

CENTRAL HEIGHTS ELEMENTARY

Parent/Student Handbook

2023-2024



Mission Statement

The Central Heights Elementary's mission is to help students master basic grade level skills. Students will be challenged to become responsible individuals who exhibit positive attitudes, healthy self-esteem, respect for others, and enthusiasm for learning. This will form a basis for becoming productive citizens.

Dear Central Heights Elementary School Families,

Welcome to the 2023-2024 school year! We are thrilled to welcome our students and staff back to school. I hope you were able to relax and make special memories with your friends and family. Now it is time to look forward to a “SAND-Sational” school year at Central Heights Elementary.

Our incredible staff has been working to prepare the school and classrooms for the upcoming school year. We are so grateful to our custodial staff for working so hard this summer to get our school into “TOP-NOTCH” shape. Mrs. King, Mrs. Oram, and I are working hard to ensure a smooth start for staff, families, and students.

It is our goal to ensure every child feels safe and connected, and grow academically and socially-emotionally through researched based instruction. We are proud of our beautiful school and have high expectations for each and every student.

Partnering with families is crucial to promote a healthy transition to school both socially and emotionally. We recognize that students may be feeling anxious with the start of a new school year and we will continue to place a strong emphasis on social emotional learning while focusing on building classroom community. We encourage families to stay connected and informed by following our district website and announcements on social media.

Keep in mind these policies and guidelines are subject to change throughout the school year and will remain consistent with the official policies of the Central Heights USD #288 Board of Education.

I encourage you to reach out to our PTA (Parents and Teachers Association) to find ways to be involved in the activities and sponsorship of our students and staff at chpta@usd288.org.

I am excited to serve the families and staff in the Central Heights community. Your partnership, engagement, and support of our children is truly exceptional. You may contact me with any celebrations, questions or concerns. Let's have a "SAND-Sational" year at CHES!

Cheerfully,
Hope Lickteig
CHES Principal

Organizational Structure

2022 - 23 Board of Education Members

Kevin Tooley, President	Ross Kimball, Vice President
Keith Brock	Justin Hobbs
Jack Davis	Billy Johnson
Sean Lickteig	

District Office - 785-869-3455

Superintendent	Nathan Hinrichs	ext. 1205
Clerk of the Board/Food Service		ext. 1207
Business Manager/Treasurer	Terrie Titus	ext. 1212

Elementary School Office - 785-869-3355

Elementary Principal	Hope Lickteig	ext. 1305
Administrative Assistant	Tara King	ext. 1301
Elementary Counselor	Melissa Oram	ext. 1311
School Health Office	Alisha Stroup/Tera Chapman	ext. 1204
Transportation Director	Kyle Matile	ext. 1445

Middle School Office - 785-869-3355

MS Principal	Michelle Smith	ext. 1105
Administrative Assistant	Karrie Matile	ext. 1101
Middle School Counselor (K-8)	Melissa Oram	ext. 1414

High School Office - 785-869-3355

HS Principal	Lucas Matile	ext. 1405
Administrative Assistant	Kim Kraft	ext. 1402
Secondary Counselor (9-12)		ext. 1403

Central Heights Elementary Teaching Staff

Pre-Kindergarten:

Chad Wheat
Aide - Tracy Roehl

Kindergarten:

Karah Bachelor - KA
Laurie Tyner - KB

First Grade:

Selena Bryan - 1A
Erin Coffman - 1B

Second Grade:

Lisa Fangman - 2A
Kelley Rowlett - 2B

Third Grade:

Margo Hughes - 3A
Camille Raby - 3B

Fourth Grade:

Jayne Secrest- 4A
Stephanie Cutburth - 4B

Fifth Grade Grade:

Katie Riemer - 5A
Michelle McCally - 5B

Art:

Marian Broyles

Technology:

Lea Stegner

Counselor:

Melissa Oram

Gifted:

Amy Ray

Library:

Christy Smith

Physical Education:

Lynn Percy

School Psychologist:

Dan Folsom
Aide - Jinny Schweiger

Special Education:

Malissa Desormeaux
Mellisa Wilson

Title I Reading/Math:

Sarah Evans
Shelly Welch
Haley Amaya

Vocal/Music/5th Band

Katherine Selenke
Stephanie Cannady

Speech/Language:

Occupational Therapist:

