



Yates Center Elementary School

Student Handbook

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ATTENDANCE

We are pleased to have you attend Woodson School District 366. Our very talented and dedicated staff are committed to helping all students achieve success in their educational endeavors. Research indicates that regular school attendance is a vital and necessary factor in students' educational achievement. By attending regularly, you will be taking the first step towards success in education as well as developing important lifelong skills and habits. Our District has provided facilities, equipment, materials, and instructors to ensure that all students are provided with great educational opportunities.

The basic responsibility for regular attendance falls upon parent/guardian(s). We consider any absences as a significant loss in instructional time and opportunities. Excused absences typically include but are not necessarily limited to:

- Personal illness
- Death in the immediate family
- Doctor or dental appointments that cannot be scheduled outside of the school day
- Participation in school-sponsored academic or extracurricular functions
- Educational activities when arranged in advance with the administration
- Emergencies verified as such by the administration.

It is imperative that you schedule events and appointments outside the academic school day whenever possible to prevent the loss of educational opportunities.

Students are allowed six (6) days of excused absences per semester with a parent/guardian(s) note or telephone contact. After the sixth (6th) absence, students must have a doctor's note for the absence to be excused. Any absence after the sixth without a doctor's note is unexcused and disciplinary action will be assigned for that day or class period. Parents may request a conference with the building principal when an emergency or extenuating circumstances are present. Such circumstances will be handled on an individual basis, and the building principal will make the final determination concerning all excused or unexcused absences.

Students with unexcused absences for either three consecutive days, five or more days in any semester, or seven days in a school year shall be considered truant as defined by KSA 72-3121; section C. Truant students will be reported to proper agencies/authorities as required by law.

In the rare event that a student must be absent from school for any reason, the parent/guardian must notify the building office via telephone by 9:00 am in order to document the reason for your absence. The building office will attempt to contact the parent/guardian via telephone in order to verify that they are aware of the absence.

Students are responsible for requesting make-up work from instructors and completing all class assignments, tests, and/or homework in advance when possible or immediately upon their return to school. Students will have one day for each day's absence to make up the assignments, tests, and homework missed.

BAD WEATHER

During the school year, if it is necessary to either dismiss school early or not to have school because of bad weather, parents and students will be informed by the district's ThrillShare calling, texting system.

BULLYING

Bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event is strictly prohibited. Students who engage in bullying will be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is defined as activities or events repeated and purposely attempting to control or intimidate another person by one or more individuals with verbal, written, or physical acts. These acts or threats are severe, persistent, or pervasive and create an intimidating, threatening, or abusive environment for students or staff.

CELL PHONES/SMART WATCHES

Cell phone and smart watch usage during the school day is prohibited. Students are to keep their phones turned off and put away during school hours. The school is not responsible for lost or damaged phones or smart watches.

DISCIPLINE POLICY

School-Wide Rules

1. Keep hands, feet, and objects to yourself.
2. Respect all school personnel and all school property.
3. Put-downs, offensive language, or inappropriate gestures will be addressed.
4. Walk quietly on the right side of the hallway.
5. Bullying (physical, verbal, or subtle) or the encouragement of bullying will not be tolerated.

Consequences (per semester):

Level I

First Three Times: After-school detention (one hour today or tomorrow) or ALC may be used. The student is to call a parent and make transportation arrangements in the presence of office personnel. Detention or discipline form copies are to be sent to the parents, kept in the office, and given to the ALC room teacher, who will send the report to the originating teacher.

Level II

After a specified "Severe" incident or four instances at Level I.

First, Second, and Third Time: In-school suspension in the ALC for one school day.

Fourth Time and Any Additional Occurrence: In-school suspension in the ALC room will be used.

Level III

After a specified "Severe" incident

First Time: Out of school suspension for the next school day.

Second Time: Out of school suspension for the next three school days.

Third Time: Immediate extended-term suspension pending a hearing regarding the expulsion of the student for the remainder of the semester.

