

HUGOTON ELEMENTARY SCHOOL STAFF HANDBOOK

2018 - 2019

Wild About Learning!



HUGOTON ELEMENTARY SCHOOL
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Hugoton Elementary School Staff Handbook Contents

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1. FACULTY - STAFF DIRECTIVES

Licenses: All employee's licenses (new or renewed) are to be submitted for both building and central office registration and will be placed in the individual's personnel file at the Central Office.

Staff Hours: The normal workday for teachers shall be from 8:00 A.M. until 4:00 P.M., or as scheduled by the principal and directed by the superintendent. Secretaries are to report directly to the principal. Aides and paraprofessionals are to report to the person(s) they work under. Custodians and kitchen staff report to the head person of the department. Hourly employees are to clock in and out daily, as well as for lunch and then approve time worked every two weeks. Time clocks are located in the Primary and Intermediate Workrooms.

Leave During the Workday: Teachers who wish to leave the building during the normal workday, except for their scheduled lunch period are to inform the office stating the time of departure and expected return (if before 4:00 P.M.). Teachers are not to leave the building without this notification in place prior to departure. In the case of an emergency, notification must be given to the principal when they are responsible for students. Planning time is for academic/instructional planning - not running personal errands around town. This leave is not related to personal or sick leave.

Personal Leave and Illness: Personal leave is to be requested by completing the online form **three** days in advance of the absence and approved by the central office. Please reference the negotiated agreement/BOE Policy Manual for more specific information as to when this time may be applied. For illness the office is to be informed as soon as possible. If illness occurs after school hours, please enter the illness onto the online substitute program (www.aesonline.com). If the illness occurs after 6:30 A.M., please call Linda Gooch at (620)-428-2193, the Elementary School at 620-544-4376 or the ECDC at 620-544-4334.

Staff Meetings: General Staff Meetings will be held as scheduled by administration in the Library Resource Room, Primary Commons Area, ECDC Hullabaloo Room or another designated room. Certified staff are required to be in attendance. Refer to attached pages of handbook for dates of staff meetings.

Staff Lunches: Staff members who wish to eat school lunches are to set up a lunch account in the office at the cost of \$3.95 per lunch. Money or charges for single lunches will not be accepted in the cafeteria. Staff members will not be allowed to charge lunches beyond \$20.00.

Eating and Drinking: Staff members may eat or drink in the classrooms in a tasteful manner using professional judgment. Ice may be obtained from the ice machine in the ECDC kitchen and ES dock area. This does not include gum, as gum is not to be enjoyed during student contact time.

Staff Attire: The staff is to dress as professionals and as role models for students. Exceptions are made for special designated days such as field trips, field day, and other approved days by the administration. Staff members may wear jeans on Fridays and on other designated days per administrative approval. In regards to footwear, dress sandals are permitted but foam/plastic flip flops are not permitted.

Student Supervision: It is expected that students will be appropriately supervised by adult staff member at all times. This includes, but is not limited to, the classroom, hallways (to and from any and all class changes), lunchroom and recess time (inside or outside).

Staff Use Of Cellular Phones/Paging Devices In School: Staff members shall not use a cellular phone/paging device while on duty, or during classroom instructional settings, unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Limited use to deal with family emergencies and communication between buildings is permitted if approved by administration. Calls may be conducted during planning periods or duty free lunch periods.

Solicitations: "The board shall discourage all solicitations of and by staff members during regular school hours and at school sponsored activities." This policy includes after-school hours until 4:00 p.m. Items may be in the Workrooms for sign up. Elementary students are not to solicit or be solicited on the campus at any time. This expectation also extends to the use of District email. Elementary students are not to solicit or be solicited on the campus between the hours of 8 A.M. and 4 P.M. This expectation also includes the use of any electronic communication.

Obligations at End of School Year:

1. Inventory updated on shared Google Drive
2. Updated Student Supply List emailed to Principal and Office
3. Report Card of grade completed
4. Attendance filed in cumulative folder
5. Cumulative Folder signed and stamped
6. Room in order and ready for cleaning (checked by Principal)
7. Keys turned in and kept room number # _____
8. Turn in Paraprofessional/Aide access control card
9. Student Profile page
10. Classroom 'Summer Repairs' form completed
11. LCP At-Risk data collection form updated and emailed to Principal
12. Summer address, email and phone number
13. Educational Technology/Laptops, etc. checked out
14. Pink and Blue cards completed

2. ORDERS, PURCHASES AND COPY MACHINES

Annual Order for Curriculum Materials: Each spring, orders are taken for materials desired in the classroom for the following year. A two-week notice will be given for the due date on requisitions. The classroom budget will be available to use throughout the school year until April 15. Use the following steps:

1. All eRequisitions will be completed on the Apti-Fund website that is located on the school website under the employee forms/links.
2. Give complete address of company/vendor including phone and fax numbers.
3. List exact title and price of the article.
4. Factor in appropriate shipping/handling costs, as that is included as part of the budget allotment.
5. Use a separate eRequisition for each company/vendor.
6. All supplies and materials for the classroom should be ordered by persons responsible for that area.

Annual Supply Order: Envelopes and postage for school business will be provided by the office. All consumable orders needed by grade levels should be ordered by each grade level.

Local and Out of Town Purchases: Purchase orders for downtown merchants are to be first approved by the principal by filling out the local purchase requisition form. A store invoice along with the purchase requisition form is to be submitted to the office by the next school day after the purchase. The same procedure should be followed for out-of-town purchases. If advanced approval is not given, one runs the risk of the purchase not being approved.

Audio Visual Equipment: All A.V. supply needs are to be requested through the building media center, i.e. batteries, print cartridges, light bulbs, etc. All equipment in the building is to be inventoried annually by each teacher. This will enable the school system to assess the potential repair and material needs more accurately.