Amy Owens

Physical Therapist:

Food Service:

Debbie Kimball, April Fisher-Lickteig, Faith Lickteig, Krysten Macy, Monica Perez,
Christina Reed, Vickie Schulz

Para-educators:

Brenda Bones, Chelcy Dunn, Tiffany Holstine, Marissa Horstick, Jessica Miller, Daisy
Patterson, Tina Wolken, Galen Wilson

Maintenance/Custodial:

Steve Betz, Lavonne Franks, Deb Horne, Buddy Moore, Barb Short,
Donna Thompson, Tom Cox, Rebecca Wise

Technology Director:

Sam Oram

Transportation Director:

Kyle Matile

Bus Drivers:

Jason Brown, Dea Diamond, Nathaniel McGee, Bob Moews,
Tyler Oestreicher, Peg Pearson, Theresa Thoele, Christina Wharton

In the event of any inconsistency between the terms of this Handbook and any USD 288 Board Policy, or any applicable law, rule, regulation or USD 288 Board Resolution, said USD 288 Board Policy, applicable law, rule, regulation or USD 288 Board Resolution shall control and supersede any such provision contained herein.

ACADEMIC RESPONSIBILITY

Students will complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials, such as pencils, paper, and textbooks to class regularly. Students need to show a sincere and regular effort to complete their assigned schoolwork. Should students not complete their schoolwork during the allotted time, teachers will send home school work to be completed. Should the school work not be completed and students continue to not complete work, teachers will have students stay after school to complete and a parent/guardian will need to pick them up by 4:15.

AFTER SCHOOL ACTIVITIES

Students are encouraged to go home on the bus after school and if coming back for school activities they return with their parents. If a student has to wait for a parent to pick them up after school they should wait at the front (south) entrance. This is not a time to play outdoors unsupervised.

Students must be picked up at the Elementary office by an adult to attend an after school event held on the CH campus and supervised during the event. If students are left at school without supervision, parents will be called to pick up their child. Repeat offenses may result in suspension from school activities.

AGES and STAGES QUESTIONNAIRES

Incoming Prekindergarten and Kindergarten families will complete the Kansas Readiness Snapshot Ages and Stages Questionnaire (ASQ-3 and the ASQ-SE-2) by September 20, 2023.

ATTENDANCE POLICY

Regular attendance is linked to student success. When a student is absent from class, it is not possible to recreate the classroom learning environment.

- Parents should schedule out-of-school activities around the school day so students miss as little school time as possible. All absences are recorded.
- Parents are required to keep the school office informed of the reason for each absence or tardy (phone call, note with the child/another family member, personal contact). If the school is not notified, the absence is recorded as "unexcused".
- In order to attend or participate in a school activity, the student must be in attendance for the entire day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the administrator if these situations arise.
- Absences may have full make-up privilege providing the student takes the initiative with teacher approval and assistance. Students will be allowed 2 school days for every day missed to make up the work. Failure to make the work up in the allotted time will automatically be recorded as a "zero grade".
- Truancy reports may be sent to the proper authorities. The state of **Kansas** statutes provide that a student is "truant" if they are absent without excuse, for a "significant portion" of the school day, for three consecutive days, or five days in a semester, or seven days in a school year. When that occurs, then the school is to provide notice to the student's parent or guardian.
- PreKindergarten and Kindergarten students must have the following on file before starting school:
 - Copy of their social security card
 - Copy of their birth certificate
 - Current immunization record
 - Recent physical medical examination

Excused absences - Any absence from school or class that is approved by the Principal in cooperation with the parents and/or teachers is considered an excused absence. Students may complete the work prior to the absence, if approved by the teacher.

Examples of Excused Absences Include:

- Serious Illness/Funeral/Death in the immediate family
- Appointments due to legal issues, doctor visits, dentists, counseling sessions, or other medically related issues.
- Emergencies calling for the student's presence at home
- Participation in a district approved or school sponsored event/activity

Excessive absences due to illness will require a doctor's statement.

Once a student has five full days of Excused Absences in a semester, legal documentation (physician's note) will be required.

Absences, which do not fall under one of the above categories, are subject to the discretion of the administration.

Unexcused Absences:

Kansas State law states all children who have reached the age of seven and are under the age of 18 and have not attained a high school diploma or a GED are to be enrolled in and attend school everyday. In addition, any child who is under the age of seven years, but who is enrolled in school is subject to the compulsory attendance requirements.