SEVERE INCIDENTS

In the following instances of severe behavior, the normal progression through the levels will be interrupted, and special consequences will apply:

1. Assault of an Employee: Report to police and minimum of Level III.
2. Assault with a Weapon: Report to police and minimum of Level III.
3. Blanket Defiance of Authority: Minimum of Level II.
4. Fighting: Minimum of Level II.
5. The Stealing or Destruction of Property: Minimum of Level II and reimbursement of cost.

DRUG-FREE SCHOOLS

The schools in Woodson County are committed to the education of every student in drug/alcohol abuse awareness and pledge to work cooperatively to achieve zero tolerance of abuse in this county. Woodson District 366 will actively enforce this policy.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully possess, manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property or at any school activity. Any students violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

First Offense

1. Punishment up to and including long-term suspension with the possibility of expulsion.
2. Suspension from all student activities for a period of not less than ten school days.

As a condition of re-admittance to school following this violation, the student will be required to undergo a complete drug and alcohol analysis at an acceptable program. (Names of acceptable programs are on file with the board clerk.)

Second Offense

1. Punishment up to and including long-term suspension, with the possibility of expulsion.
2. Suspension from all student activities for a period of not less than thirty school days.
3. A student placed on long-term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program at an acceptable program, with proof of program admittance. (Names of acceptable programs are on file with the board clerk.)

Third and Subsequent Offenses:

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

1. Punishment up to and including expulsion from school for the remainder of the school year.
2. The suspension from participation and attendance at all school activities for the year.
3. A student who is expelled under the terms of this policy may be readmitted during the term of the expulsion if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program, with proof of program completion. (Names of acceptable programs are on file with the board clerk.)

Students who are suspended under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation program are available for students of the district.

A list of available programs, along with the names and addresses of contact persons for the program, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

EMERGENCY SAFETY

A Fire, Tornado, or Crisis drill will be held once a month in accordance with state regulations. Currently, regulations require four fire drills, two tornado drills, and three crisis drills per school year.

LEARNING POLICY

Students at every grade level will be expected to master certain important objectives in each subject area. Assignments will be focused on learning these objectives and must be completed in a proficient manner. To facilitate the learning:

1. If a student in grades 4, 5 or 6 has incomplete or unacceptable work, the student may be assigned to a mandatory study hall during recess. Assistance will be provided to ensure that the student learns the objective being considered.

2. If a student in grades 4, 5 or 6 has consistently late work and needs additional time, the student may be assigned to the Alternative Learning Center (ALC) or remain after school until work is completed in an acceptable manner. The student will contact his or her parent to inform them of the assigned ALC. This is not optional.

LIBRARY USES AND SERVICES

1. No material should be taken from the library unless it is properly checked out from the circulation desk.
2. All books will be checked out for a two-week period and can be renewed for an additional two weeks.
3. If library materials are lost or damaged beyond repair, parents will be notified, and reimbursement required.
4. Further rules and regulations concerning the use of the library will be made at the discretion of the librarian.

MEDICATION

Medication (prescription and over the counter) may be administered as delegated by the district nurse under the following conditions:

Prescription Medication:

- A written physician order and signed parental consent are on file in the school office. Physician's orders must include the medication name, dosage, schedule, anticipated number of days to be administered, the reason for the medication, and the side effect of the medication.
- All medication must be brought to school in the original container and be appropriately labeled by the pharmacy or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.
- Only oral administration of medication will be permitted, except in emergency situations. Delegated unlicensed assistive personnel may monitor the administration of insulin. However, unlicensed personnel may not give insulin injections.
- Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have the final authority to revoke medication privileges.

- Permission for the supervision of prescription medication expires at the end of each school year.

Non-Prescription Medication (Over the Counter):

- Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.
- Written parental consent must be on file in the school health office.
- Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, the reason for the medication, and side effects of the medication.
- Non-prescription medications must be in the original container. They will be administered per the package directions on the label unless accompanied by a written doctor's order.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have the final authority to revoke medication privileges.
- Permission for the supervision of non-prescription medications expires at the end of each school year.