Technology / iPad Policy: Intentional and accidental damage to technology and lost power supplies are the responsibility of the student/parent. Intentional damage and accidental damage to devices will result in the student being charged. iPad damage (not case, keyboard, or power supply) results in a \$100 per incident charge and is the responsibility of the student/parent. Payment arrangements are to be made in the school office. A replacement unit will not be issued to a student until payment arrangements are made and proof of such payment, in the form of a receipt issued by the school office, is presented to the IT office. *Technology fees due, per student, at enrollment: Kindergarten - 6th Grade*

Elementary School - All Kindergarten through 6th grade students = \$15

Replacement costs if lost or damaged:

iPad keyboard = \$50. Power adaptor iPads = \$15.

Copy Machine: The Savin Copiers are a part of the office equipment. Contact the office for toner or when the machine is not operating correctly. When using the copier for personal use you are expected to pay the office 20 cents per copy. The machine is not to be used for business purposes.

3. ACADEMIC EXPECTATIONS AND ASSISTANCE

Standards: These standards are items that teachers expect students to master during a year of school. These standards are the minimum of what is expected from students. **Teachers will teach many other concepts in the content areas and shall have high standards for those concepts.** Students who do not achieve 80% or better on a standard after it has been taught and tested may be referred to LEAP, Kansas Reading Roadmap, and/or summer school. Students who fall into Tier 3 will be referred to the Student Assistance Team (SAT). All staff should refer to the Kansas College and Career Ready Standards.

LEAP/ Kansas Reading Roadmap: Students who are not mastering minimum standards and are being referred to tutoring must have a referral filled out by the student's teacher. The referral should be submitted to the LEAP/KRR coordinator for processing. Tutoring will be held during LEAP/KRR hours after school each day. The student will remain in tutoring until the student shows mastery of all standards for which they have been referred.

Summer School: Students who still have not met minimum standards by April 30th may be referred to summer school. The student's teacher will be required to provide data and information to summer school personnel to assist the student in meeting the minimum standards. Students who have passed standards may be referred to summer school in order to maintain and strengthen those learned skills.

Student Assistance Team: Students who are struggling academically and/or socially after normal classroom interventions need to be referred to the Student Assistance Team (SAT). The SAT will consist of the student's parents, the student's teacher, the principal, counselor, school psychologist, interrelated teacher, instructional aide, and any other professionals that will benefit the team. The team will review interventions tried from the Pre-SAT form and suggest new Tier II interventions that have not been attempted. The new Tier II interventions will be implemented and the team will reconvene at the discretion of the team. The team will make a decision at that time for further investigation by the school psychologist or to monitor the child in their present placement. The SAT form to fill out on a student can be found on the school's website at www.usd210.org.

Individual Education Plan: The High Plains Educational Cooperative supports USD #210 in screening and identifying students with exceptionalities and providing appropriate educational services in a least restrictive environment. More information about services for students with exceptionalities is available from your local building

administrator or from High Plains Educational Cooperative, 621. E. Oklahoma, Ulysses, KS 67880, 620-356-5577 and on their website at www.highplainsed.com.

4. CLASSROOM ADMINISTRATION

Cumulative Records: These records, stored in the office, are to be available to teachers, counselors, the administration and other faculty. Cumulative records are protected by the Privacy Act, but parents may have access to them at any time. These records are to be kept up to date and complete at the end of the year by each teacher.

If a student is dropped from the roll all materials and reading records are to be **immediately** updated before the cumulative records are sent to the new school. Each teacher may keep private student folders in the classroom.

Discipline Plan: Your procedure for behavior is to be posted in your room and included in substitute materials. A copy of your plan along with your daily schedule must be on file in the Principal's office. When referring a student to the office for discipline, a written explanation or a verbal conference between the referring person and the administration must take place.

Lesson Plans: The Primary School expectation is that lesson plans are to be completed and submitted via email to the administrator if requested each Friday before you leave the building and left on your desk or in the middle desk drawer. The standards and criteria for success must be listed in the weekly lesson plans. The essential questions and lesson objectives must be posted in the classroom. The Intermediate School expectation is for lesson plans to be submitted if requested via email to the administrator by 8:00 A.M. Monday morning. The lesson plans for intermediate teachers should always include the standard.

Substitute Folder: A folder for substitute teachers must be prepared and left with your lesson plans. A generic set of lesson plans, detailed schedule with all duties listed, updated class list, seating chart, an explanation for marking absences, tardies, and lunch count, instructions for students with special needs or disabilities, responsibilities for aides, location of teacher's guides, fire drill class list, tornado drill class list, emergency procedures, confidentiality form, etc. should be included.

Care of Walls, Floors and Keys: It is recommended that easy clips, masking tape or plastic tack be used for hanging objects on the wall. Hot glue is not be used. Only 20% of a hallway can be used for student displays. No items can be hung from the ceiling in the hallways. There is to be no adhesive of any sort used on any floor surface in the buildings. All spills should be reported to the office so that the custodial staff can take care of them immediately. If school keys are misplaced, please report this to the office

immediately. A fee of \$20.00 will be required for any access control cards that have to be replaced.

Classroom to Office by Intercom: Press the button in the rooms and wait until contact is made with the office. Identify health-related emergencies as such and the nurse will come immediately if possible. For other emergencies, call an administrator.

Reporting Child Abuse, Child Neglect, and Sexual Abuse: Kansas Reporting Laws

Kansas law requires that a report of suspected child abuse and neglect be made by teachers, school administrators or other employees of a school which the child is attending. (K.S.A. 38-1522). Kansas law further declares that it is public policy to “provide for the protection of children who have been subject to physical, mental, or emotional abuse or neglect or sexual abuse by encouraging the reporting of suspected child abuse.” (K.S.A. 38-1521)

It is the policy of the Hugoton Primary and Intermediate School that any employee suspecting physical, sexual, mental, or emotional abuse or neglect contact the school counselor and/or building principal. It is through these channels that Department for Children & Families (DCF) or law enforcement is contacted.