An unexcused absence is when the parent/guardian did not communicate to the school a valid excuse for the child being absent from school.

- All unexcused absences are recorded and monitored.
- Out of school suspensions days are considered unexcused.
- When there are concerns about absences, the administrator will make contact with parents in person, phone, postal, or email and schedule a formal conference as necessary.

Unexcused Tardies: A student is counted tardy if they report to the school after 8:10 A.M. Parents will be notified after the third unexcused tardy in a semester. A report may be filed with the county attorney and/or DCF with the accumulation of further tardies.

- Students who arrive after 8:10 need to be escorted inside the school doors and be checked in at the office.
- Students who are tardy and arrive at school after 9:30 A.M. will be considered absent for half a day. Students who leave before 2:00 P.M. will be considered absent for half a day.
- Appointments due to legal issues, doctor visits, dentists, counseling sessions, or other medically related issues will not be counted as an unexcused tardy. Parents need to confirm the information to the CHES office.

BEHAVIOR EXPECTATIONS:

Central Heights Elementary utilizes a school-wide Positive Behavior Support System (PBIS) centered on the principles of P.R.I.D.E. (positive, respect, integrity, determination, and excellence through effort. The PBIS Handbook is available to all students and parents.

BULLYING:

Definition of Bullying (KSA 72-8256) Any intentional gesture or an intentional written, verbal, electronic, or physical act or threat either by a 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 creates and intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of :

- a. Harming a student or staff member, whether physically or mentally
- b. Damaging a student's or staff member's property
- c. Placing a student or staff member in reasonable fear of harm; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

*NOTE: Bullying also includes cyberbullying. Cyberbullying includes the use of any electronic communication device through (but not limited to) email, instant messaging, texting, blogs, mobile devices, online games, and websites.

CH district provides annual bullying training. Students receive anti-bullying awareness through teacher/school/counselor activities.

The CH School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at

school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students.

BUS INFORMATION

The Transportation Director determines bus assignments and bus routes. Buses will travel only on county/state-approved roads. Students picked up at the child care provider's center/residence have to be on an existing bus route. If for some reason students need to ride another bus for a day or so, due to some buses being full, parents should contact the bus driver on whose bus they want their child to ride. A note should be brought to school by the student signed by their parents, to notify both bus drivers they will not be riding as usual. The bus drivers will not deviate from their regular route to take students to another location. Any problems, questions or information concerning bus routes, etc. should be dealt with by contacting the Transportation Director at 785-869-3355 ext. 1445.

The transporting of musical instruments on the bus shall be left up to the discretion of the bus driver. The availability of space for large instruments may change daily depending on the number of students riding the bus.

Students may not carry balloons or glass vases on the bus.

Bus Discipline Procedures:

- First Offense: A Conduct Notice is given to the parents
- Second Offense: The student is suspended from riding the bus for three school days
- Third Offense: The student is suspended from riding the bus for seven school days
- Fourth Offense: The student is suspended from riding the bus for the remainder of the school year. A parent meeting is required with the Transportation Director and Building Principal

*NOTE: Each offense may lead to the immediate loss of transportation depending on the severity of the offense.

CHANGES OF ADDRESS, TELEPHONE, OR EMPLOYMENT

The Elementary office should be notified if there is a change of address, telephone number, or employment so the records reflect current information. Local emergency contact phone numbers are required.

CLASS PARTIES

Halloween, Christmas, and Valentine's Day parties are celebrated during the year. The Halloween Parade throughout the school will begin at 2:00 P.M. from the Multi-Purpose Room. The parties will begin at 2:30 P.M. The Parent Teacher Association is in charge of these holiday parties.

Invitations sent to school for a personal activity outside of school may only be distributed if every student receives an invitation. If you do not plan on inviting every student, please mail them from home. Students should not hand out invitations during any part of the school day.

DISCRIMINATION POLICY

USD #288 Richmond, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. If you have questions, please contact Nathan Hinrichs, Superintendent of Schools, 785-869-3455, ext. 1205.

DRESS

All students are expected to come to school well groomed and dressed in a manner which is accepted as being in good taste. An individual's appearance has a bearing on how others react toward them and therefore affects behavior.

