SPECIAL NEEDS

### *Related Services*

#### *Might Include:*

AUDIOLOGY, ASSISTIVE TECHNOLOGY, COUNSELING SERVICES, EARLY IDENTIFICATION AND ASSESSMENT, MEDICAL SERVICES FOR DIAGNOSTIC OR EVALUATION PURPOSES, OCCUPATIONAL THERAPY, ORIENTATION AND MOBILITY SERVICES, PHYSICAL THERAPY, ORIENTATION AND MOBILITY SERVICES, PHYSICAL THERAPY REHABILITATION COUNSELING, SCHOOL HEALTH SERVICES, SCHOOL PSYCHOLOGICAL SERVICES, SCHOOL SOCIAL WORK SERVICES, SPECIAL EDUCATION ADMINISTRATION, SPEECH AND LANGUAGE SERVICES AND TRANSPORTATION.

### *Contact*

#### *Information*

ANYONE WHO WISHES FURTHER INFORMATION CONCERNING SERVICES FOR EXCEPTIONAL STUDENTS MAY CONTACT THE NORTHEAST KANSAS EDUCATION SERVICE CENTER OFFICE IN OSKALOOSA AT (785) 863-3410. INFORMATION IS AVAILABLE ALSO THROUGH THE KANSAS STATE DEPARTMENT OF EDUCATION AT (785) 296-3869, OR THE "MAKE A DIFFERENCE" HOT LINE AT 1-800-332-6262.

Your local school district and all public schools in Kansas provide free special education services for eligible exceptional children ages 3 through 21 or high school graduation. Parents are encouraged to seek assistance from teachers, principals or other professionals if they have questions regarding their child's progress in school. Children with autism, emotional disturbance, giftedness, hearing impairments, specific learning disabilities, mental retardation, orthopedic impairments, other health impairments, speech or language impairments, traumatic brain injuries, or visual impairments may be found to be eligible and in need of special education or related services. In addition, children ages 3 through 9 who are experiencing developmental delays may also need these services. The related services, which is not an all-inclusive list includes: assistive technology devices and services, audiology, counseling services, early identification and assessment of disabilities, interpreting services, medical services for diagnostic or evaluation references, occupational therapy, orientation and mobility services, parent counseling and training, physical therapy, recreation including therapeutic recreation, rehabilitation counseling, school health services, school nurse services, school psychological services, school social work, speech and language, special education administration and supervision, transportation, vocational/transitional, and other developmental, corrective or support resources.

Special education is not meant for all children experiencing problems in development or trouble with school work. Some students who are experiencing difficulty benefit more from the individual attention of a general education classroom teacher, the guidance counselor, and, of course, concerned parents. Your school district makes an effort to screen students for possible disabilities by carefully monitoring their progress on daily work and on achievement tests. Special education professionals, as part of school student improvement teams, sometimes work with regu-

lar education teachers and students to help solve problems students experience in learning. When classroom interventions are not successful, a referral for an initial evaluation is made. In addition, free screening clinics for children ages birth to five are held on a monthly basis in the area, and any parent with a concern is welcome to bring their child to be screened. School counselors, psychologists, and social workers are available to visit with teachers and parents regarding any concerns they might have. Parents who are concerned that their child may have an undetected disability are asked to notify the principal of the child's school in writing regarding the concerns.

Parents and their exceptional children have a number of rights under the law with regard to special education. For each of these rights, there are certain responsibilities both for parents and for the school. The school system is responsible for safeguarding children's rights, including the right to benefit from the regular curriculum, to receive educational services in the least restrictive environment, and the right to participate in nonacademic and extracurricular activities. In addition, the school system is responsible for obtaining parental consent before evaluating a child or providing him/her special education services, for maintaining the confidentiality of all personal information regarding the child, and for making all educational records available to the parents. Parents should assist the school system by keeping them informed of things that affect the child's education, attending conferences concerning their child's educational program, and by keeping the lines of communication open. Together, parents and school personnel can help children grown and develop into capable adults.

Your school district is a member of the Northeast Kansas Education Service Center (NEKESC), also known as Keystone, an organization that enables seven

school districts in Atchison and Jefferson counties to collaborate in the provision of special education services. Participating districts include the following: Valley Falls USD #338, Jefferson County North USD #339, Jefferson West USD #340, Oskaloosa USD #341, McLouth USD #342, Perry USD #343, and Atchison County USD #377. In addition, early intervention services for eligible children age birth to three in these districts are available through Keystone.

Official records for all students receiving special education services in the above school districts are maintained at the Keystone central office at 1220 Walnut in Oskaloosa, KS 66066. Special education teachers maintain files in their classroom on students with whom they are working. Any parent of a student, or student who has reached age 18, has the right to review these records without unnecessary delay. This right includes having someone explain documents in the records, obtaining copies of the records at reasonable or no cost, and allowing a representative of the parent (with signed permission) to examine records. In cases where records might contain information on more than one student, the parts pertaining to other students will be deleted. Upon request, Keystone discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll, as allowed by federal law.

Anyone who wishes further information concerning services for exceptional students may contact the Keystone office in Oskaloosa at 785-863-3410. Information is available also through the Kansas State Department of Education at 785-296-3869, or the "Make a Difference" Hot Line at 1-800-332-6262.

**McLOUTH USD 342  
DISTRICT NEWSLETTER**

217 Summit  
McLouth, KS 66054  
Phone (913) 796-2201  
Fax (913) 796-6440

Email: [browns@mclouth.org](mailto:browns@mclouth.org)  
Submission deadline is the 15th of  
each month.

Check us out on  
the web @  
[www.mclouth.org](http://www.mclouth.org)



**Please Note**

08/04 Enrollment 1-8 pm  
08/05 Enrollment 8:30 am  
to Noon  
8/18 First Day of School,  
1pm dismissal

A color copy of this  
newsletter is posted at  
[www.mclouth.org](http://www.mclouth.org)



McLouth Middle School cheerleaders practice in the early morning to beat the summer heat.

USD #342  
217 Summit  
McLouth, KS 66054

Non-Profit Org.  
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Permit No. 3

**POSTAL PATRON**