The Protection Report Center (PRC) information is:

Phone Number 1-800-922-5330

Fax Number 1-866-317-4279

KSPRC@srs.ks.gov Docking State Office Bldg. 915 SW Harrison, 5th Floor Topeka, KS 66612

5. ADMISSIONS REQUIREMENTS

Hugoton Community Preschool: Any child who is four (4) years of age on or before August 31st of the current school year, is eligible to attend the Hugoton Community Preschool. When filling out an enrollment qualifier sheet, children may qualify for free Preschool or attend by tuition. Upon entering, children must present a birth certificate, a health certificate, and proof of immunization.

Kindergarten: A child who will be five years old on or before August 31st of that school year shall be eligible to enter Kindergarten. State Department of Education requirements state that children entering Kindergarten must present a birth certificate, a health certificate, proof of immunization. Copies need to be made and placed in the cumulative record file.

Screenings: Screenings can be given to all children who are eligible for Preschool and Kindergarten. The screening will provide information to parents concerning whether a child is developmentally ready to enter Preschool, KinderPrep, or Kindergarten. This is

not an intelligence test. Parents will have the opportunity to discuss the information with school personnel for the best decision concerning their child's educational needs. This screening is optional.

6. VISITATION AND COMMUNICATION TO PARENTS

Visitation of Classrooms: Parents are welcome to visit their child's classroom, but are to contact the teacher for the best time as certain times are better than others.

Procedure for Visiting the Building: Each person is to enter the building at the central entrance near the office and check in at the office and receive a guest pass before entering any hallway or going to a classroom before, during, and after school. Exceptions are parent-teacher conferences and programs where invitations have been extended.

Lunch Time Visitors: Parents, grandparents or young visitors may eat lunch with their companion if there is room for visitors. All lunch visitors are to first check in at the office and obtain their ticket. They are to go directly to the lunch line area to meet their companion. Visitors may eat at a separate table with their companion and no more than two other students.

Young People as Visitors: Young relatives or friends may visit the lunchroom following the above procedures provided an adult accompanies them to the lunch line. They are not to visit the classroom because of potential disruption from the learning process.

Non School Hour Visitors: No one, staff member's family nor any person, is to be in any room except the staff member's room without prior authorization by the administration.

Communication to Parents: Teachers are encouraged to freely communicate positive comments and concerns with parents by newsletters, websites, personal note, email, or telephone at any time. General information or requests sent to parents are to be filed with the principal.

Progress Reports and Contact with Parents: To keep both students and parents informed of progress or lack of it, report forms or communication of some type is to be made near midpoint of each nine weeks. This is the minimum of parental contact.

Report Cards: These will be issued after the end of each nine-week period and sent home to parents: **posted on Mastery Connect for parents to view.**

Regular Parent Conference: Two conferences for two days will be scheduled during the first and third nine weeks for all parents. Kindergarten through sixth grade can schedule a conference between 4 P.M. and 8 P.M. or 8:00 A.M. to 8:00 P.M. on respective conference days. ~~Preschool and KinderPrep conferences will be held over a~~

~~period of three days if student numbers require it. Substitute teachers will be hired the first of these three days.~~ An announcement will be made in school newsletters and notes will be sent home with students. Parents will call the school secretaries to schedule a conference with each teacher or they may return the form attached to the note sent home if a call is not possible.

Special Parent Conferences: When students do not meet basic expectations, teachers are to have a telephone or personal conference with parents. Records are to be kept of conferences. The counselor, administrators, and other specialized/related staff members are to be available as requested.

Retention: Before a decision is reached to retain a child, the teacher is to confer with the administration, counselor, special teachers, and parents. These discussions should be held during a SAT Meeting.

7. BREAKFAST, LUNCH TIME, FOOD AND DRINK

Purchase of Breakfast and Lunches: The costs of breakfast per meal are: student \$1.95, adult staff \$3.10, and adult guests \$3.10. The cost of lunches per meal are: students and preschool guests \$2.80, staff \$3.95 and adult guests \$4.20. An extra milk costs \$.40. Students are to purchase breakfast and lunch tickets in the morning from 7:30 till 8:10 with permission from the morning supervisor. Lunch tickets should be purchased at least one week at a time; however, it is recommended that students purchase them one month or more at a time. Reminders will be sent home when students have only two lunches left. USD #210 discourages charging any lunches. A phone call will be made to the parents asking for them to pay lunches if the student is charging.

Parents at the ES are invited to have lunch with their child any time, but they are to purchase their ticket in the school office and go directly to the area of the lunch line to meet their child. Parents are also encouraged to sign up for the EZ School Pay online lunch payment program to be able to keep track of their child's balance.

Breakfast Schedule: 7:30 – 8:05 A.M.
Students are allowed to enter the building at 7:30 A.M.

Lunch Schedules:

<u>Grade Level</u>	<u>Arrival Time</u>	<u>Return to Class</u>
KinderPrep	11:00	11:45
Kindergarten	11:30	12:15
First Grade	11:00	11:45
Second Grade	11:15	12:00
Third Grade	11:30	12:05
Fourth Grade	11:55	12:30
Fifth Grade	11:55	12:30
Sixth Grade	11:20	12:00

Procedure for the Lunch Line: Teachers are responsible to take their students to the lunch line in alphabetical order. Please keep your students lined up against one wall in the hallway. This will help in keeping the hallway clear for persons wanting to walk through. Teachers are to remain with their class until every student gets through the lunch line.

Guidelines for Lunchroom:

1. Speak in soft and quiet voices.
2. Individual classrooms will stay together and sit in alphabetical order.
3. Hands, feet and all objects are to be kept to one's self.
4. For sanitation purposes students will not exchange food or begin eating until they are seated.
5. Water is available for those who cannot drink milk and wish to have more to drink.

Off Campus Eating: Students may eat lunch off campus providing they have given a note to the office stating the date, place of eating, with whom they are eating and their parent's signature. A one-time note giving the above information is adequate for students who regularly eat at home. Each teacher will be informed of those students eating off campus. All students are to sign out daily at the office before leaving and sign back in upon returning.