Students are expected to come to school dressed appropriately for the winter months with adequate protection against the cold temperatures and wind chill (coats, gloves, hats, and appropriate shoes). Also, be aware that a school bus can have mechanical problems and students may be exposed to the cold for a prolonged amount of time.

Guidelines:

1. Only shorts/skirts that are appropriate in length.
2. Full shirts (no bare midriffs or low cut T-shirts). No mesh shirts without a T-shirt worn under them. No spaghetti strap shirts or dresses will be allowed, unless covered. Straps must be at least 1 inch wide. No bare/backless shirts or dresses.
3. Only appropriate logos or wording on clothing, (no profanity, references to alcohol, tobacco, drugs, gangs, cults, satanic or illegal activities are allowed.)
4. No hats, caps, hair nets, scarves, bandanas, or other head coverings are to be worn in the building during school hours. Hats, caps, and sunglasses are outdoor items, and are only allowed to be worn on appropriate days designated by the principal.
5. No jewelry that resembles drugs or illegal substances is to be worn at school. Chains and dog collars are not allowed.
6. No sagging will be allowed. Trousers/slacks/shorts are to be worn above hip level. Students should not wear jeans that are torn excessively to school.
7. A student's hair is to be kept shampooed and combed.
8. Due to safety concerns, house slippers, roller blades, or Heelys may not be worn. No bare feet.

DRUG FREE SCHOOL POLICY

The unlawful possession, use, or distribution of illegal drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226.

EMERGENCY DRILLS

Emergency Preparedness Drills are conducted throughout the year. These include Fire (4x) Tornado (September and March), and Crisis (3x) drills. Students are expected to follow evacuation procedures.

FIELD TRIPS

Field trips enrich student learning beyond the classroom. In an effort to maintain an educational focus, school officials will determine the activity and the behavior expected of students to make the day a success. Students are expected to remain with the assigned groups and ride on the bus with the class to the activity. Parents may take their student home at the end of the activity if a signed written note has been given to the office/teacher.

Attending parents, teachers, and students should be positive, helpful, and respectful. Any student who has his/her name written down for misbehaving on the field trip will receive at least one day of in school suspension.

FREEDOM OF INFORMATION SCHOOL POLICY

In compliance with the Kansas Open Records laws, Brenda Wadkins has been appointed by Central Heights USD 288 Board of Education to serve as the Freedom of Information Officer. If you have questions as to which records you have access, please contact the District Office 785-869-3455.

GRADING POLICY (Progress Reports/Report Cards)

Reporting student progress is a vital part of communication between home and school. CHES is moving towards a standards-based report card which provides how a student is progressing towards mastery of specific learning goals.

- Progress reports are sent home with the student during the middle of each quarter. It should be noted that when Skill Based measures are used there is no Progress Report produced with the Power School system.
- Report cards are given to parents at PT Conferences, sent home with the student, or mailed home.
- If a student is struggling with the class curriculum, parents will be notified. Students with consistent difficulties may be referred to the Elementary Student Assistance Team for discussion.

PE, Art, and Music for Pre-kindergarten, Kindergarten, First, and Second Grade will be Skill Based

PreK - K

Skill Based only

1st (Reading, Math, Spelling only, other subjects Skill Based), 2nd, Art, Music, PE

100-90 = E Excellent

89-80 = S Satisfactory

79-70 = N Needs Improvement

69-0 = U Unsatisfactory

Third Grade thru Fifth Grade:

100-	A+	89-87	B+	79-77	C+	69-67	D+
99-94	A	86-84	B	76-74	C	66-60	D-
93-90	A-	83-80	B-	73-70	C-	59-0	F

HONOR ROLL (Fifth Grade only):

Principal's Honor Roll: 4.0 - 3.7

Honor Roll: 3.6 - 3.3

HOMELESS STUDENT REGULATIONS

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances are also included.

If you have any questions, please contact Nathan Hinrichs, Superintendent of Schools, 785-869-3455, ext. 1205.

HEAD LICE

Cases of head lice have been found or reported at school. Our goal is to be proactive. Random checks of students/classes for head lice are conducted to avoid a widespread epidemic. The school does not check all students in all classes on a regular basis. Therefore, we ask parents to help us by checking their children's hair. If you find head lice, please inform the school so classmates and other students can be checked. The health office abides by the Kansas state policy.