Self-Administration of Asthma Inhaler/Epi-Pens:

The self-administration of medication used for the treatment of anaphylactic reasons or asthma is permitted for students K-12 if the students meet the following criteria:

- A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
- The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
- The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
- The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
- Permission for the self-administration of asthma inhalers and/or epi-pens expires at the

end of each school year.

NON-DISCRIMINATION STATEMENT

In compliance with Title II and Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and all other Federal, State, and District laws, regulations, and policies, the Board of Education of Woodson USD 366, Woodson County, Kansas, hereby resolves not to discriminate on the basis of age, sex, race, color, national origin, or handicap in employment, admission, access, educational programs, or activities that it operates. Woodson USD 366 will comply with the law's letter and intent in making certain discrimination does not exist in its policies, regulations, and operations.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held during the fall and spring semesters, and parents are encouraged to take advantage of this opportunity to visit with the teacher about the child's progress. Teachers will make sure they are available for parent-teacher conferences and will work to make themselves available at the parents' convenience.

PLAYGROUND RULES

- 1) Obey all school personnel on the playground.
- 2) Play safely and courteously.
- 3) Stay away from vehicles on the playground.
- 4) Tag may be played only on the grassy areas.
- 5) No fighting.
- 6) No personal toys.
- 7) Do not go back in the building until time to go in.
- 8) No food, gum, or candy on the playground.
- 9) Stay in sight of the playground supervisor.
- 10) No playing with sticks or rocks.
- 11) No sliding on the ice or snowball throwing in the winter.
- 12) Do not crawl up swing set poles.
- 13) Swing straight on swings – no twisting, holding hands, standing, or swinging sideways, or jumping from swings.
- 14) Stay off the bike racks and bikes.
- 15) Only one-hand touch football is allowed.

Reporting Pupil Progress

A report on each child's progress will be made each quarter in grades K through 6. This will be done by means of a progress report card. Should you have any questions concerning the report, you are encouraged to arrange a time to talk with the teacher.

SCHOOL HOURS

School begins at 8:00 am. Students arriving prior to 7:30 am will wait outside until the doors open. All students are required to be out of the building by 3:20 pm unless conferring with a teacher.

SCHOOL LUNCHES

Students may charge no more than \$25 worth of meals. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter or cheese sandwich and milk. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. Payments for school meals may be made at the school office. Students, parents, and guardians of students are encouraged to prepay meal costs.

SCHOOL TRIPS

Students who go on a school-sponsored trip must ride the school transportation unless they ride with their parents. If a student misbehaves while on a school trip, they will forfeit the opportunity to go on the next school trip that year.

SCHOOL VIOLENCE

As we all know, sometimes disgruntled persons plan violent acts against the school or the students. Persons may report impending school violence by calling the Kansas School Safety Hotline, 1-877-626-8203. The Kansas Highway Patrol will receive calls at this number, and the information will be forwarded to appropriate school and law enforcement personnel.

STUDENT DRESS POLICY

Appearance affects the learning environment. Neatness, decency, and good taste are emphasized. Appearance must be neat and clean. Hair should be clean and well-groomed. Clothing must not be unreasonably soiled or badly worn.

Decency and good taste are required.

1. All clothing should be worn in such a manner as to cover undergarments.
2. Garments with obscene or suggestive writing or pictures may not be worn.
3. Garments with drugs, beer, tobacco, or other alcohol themes or pictures may not be worn.

SUBSTITUTE TEACHERS

If a substitute teacher writes a student's name down for misbehavior and leaves it for the regular teacher, that student will receive consequences in the regular progression as outlined above. If the substitute teacher finds it necessary to send the student to the office for discipline, the minimum consequence will be Level I.

TARDY POLICY

School begins promptly at 8:00 am. It is important for students to be at school on time. Students arriving late interrupt the class in session and may miss important learning opportunities.