The following guidelines may be used for other food items in the building:

1. Students may eat nutritious snacks in the classroom at the teacher's discretion but students are not to bring candy for snacks.
2. Students are only allowed to consume food items in designated areas and are NOT allowed to remove the FFVP items from those areas (i.e. sending home the fresh fruits, vegetables, and dipping sauces with the students).
3. Students are not to have candy or food in the gym or on the playground.
4. Gum is not to be chewed in the building or on the campus by students or staff.
5. Teachers may allow students healthy treats as rewards or for parties to be consumed within that classroom.

8. ARRIVAL, DAILY SCHEDULE AND DISMISSAL

Arrival Time for School: Classes begin at 8:10 A.M. for grades Kindergarten through 6th grade. Morning Preschool begins at 8:00 A.M. and dismisses at 11:15. Afternoon Preschool begins at 12:20 and dismisses at 3:30. Students may arrive at 7:30 for the Breakfast program, but are to return to the Commons Area after finishing breakfast. Bus students may enter the building when they arrive at school. Unless they are eating breakfast, they will go to their Commons Area. Preschool and KinderPrep will have a daily recess break. **KinderPrep and** Kindergarten will have A.M. recess 9:40 to 9:55,

Grade 1 will have A.M. recess from 9:45 to 10:00, and Grade 2 will have A.M. recess from 9:25 to 9:40. All grades will have a P.M. recess at or just before 2:00.

Entrance to Building: All main entrances are on Madison Street for the ECDC and 6th Street for the Elementary School. All grades, Preschool through 2nd grade, are to enter at the main entrance and wait in the commons area. Grades 3, 4, 5, 6 are to enter ~~at either the Southwest entrance or~~ through the main entrance and wait in the gymnasium. Students eating breakfast should enter through the same entrances and go directly to the cafeteria. No student should be lingering in the classroom hallways between 7:30 and 8:10.

Getting Lunch Tickets and Absence Slips: A few students at a time will be allowed to go from the commons area to the office for absence slips, permission notes or breakfast and lunch tickets with permission from the morning supervisor. Exceptions for going to the classroom or elsewhere in the building are made only if students have permission from a teacher or an administrator or a teacher may directly inform the commons supervisor or provide a list as for Eagle Choir. Students who arrive after 8:10 A.M. will be considered tardy unless they have a pass from a teacher, or have an absence slip or a pass from the office.

Dismissal Procedure: School will be dismissed at 3:30 P.M. At the end of the day younger students needing to meet older students should wait in the Primary Commons Area. All other students should leave the building through the nearest exit. Students should leave the building and the grounds by 3:35 P.M. unless they have permission from a staff member or an approved scheduled activity such as LEAP/KRR. All students are expected to stay off of playground equipment at this time. Preschool and KinderPrep children will be dismissed at 11:15 A.M. and 3:30 P.M. ECDC students will be brought out the front doors of the ECDC to meet parents each day.

Bicycles, Skates and Skateboards: Walk your bicycle on the sidewalk to and from the bike racks, with no riding on school grounds or sidewalks. To walk your bike means for you to be on one side, not sitting on the seat, straddling the frame or standing on the pedal. Kindergarten students and younger are asked not to ride bikes to school. Skates and skateboards are not to be ridden or brought to school by anyone.

Picking Up Students at Dismissal Time: Sixth Street from Adams to Monroe is one-way traffic from east to west and Fifth Street is one way from west to east, and Jefferson is one-way north to south, from 7:30 to 8:30 A.M. and 3:00 P.M. to 4:00 P.M. during the school year. Madison Street is one way between Fifth and Sixth Street from 7:30 to 4:00. Students may be dropped off and picked up in the designated area in front of the school. There is no double parking or dropping students off in the street while waiting for students to come out of the building as a parking ticket from the city police may be issued. Parking areas are available on all sides of the building to meet your children.

Entering the Building at Dismissal Time: If parents want to pick up their students in

the building, they are to enter the Main Entrance.

Dismissal Procedure for Bus Students: Buses will usually be ready to load and dismiss by 3:40 P.M. Teachers are to supervise their students as they move out of the building and emphasize getting to the buses promptly.

Student Activities or Detention After School: A student may be kept in during recess or after school if expectations are not being met or detention is being served. Parents are to be notified if the student is to be kept. Students should be kept no later than 4:30 P.M. Students may use the library until 4:00 P.M. Student activities in the building are to be supervised by a staff member at all times.

Stormy Weather: School will not be dismissed because of storms that arise during the school day as long as safety can be maintained here. In case there is an emergency closing of school, the following radio and TV stations will be notified: KSCB, KLIB, KJIL-FM, KULY, KFXX, KSNG-TV, and KUPK-TV, as well as the local school cable Channel 12, the school Facebook page, Twitter, and the school website www.usd210.org. Easy School Messenger messages will also be sent out when time allows.

Leaving the Building or Grounds During School Hours: Students will not be allowed to leave the campus unless a permission note is signed, dated, and the destination stated by their parents. This note is to be brought to the office when the student arrives at school. When it is time to leave, the student will report to the office to sign out and meet the parent. If the student returns back to school that day, the same note may be used to re-admit. Local dental and eye appointments will not be counted as an absence or tardy if the student leaves and returns immediately after the appointment.

9. ATTENDANCE

Importance of Attendance: The basic responsibility for school attendance rests with parents or guardians as compulsory attendance laws require students to be in school. For students to be successful and feel good about school they need to be in school. One of the benchmarks for a student to successfully transition from grade to grade is to not miss more than 10 days of school, excused or unexcused. Students who miss more than 10 days of school may not credential for the next grade. As defined by state regulation, the following accrual of unexcused absences will be turned over to appropriate outside agencies: Students missing 3 consecutive days, 5 non-consecutive days in a semester, 7 days total in a school year, or 8 accumulated unexcused tardies after 8:30 A.M.