HEALTH SERVICES - MEDICATION

Our school nurse is on duty from 8:00 A.M. to 4:00 P.M.

- If a doctor is needed, parents will be notified immediately.
- If parents cannot be located, the person or persons listed on the office file card will be notified.
- If neither parent nor persons listed on the card can be located, judgment in contacting the hospital listed on the office file card will be made by school personnel.

The school nurse keeps a health record on each child. Annual screenings of vision and hearing are completed on K-3 students. In grades 4-6 vision and hearing screenings are done every other year. Random scoliosis screenings are done. Any student who fails a screening will be referred to a physician and parents are expected to follow-up.

In accordance with the State of Kansas Department of Health and Environment and the Kansas State Board of Education guidelines, the following policies have been established for the administering of medication at Central Heights Elementary School:

- USD #288 requires **ALL** medications to have signed parental/guardian consent before administering at school. **ALL** prescription medications, herbals or alternative products must have a signed consent from a physician, D.O., or dentist. For all medications, the original container, appropriately labeled, must be provided. If changes in type of drug or dosage is warranted, a new request signed by parent and physician must be provided.
- All medication will be maintained in the nurse's office and dispensed according to label instructions and at the discretion of the school nurse or delegate. If it is necessary for the student to retain possession of medication (i.e., inhalers), this must be discussed with the school nurse and parent must sign the medication permission form.
- The initial dose of a new medication **WILL NOT** BE GIVEN AT SCHOOL. Medication will be sent in its original container. You may request a second container from the pharmacy. This will also eliminate the need for the medication to be sent back and forth, which is not recommended.

- All medication including antibiotics, unless otherwise instructed by the physician, should be administered at home. (i.e., antibiotics to be given 3 times a day can be given before school, after school, and at bedtime.)

If your child has ever had a severe or life threatening allergic reaction, such as to a bee sting, peanuts, etc. please notify the school nurse. It's important that she knows this information.

Forms for your use are available in the office.

HOMEWORK

Class assignments and homework are a student's investment in their education. The student has the opportunity to apply their acquired knowledge and skills. The teacher is able to provide feedback, diagnose problems, and continue/adjust instruction. Purposeful homework fosters time management, work ethic, and self-discipline. Classwork not completed in the classroom because of lack of effort and willingness to complete will be sent home to be finished. Any work not returned completed will be copied and given to the student to complete after school the following day and parents/guardians will need to pick up the student by 4:15.

HOTLINE

If students see or hear anything that could be a threat to the school, they may call the hotline number (1-877-626-8203)

INCLEMENT WEATHER

Announcements of school closings will be sent out on a school reach call, posted on the USD #288 website, and on local radio and television stations.

In case of an early dismissal, we ask parents to:

- Watch/listen for school closing announcements
- Let your child know ahead of time where they need to go if you are not home.

ITEMS BROUGHT FROM HOME

Toys, balls, games, and other items brought by students from home to school are their responsibility. Should a student bring high dollar items to school, such as CD players, electronic tablets, Ipads, etc. the item must be kept in their book bags. The school is not responsible for lost or broken personal items.

Children should not bring anything to school or on buses that would be harmful or distracting.

Items causing distractions will be collected and can be claimed by the student at the end of the school day. Should the item be taken a second time, parents must claim the item. If a third time occurs, the item will be kept until the end of the school year.

The trading of items. is not allowed to take place at school or on school buses.

LOST ITEMS

It is the responsibility of the student to take care of their personal belongings. Marking personal items with a student's name helps lessen the amount of lost items. There is a designated rack for lost-and-found items. Unclaimed items will be donated to a charity at the end of each quarter.

LIBRARY USAGE

Students are welcome to use the Elementary School Library throughout the school year. Books are loaned to students for a period of two weeks after which time they must either be renewed or returned. Students are responsible to pay for lost or damaged books.

Meal Payments:

The school cafeteria is maintained as a vital part of the health program at the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price. Students should not bring soda drinks in their sack lunches. Food items will not be heated for students bringing sack lunches.

Free and reduced meal forms are completed at on-line enrollment or are available in the office throughout the year.

Meals and milk tickets may be paid by cash, check, credit, or debit cards. If money (cash/check) is sent to school with the student, they should bring the money to the office.