TECHNOLOGY POLICIES

Use of Woodson USD 366 technology, computers, and networks must be consistent with the educational outcomes of the Woodson School District and in support of education and research. It is the user's responsibility to access files that are consistent with the learning outcomes for Woodson USD 366.

Unacceptable Use

1. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Transmission of any material in violation of any United States or State of Kansas regulation is prohibited. This includes, but is not limited to, copyrighted materials and threatening or obscene material.
3. Vandalism is not acceptable. Vandalism is defined as any malicious attempt to harm, modify, or destroy data or equipment.
4. Harassment is not acceptable. Harassment is defined as the persistent annoyance of another user or the interference with another's work.
5. The use of the network to access or process materials inconsistent with the learning outcomes of the district is not acceptable.
6. Downloading or installing programs onto network computers without the permission of the district technology coordinator is prohibited.
7. Erasing, changing, renaming, or making unusable anyone else's computer files, programs, or storage media is not acceptable.
8. Sharing passwords or log-in information with other users is prohibited.
9. Any other process or act, which results in the disruption of computer services, is prohibited.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. Users are expected to be polite and to use appropriate language. Users should never reveal their personal information or that of others. Email privacy is not assured, and school personnel does have access to such email. Users are expected to use the network in such a way that they do not disrupt its use by others.

No Warranties

Woodson USD 366 schools and staff make no warranties, either expressed or implied, that the network and equipment will be error-free or the system will be uninterrupted. Nor shall the school and/or staff be liable for any direct, indirect, incidental, or consequential damages (including lost data, information, or files) sustained or included in connection with the use, operation, or inability to use the system.

Procedures

Student users must always get permission from their instructors before using the network or accessing any specific file or application, including the Internet.

An encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers, and/or administrators may consider inappropriate or offensive. On a global network, it is impossible to effectively control the content of data. It is the user's responsibility not to initiate access to such material and to exit from that material and inform the instructor promptly if it is encountered.

Intellectual Freedom

Because the Internet is an open forum for expression, including viewpoints that are unusual, unorthodox, or unpopular, the District is not responsible for the expression of personal opinions on the network. Any statement of personal belief is understood to be representative of the author's individual point of view and not that of Yates Center USD 366.

USD 366 School Device Cost of Repairs

- Accidental Damage (1st Instance)
 - A report must be made immediately to the administration. The device must be returned to the school so that a new or spare device may be issued.
 - \$10 repair fee or no cost depending on investigation of cause.
- Accidental Damage (2nd Instance)
 - A report must be made immediately to the administration. The device must be returned to the school. A spare device may not be issued. The student must wait until the original device is returned from service.
 - \$20 repair fee
- Accidental Damage (3rd and additional instances)
 - A report must be made immediately to the administration. The device must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service.
 - \$20 repair fee
 - Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program - may not be permitted to take the device home. This may also result in a referral and disciplinary action.

- Intentional Damage
 - A report must be made immediately to the administration. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the Principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.
 - All costs of whatever kind that are associated with replacing or repairing the device.
- Lost Device
 - A report must be made immediately to the administration.
 - \$200 replacement fee (or a higher amount depending on cost at time of loss)
- Theft
 - A report must be made immediately to administration and a police report MUST be filed with the Yates Center Police Department.
- Powercord, extension cable, SIM Card, etc.
 - A report must be made immediately to the administration, the Chromebook , power cord, SIM Card, etc. must be returned to the Library Media Center.
 - \$15 each replacement fee

TELEPHONE USE

The students should keep the use of the telephone to the very minimum. Students must keep in mind that school phones are intended for business purposes and are to be used by students only upon permission.

Students will not be called to the telephone during school hours except in emergencies. Messages will be taken and given to students between classes. No long-distance calls are to be made from school telephones by students or faculty members without permission from the office.

TITLE IX

The Board of Education, USD #366 Woodson County, does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

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