Tardies and Consequences: Tardies are serious and in most cases avoidable. Not only is there a loss of learning, but it can cause a major interruption in the flow process of learning for other students. When the fourth tardy in a quarter is reached a phone call will be made by the administration and a letter will be sent to the family and proper authorities to try to resolve the problem. The classroom teacher needs to notify administration when the fourth tardy or 8th accumulated unexcused tardy after 8:30 A.M. has been reached.

Parents to Phone School for Absences: When students will be absent, parents are to call the school. The school has an answering machine so there are no hour limits as to when you may call; however, the call should be made before 9:00 A.M.

Returning After an Absence: When a student has been absent, one is to report to the office with a note, if a call was not made reporting the absence. The office will write an “Admit to Class” for the student to give to the teacher. If the student does not bring a note and if no telephone contact has been made, the student will be given an unexcused absence until the parents have notified the school office as to why the student was absent. Student absences of five (5) days or more in a semester and/or three (3) consecutive days due to illness will require a note from the physician’s office.

ATTENDANCE: Absences will be classified as follows:

<u>Excused absence:</u>	<u>Unexcused Absence:</u>	<u>Parental Authority Unexcused:</u>
Dr. Appointment	No note of explanation	Shopping trip
Personal illness	Skipping	Hair cuts
Family illness		Baby-sitting
Death in the family		Vacation

The building principal reserves the right to determine if an absence is excused or unexcused when the student returns to school.

One half day absences will be calculated as follows:

Students who come to school after 10:00 A.M. will be counted as absent for one half day. Students who check out before 2:00 P.M. will be counted as absent for one half day. Full day attendance is arrival prior to 10:00 A.M. or departure after 2:00 P.M.

Teacher Responsibility:

1. No student will be allowed to gain entrance into a classroom after 8:10 A.M. without verification from the office.
2. No student will be allowed to gain entrance into a classroom after being gone without an admit slip from the office.
3. Teachers need to mark the names of students who are absent on their computer by 8:30 A.M.

Transfer of Students: Parents are to report to the office for check out. The office and the teacher will work together in completing records.

10. THE NURSE, ACCIDENTS, AND ILLNESS

Health Services: The school is to be informed of any health problems a student has, the name of the family physician, where a parent can be reached in case of an emergency, and who is to be contacted or what is to be done if the parent cannot be reached. It is the responsibility of the parent to let the school know if telephone numbers or directions for emergency contact changes. No child will be sent home unless a contact with a designated person has been achieved. However, in extreme situations, emergency services will be called, the student taken to the hospital or a physician called. School personnel will not give any medication unless written or oral directions are given to the school nurse by the doctor. Students taking prescription medication must bring the medicine to school in its original container with dosage and the name of the prescribing doctor.

Nurse Schedule: Even though we have a nurse in the building for a considerable amount of time, she does have obligations for screenings, testing, and emergency calls from the middle school and high school. The office will be aware when she is not in the buildings. Her scheduled lunch hour is from 1:00-2:00 each day. When a student is sent to her office they need to have a pass indicating the problem. If it is an emergency, students are to go to the office. Please do not send students without passes as all situations have to be recorded.

Minor Accidents in the Classroom: The load of students the nurse can handle is limited. For minor cuts and scratches, have the student wash with soap and water and apply a Band-Aid from your classroom. If the supply is low, request Band-Aids from the nurse. For minor bumps, teachers are to use their best judgment. If students are sent, write a hall pass and state the reason. The same applies to minor injuries on the playground.

Ill and Infected Students: Students are to be sent to the nurse or office with a hall pass briefly explaining their symptoms as all situations have to be recorded. A decision will be made concerning a student going home or remaining. The homeroom teacher will be notified of the decision by the Nurse's office. Students with communicable diseases or head lice are not to be in school. KASB Recommendation - 6/04

Kansas Workers Compensation Social and Recreational Act: K.S.A. 44-508(f) precludes recovery of workers compensation benefits when the injury occurs while the employee is "engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer."

Medication Policy:

Policy: In certain circumstances the school nurse or designated school personnel will administer prescribed medication or over-the-counter medications during school hours in order that the student remain in school.

1. Medication will be administered during the school day only when the interval between doses requires administration in school or the medication is a “when necessary” order. Only oral, prescribed subcutaneous, topical or intranasal medications, eye or ear drops should be routinely administered at school.
2. Prescription medications must have written consent from the health care provider and parent/guardian prior to administration in school.
3. Over-the-counter medications must have written consent from the parent/guardian prior to administration in school.
4. Prescription medications will be maintained on school premises with physician and parental consent. Over-the-counter medications with parental consent may be maintained on school premises for a specific, time-limited minor illness (e.g. Ibuprofen for muscle strain, cough drops for colds) or for intermittent conditions (e.g. Acetaminophen for menstrual cramps, ointment for insect bites, etc). The school reserves the right to limit the duration of parent prescribed medications and to require primary care provider authorization for continued use.
5. Prescription and over-the-counter medications must be brought to the school in the original container with the following information clearly stated: child’s name, medication, dosage, route of administration and time(s) to be administered.
6. Any changes in medication dosage and/or time of administration must be accompanied by a new provider and parent/guardian signed Medication Administration Permission Form. A newly labeled pharmacy container is also required.

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of asthma, anaphylaxis including but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator, auto-injectable epinephrine which is prescribed by a health care provider.

Head Lice Control: Head lice are easy to treat so the reinfestation can be avoided. Here are some facts concerning head lice:

1. They cannot fly, hop, or jump.
2. Direct head to head contact is responsible for the majority of cases.
3. Creatures live to 24-72 hours on combs, brushes, hats, scarves, clothing, etc. Sharing these items is a common path to infestation.
4. Head lice are not a sign of poor health habits or lack of cleanliness. It can happen to anyone.

Persistent itching of the head and back of the neck, infected scratch marks or a rash on the scalp are indicators. Unlike dandruff flakes or hair spray droplets, nits are difficult to

remove. Living on human host, an adult louse may live one to three weeks, and a female can lay eggs several times during this period.