If you don't want your child to eat breakfast, be sure they are aware of this or in case of the younger children, you should send a note to the teacher. Students are not allowed to use another student's milk ticket. Students are also not allowed to share food with each other.

Afternoon milk tickets may be purchased for 20 days, a semester, or for the year. Milk tickets must be purchased in advance.

The homeroom teachers keep the milk tickets and track each day the student drinks milk. Anyone requesting juice for lunch or afternoon milk will need a note from his or her physician.

Aides, teachers, and the principal may supervise the lunchroom.

ORGANIZATIONAL STRUCTURE

Central Heights School District is organized with an elementary school, grades pre-kindergarten through fifth grade, a middle school, grades sixth grade through eighth grade, and a high school, grades ninth grade through twelfth grade. This educational facility and its classes are designed for the sequential process of learning. Activities are planned throughout the year to enhance positive growth in social, emotional and physical well being of students.

Classrooms Pre-Kindergarten (A.M. and P.M.) through Third Grade are self-contained. Fourth and Fifth Grade classrooms are departmentalized.

- Each grade level has two sections.
- The district employs certified, classified, and administrative personnel.

- There are also staff members in the building contracted through East Central Kansas Special Education Cooperative. The director is available to answer any questions you may have with regard to Special Education services (913-294-2303).
- Title I Reading and Title I Math Services are offered K - 5th grade.

PARENT-TEACHER CONFERENCES

Conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns so the conference time can be fully utilized. Conferences are scheduled in the fall and spring of each school year. Our goal is 100% participation for both conferences.

PICKING UP STUDENTS DURING SCHOOL DAY

If a child is picked up at school during the day due to illness or needing to leave early for other reasons, the person picking them up needs to sign them out either in the elementary office or at the nurse's office.

The office needs to be provided copies of restraining orders or other court documents if a parent or another person is denied access to a child.

PLAYGROUND PROCEDURES/RULES – SAFETY FIRST

General Conduct:

- Anytime a whistle is blown, students should stop their activities.
- Play will be safe and good sportsmanship will be demonstrated.
- Appropriate game rules will be followed.
- Play in assigned areas only, well away from classroom doors.
- Do not enter the building unless you have permission.
- No arguing or fighting. No intentional tripping, kicking, or pushing.
- Be respectful of others. (No name calling or interfering)

Outside:

- Students should be dressed appropriately to go outside in cold weather.
- Only balls or Frisbees may be thrown.
- Don't pick up rocks, rubberized surface material, or snow.
- No bombardment or tackle football is to be played.
- Balls and jump ropes should be kept away from playground equipment and the building.
- Only the balls needed for the game played may be used on the tennis court.

Equipment:

- Permission must be given to retrieve a ball that is on or across the road.
- Swings- no twisting or standing on the swing. Do not go under, in front, or behind the swing while it is in motion. Don't jump out of the swing when swinging high.
- Slides - Go up the ladder, one person at a time, feet first. Don't go up the slide or over the bars at the top of the slides.

Big Equipment:

- No pushing, shoving, kicking, flips, or playing tag.
- No more than 12 on the platform at a time; never hang over the sides.
- When descending the fireman's pole, no jumping up further to grab it. Others are not to be under the pole.

- Students should not climb the tree on the playground.
- Students should not climb on top of the monkey bars.
- Students should only go down on the corkscrew.

PROMOTION POLICIES

Every effort will be made to reach a decision regarding promotion from the viewpoint of what will best advance the educational interests of the individual child.

- **PROMOTED:** A student is promoted upon completing the majority of the goals/objectives of a given grade.
- **PERSONALIZED PROMOTION:** These students are achieving far below the academic grade level benchmarks in most areas, but are placed in the next grade. There is usually an ongoing individualized education plan accompanying the student. Each child's individual progress is based on their goals, needs and circumstances. Personalized Promotion will only be used in rare cases and with the input of the parents and teaching staff.
- **RETENTION:** In all cases where it is considered the judgment of teachers and school officials that the educational interests of the child may best be served by non-promotion, a conference will be arranged. All attempts will be made to have parents come in for a conference so parent views can be considered. Even if parents do not come in for a conference or agree to the retention; according to our district policies, the school officials have the final say in determining grade placement or retention of any student.