Over-the-counter remedies are available at the drug stores or other stores carrying pharmaceutical supplies. They do not require a doctor's prescription. An important part of eradication is hot water washing of clothes, towels, bed linens, and other items the child has used in the three days previous to discovery of the condition. Pillows, couch cushions, stuffed toys, etc. should be put in a hot clothes dryer for 30 minutes. Follow the directions closely on shampoo remedy to insure final results.

Students staying in from Recess: If there are serious reasons for not going out to recess, a note signed by a parent should be sent to the student's teacher. A doctor's office note may be requested if the absence is habitual. These students are to be sent to the parent library area by the mailboxes with something to quietly occupy them.

11. MEDIA CENTER - LIBRARY

Library Hours: Students are invited to check out materials from 8:00 A.M. until 4:00 P.M. each school day.

Expectations:

1. Enter and leave the library quietly.
2. Bring supplies as needed.
3. Put books and materials neatly back in their proper place.
4. Take care of checked out materials.

Check Out Policy: Two books or periodicals may be checked out at a time for a period of two weeks. If a friend wants to read your book, return it to the library and let her/him check it out in his/her name.

Group Scheduling: This should be done in advance with the librarian.

Teacher Use of Media Equipment: Return equipment not being used to the library as soon as possible. Because of safety factors and teacher liability, students should NOT be allowed to move TV's, computers, or audio carts. All IT issues/requests should be resolved using the IT support request via the Google shared document.

Borrowing Equipment: Equipment or school owned property is to be checked out only with the approval of the building administration.

New Equipment: Equipment will be checked out from the Media Center, i.e. tape players, discs, and players.

12. PLAYGROUND AND RECESS

Teachers are expected to teach students the sixteen rules for primary playground in the first week of school. Teachers should enable students to use a STOP-THINK-PLAN strategy to deal with conflicts between students. Supervisors will expect that all students learn to understand and follow these rules.

Rules and Expectations:

1. Students will not stand on swings, jungle gym, etc.
2. Play soccer on the south field for 1st-2nd and the north for 2nd-3rd.
3. Students will not tackle, wrestle, kick or fight.
4. Students will line up immediately when the bell rings.
5. Students shall have permission to enter the building or leave the playground.
6. Only one student per swing, and jumping from moving swings is not acceptable.
7. Only two students will be allowed on the teeter-totter.
8. Students shall stay out of trees and building entrances.
9. Students shall remain seated on the slide, going one at a time.
10. Students shall use jump ropes for jumping only.
11. Balls will not be thrown or kicked against the building.
12. Students shall have permission from an adult on duty to recover a ball from the street.
13. Students shall use the blue monkey bars only for swinging from bar to bar.
14. Students will not throw snow, rocks, or any other inappropriate objects.
15. Students shall not bring skates to school. (This includes roller blades)
16. Students are not permitted to bring electronic toys or any other toy that will disrupt the instructional day to school.

Consequences for Infractions:

- . Verbal reprimand
- . Redirection (have the child do it the right way)
- . Have the child stand in place for 30-60 seconds
- . Time out against the wall
- . Have the child stay with you
- . Office referral as needed

Reinforcement Procedures:

1. Friendly interactions from playground supervisors.
2. Sincere compliments and praise for meeting expectations.

Dealing with Tattling:

- A. Four types of tattling:
 - 1. Social responsibility
 - 2. Minding someone else's business
 - 3. Telling about a rule that someone broke
 - 4. Trying to get the supervisor to take ownership of the problem

- B. Pay indirect attention to frequent tattling:
 - 1. To keep a closer watch on some students
 - 2. To spend more time in a given part of the playground
 - 3. To suggest to the principal that students need more training

DEALING WITH CONFLICTS BETWEEN STUDENTS

- A. Is the situation dangerous?

- B. With non-dangerous situations:
 - 1. Avoid trying to "get to the bottom" of the problems
 - 2. Put the responsibility back on the students to use the conflict resolution strategy: STOP-THINK-PLAN
 - 3. Monitor their efforts to solve the problem and provide help only if necessary.

- C. With dangerous situations:
 - 1. Send a student to the office for an administrator.
 - 2. Get near to where the students are (not so close as to endanger yourself).
In a firm loud voice, say something like, "You must stop RIGHT NOW."
 - 3. Physically intervene and separate the students ONLY if you can do so without risk or injury to yourself or the students.
 - 4. Get the crowd to disperse and move away. Part of the motivation for continuing a fight is attention getting and self-pride.

SUPERVISOR'S CHECKLIST--MAKE CERTAIN THAT:

- 1. You know the rules and expectations for student behavior.
- 2. Students have been taught these rules and expectations by the classroom teacher.
- 3. You know how you will circulate throughout all parts of the playground.
- 4. You interact positively with students and get to know their names.
- 5. You are prepared to implement consequences other than office referral.
- 6. You know how to respond to tattling.
- 7. Students have been taught the conflict resolution STOP-THINK-PLAN.
- 8. You and the building principal have thoroughly discussed how to respond to crisis situations.

SUPERVISION RESPONSIBILITIES OF STAFF:

1. Two or three supervisors should be on duty at every recess.
2. Each of the supervisors is expected to roam about the playground and avoid standing in one place. Be visible and circulate. Encourage students who want to hang on to you to get involved with other students.
3. Interact positively with students by saying "Hi!" and interact personally with many different students.
4. When a student violates a rule, follow the Consequences for Infractions. Use a respectful voice.
5. For subsequent infractions, implement a consequence appropriate to the infraction.
6. Only use office referral for illegal, physically dangerous, or insubordinate behavior.
7. **CRISIS PROCEDURES:** Send a responsible student to the office.
8. When recess ends students will line up at designated doors and enter the building when permission is given by the playground supervisors.

Serious Playground Accidents: If a serious accident should occur, please observe the following steps:

1. Send a reliable student to the nurse's office for help and/or use the playground radio to contact the office.
2. Send a child to secure help from another playground supervisor.
3. Do not move the injured student.
4. Cover the injured student immediately with available coats.
5. Keep the remaining students at a reasonable distance.
6. Let the severity of the injury dictate your next move.
7. Upon arrival, the nurse will be in charge. The supervisor should remain on the scene to determine whether or not more help is needed.
8. If the nurse is not available, secure help of an administrator, the P.E. teacher, or another staff member.

13. ORDER, CARE OF PROPERTY AND SAFETY

Hall Passes: The pass form is to be completed when a student is allowed to go from the classroom. A permanent pass is recommended and may be designed by each teacher for restrooms, drinks, library, or a scheduled activity when unaccompanied by a staff member.

Hallway-Classroom Supervision: A system of supervision is to be worked out for each grade level. **A staff member is to be in the classroom when children are there** except for an emergency at which time the office or another staff member has been informed. It is expected that students will be appropriately supervised by staff members at all times. This includes, but is not limited to, the classroom, hallways (especially during transition time periods), lunchroom and recess time (inside or outside).

Telephone Use and Messages: Students must have a hall pass to use the phone during school hours. They may use the student phone in the foyer next to the office. Please use discretion in sending students for phone use, and have students notify office staff of reason for phone call in case the parent returns the phone call at a later time. Except in the case of an emergency, the school office will not call students or classified /certified staff from classrooms to the phone. Messages will be taken by the secretaries. Students are encouraged not to bring cell phones to school. If such happens, they are not to use them at any time during the school day or in the school building. If a cell phone is a necessity of the student, it needs to be turned off and stored in student's backpack during the school day. If a phone is confiscated by school officials, it will be turned into the office and a parent must come to the school to retrieve the cell phone. After the second (2nd) confiscation, the student will serve a 30 minute detention. Upon the (3rd) confiscation, the student will serve a day ISS. Further confiscations will result in continued days of ISS. USD #210 will not be responsible or liable for damaged, lost or stolen cell phones.

Lost and Found: The school has a lost and found box. All clothing items are put in the box. Jewelry, glasses etc. are kept in the office and may be claimed upon identification. Outer garments such as jackets, coats, boots, etc., as well as personal books, purses and other items should be marked with the owner's name. Staff are encouraged to help students label clothing so that the amount of lost items are reduced.

Care of Property: Any abuse or damage is to be reported to the office immediately.

14. ACTIVITIES

Attendance at P.E. and Special Classes such as Music: Students are not to be kept in the regular classroom during the above activity times. They are to be accompanied by a staff member to and from the activity.

Field Trips: Field trips are encouraged. They can provide superior learning experiences. All field trips away from campus must be approved, cleared on the school calendar and forms initiated one week in advance. A field trip form letter must be sent to parents to receive permission for student participation. The teacher is to make arrangements for transportation and field trip costs. A purchase order for expenses must be submitted at least five (5) business days using Aptafund prior to the field trip departure date.

Parties: Christmas and Valentine parties will be the last period of the day. Birthday parties may be celebrated by parents bringing in healthy treats to share the last 10 minutes of the day. Other parties are to be scheduled with the approval of the principal.

Christmas Celebration: Students in each room may draw names at least two weeks prior to Christmas for gift exchange. The amount to be paid for gifts will be determined by the staff. Staff members may purchase gifts for their class. Christmas decorations are to be taken down and the tree removed from the room before leaving for Christmas vacation.

Christmas Decorations: The following information was provided by the State Fire Marshall:

1. Non-approved materials are live Christmas trees, hay or straw and ordinary crepe paper.
2. The use of temporary electric wiring and excessive use of extension cords provide unsafe conditions and potential fire hazard. Temporary wiring shall be in accordance with the National Electric Code. K.A.R.22-21-1. Extension cords are **NOT** to be used.

Insurance Information:

1. All lights are to be unplugged by the teachers at the end of the day.
2. The condition of the electric cords should be checked frequently.
3. Lights are not to be displayed on live or natural trees and decorations.

Field Day: Grades Preschool - 6th will have a Field Day the last day of school.

Activity Funds: Money raised through building wide fundraisers, will be placed into the Primary and Intermediate student activity funds and used at the discretion of the building principal. All collections should be accounted for by two people before submitting to the elementary school bookkeeper using the written summary form. Anytime students and/or families are involved in the fund raising activities, disbursements should be for the benefit of the students in the organization or activity and should be approved by the students in the organization, the sponsor and the activity fund supervisor/principal. A purchase order for expenses must be submitted at least five (5) business days using Aptafund prior to the date the check is needed. All purchases must be submitted through Aptafund and approved by administration prior to being made.

15. DISCIPLINE

Responsibility of Discipline: The school and home have a shared responsibility for developing self-discipline in young people. Each student should respect the authority of all staff members, exhibit behavior that does not interfere with the rights of others, and follow school-wide and classroom rules and limits.

Objectives of Discipline:

1. Enhance the environment to promote maximum learning.
2. Develop guidelines for positive and negative behavior.
3. Establish the responsibility of each person for his/her own behavior.
4. Outline the procedures and consequences for not following the guidelines.
5. Communicate with concerned parties.
6. Focus on the behavior not the person.
7. Work for changed behavior and encourage the development of lifetime positive

behavior patterns.

Written Plan: All teachers should have a written plan of discipline posted in their room. The plan followed by teachers is their choice in search of "What works for me?" There are multiple ways to plan and work with discipline. A few ideas follow.

Love and Logic:

Love allows children to grow through their mistakes. **Logic** allows them to learn from the consequences of their choices.