READING AND MATH SERVICES

CHES is a school-wide Title I school. A multi-tier system of Support (MTSS) is used to address student needs in Reading and Math. Students receive core instruction and additional intervention support to target specific skills.

SCHOOL HOURS

Pre-Kindergarten: The morning Pre-Kindergarten class begins at 8:05 A.M. and dismisses at 11:30 A.M. The afternoon Pre-Kindergarten session begins at 12:00 P.M. and dismisses at 3:25 P.M.

Kindergarten-5th Grade:

Breakfast is served from 7:50-8:05. If your child is eating breakfast at school, please be sure they are there by 7:50. Classwork will begin at 8:10 A.M., the tardy bell rings at 8:10 A.M. Students are dismissed at 3:28 P.M. Teachers are not on duty until 7:50 A.M., students should not arrive at school before 7:50 A.M.

To help keep our children safe, please follow these procedures:

- Traffic flow
 - Enter from Ohio Road, west side the Elementary Building
 - Exit onto Ellis Road, south side of the Elementary Building
 - No double parking

- Do not pull into the parking slots other than the Handicapped slot
- Students are to be walked across the parking lot by an adult

TECHNOLOGY USAGE

Students shall have no expectation of privacy when using district e-mail or computer systems. Students are expected to follow the guidelines approved by teachers/administration. Use of computers and iPads are subject to monitoring.

The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

USD 288 Central Heights School Technology Use Policies

- Users will respect the privacy of other individual's login name, password, and data.

Examples of violations:

- Accessing a user ID or network directory other than your own
- Changing the system setup on Mac/Windows

- Users will access/create information appropriate for the educational environment.

Examples of violations:

- Creating obscene files, folder of directories
- Creating explicit files within software programs
- Accessing educationally inappropriate areas within public networks

- Users will respect software developer's copyright of manuals.

Examples of violations:

- Copying of copyrighted programs on software, internet, or manuals
- Copying of any material that has been copyrighted without permission of the owner /company

- Users will use hardware and peripherals for their intended purposes.

Examples of violations:

- Destruction, theft, and/or vandalism of computer hardware and furniture
- Use or abuse of computer hardware beyond intended purposes

- All policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and staff. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services. Use of computers for programs, software, email, and to access telecommunications resources are a privilege.

Example of violations:

- Viewing pornographic websites, etc.

Consequences

1. Any student in violation of the policy will be referred to the discipline consequences guide in the PBIS parent/student handbook.
2. Any student who destroys or damages any school materials or equipment will make restitution at his/her expense.
3. Any student may be expelled from school if he/she engages in illegal conduct on the Internet as defined by state or federal law. Any student expelled for misuse of technology will also lose future computer privileges. This includes classes where technology is essential for completion.

TELEPHONE

The school telephone is for school business. Messages will be delivered to students when necessary. Students will be allowed to make parent contact for an emergency. The school's telephone number is 785-869-3355, ext. 1301.

Arrangements for attending after-school activities should be made prior to coming to school.

Cell phones are not to be on the student's person, but placed in their book bag and turned off. If there is a violation, the teacher will take the phone and return it to the student at the end of the day. A parent must claim the phone with a second violation. A third violation, the phone stays at home or kept by the administrator until the end of the school year.

THREATS

Threats against students and school employees will not be tolerated under any circumstances. Please be aware that the sheriff's office and school administration will be involved in threats. There is now a statewide hotline available 24 hrs. a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe and report any information that might threaten the safety of our school or students! The Kansas School Safety Hotline number is 1-877-626-8203.

TOBACCO FREE DISTRICT

Central Heights USD #288 Board of Education voted in June 2005 to make our school district a tobacco free district. CH asks all patrons to refrain from using any and all tobacco products while on school grounds.

TRANSFER OR WITHDRAWAL

Please notify the office as soon as you know your child will be transferring to another school. CHES will forward your child's records to the new school.

VISITORS AND GUESTS

All visitors are required to check in at the elementary office. If parents need to drop off materials, assignments, messages, etc., they must also report to the office. The office personnel will make sure the student receives the items/information.

Patrons and parents are welcome to visit the district's facilities. Visits must be scheduled with the teacher and principal and should not be disruptive to the learning environment.

Visitors/guests will be escorted by th CHES personnel to their designated location.

WEAPON POLICY

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

Possession of a firearm shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.