1. I will treat you with respect, so you will know how to treat me.
2. Feel free to do anything that doesn't cause a problem for anyone else.
3. If you can't solve the problem, or choose not to, I will do something.
4. What I do, will depend on the special person, and the special situation.
5. If you feel something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

Assertive Discipline:

Number of Times <u>Rule is Broken</u>	Signs <u>Noted</u>	Consequences <u>Earned</u>
1st	Name	Warning
2nd	X	Detention
3rd	XX	More Detention
4th	XXX	Detention and call parent
5th	XXXX	Office referral

Use the terms, "Go to the office" not "Go to the Principal". Hopefully, administrators are more than disciplinarians and the image should be more than that.

Cooperative Discipline: This plan as assertive discipline has rules and consequences, but goes several steps further. It works to have students participate in taking responsibility for their behaviors. Student's Actions Plans are written for continued unchanged behaviors, which gives Teachers, Students, and Administrators an opportunity to become problem- solvers in discipline.

School Rules:

1. Speak and write in a positive, courteous manner.
2. Act in a responsible way that is helpful to others.
3. Respect the school and other people's property.
4. Walk in the hallways.
5. Chewing gum is not permitted.
6. Respond to directions given by staff members immediately in a positive way.
7. Keep hands, feet, and all other objects to yourself.

As students mature there is a high expectation for self-discipline. Because of this higher expectation, intermediate students will fall under a plan with higher expectations. If a student chooses to not follow the above rules, these will be the consequences:

- First Offense: Warning - The Supervisor will verbally warn the student and redirect them.
- Second Offence of the same rule: The student will be detained or placed in time out for a time determined by the supervisor.
- Third Offense of the same rule: The parent will be contacted by the teacher and the student will serve time out. The incident will be reported by the teacher to administration.
- Fourth Offense of the same rule: The parent will be contacted by the administration and a conference will be scheduled with the parent, the child, the child's teacher and the principal. A plan will be devised. Consequences will be determined by the team.

Office Referral: Sending a student to the office should be your last resort. A note should accompany the student stating the problem and other measures used prior to the referral.

Serious Offenses and Consequences: The following severe offenses will receive the following consequences if referred to the office and may be altered depending on the unique situation of the student.

- | | | |
|----|---|--------------------------------------|
| 1. | Insubordination or Defiance of Authority | 1-2 days I.S.S. |
| 2. | FIGHTING - physical harm to a person or property
further offenses may result in out of school suspension. | 1-3 days I.S.S.
or Detention. |
| 3. | Skipping School | Detention to make up
time missed. |
| 4. | Profanity, stealing, lying, cheating by a student | Detention or
1-2 days I.S.S. |
| 5. | Forgery of parents, teacher, etc. names | 1-2 days I.S.S. |
| 6. | Physical, verbal, and electronic harassment – (bullying,
teasing, threats, creation of a
hostile environment, unnecessary touching) | 1-2 days I.S.S. |
| 7. | Vandalism | 1-2 days I.S.S. |

8.	Possession of tobacco, alcohol or drugs of any form or weapons (or 1-3 days ISS)	Out of School 1-3 days by board policy
9.	Tampering or pulling fire alarm pull station in a non-emergency situation or other similar public nuisance. Arson or the creation of any other similar act.	5 days of O.S.S. and Law enforcement Contacted
10.	Abusive Language	1-2 days I.S.S.
11.	Disorderly Conduct	Community Service
12.	Excessive Talking	Community Service
13.	Excessive Tardiness (>4)	Community Service
14.	Extortion (Money)	1-2 days I.S.S.
15.	Hazing (Forcing Others)	1-2 days I.S.S.
16.	Lack of Class Materials	Community Service
17.	Lack of Cooperation	1-2 days I.S.S.
18.	Restless or Inattentive	Community Service
19.	Rude or Discourteous	Community Service
20.	Mischief	Community Service

All other offenses sent to the office will be dealt with according to the problem and its severity. In School Suspension will only be used in severe clauses stated above. A letter will be sent to the parents, as well as telephone contact made in cases of severe discipline. Please remember that administrators can be used to consult in areas of discipline problems to prevent students being sent to the office on referral. Teachers will be notified of the disciplinary action taken by the administrator the same day the student is referred.

When one or the other administrator is gone, the administrator present will handle the discipline referrals.

Emergency Safety Intervention: Kansas regulations require that USD #210 provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at www.usd210.org under the parent link and in Board policy. USD #210 will provide a copy of the policy upon request.

Smoking: Smoking by students and or possession of any tobacco product is prohibited by any attendance center, at school sponsored events, or on the school grounds.

Student Items not needed in School: Students are not to bring cell phones, trading cards, toys, radios, tape players, headsets or electronics of any kind to school for use anywhere in the building. Gum, candy, pop, are not permitted in the building except on special occasions such as birthdays, holidays or with their teacher's permission. Glass containers, knives, nor any object that is liable to cause injury or property damage shall not be brought to school.

School Dress: Shorts, if worn are to be fingertip length which means that some material is showing when arms and fingers are at their maximum length. Shirts should cover the student's stomach and should have shoulder straps at least an inch wide. Noisemakers, bells and similar items are not to be at school. Clothes that advertise alcohol, tobacco or show vulgar words or scenes are not allowed.

To correct the situation the clothing could be worn inside out, or other clothes found in the building could be used. Parents may be notified to bring clothing for a student to change. Wearing washable colored hair gel is discouraged as it creates a distraction in the learning environment.

16. ASSEMBLIES

Attendance: Teachers are to take students to the assemblies and sit with them. Teacher aides should be designated to assist as needed.

Student Behavior: Students will display courteous and respectful behavior during all assemblies.

Dismissal: Students will dismiss starting at the bottom rows of the bleachers. Please remind students to walk down steps not the actual bleacher. Lines should be formed on both sides of the aisle to make dismissal quicker.

17. HIGH SCHOOL STUDENT AIDES

Expectations of a Hugoton High School Senior Aide:

1. Check in at the office each day.
2. Check out at the office each day when you have completed your block.
3. Watch the video on confidentiality.
4. Call the elementary school before 8:00 A.M. when you are sick so that teachers can be notified that you will not be in attendance.
5. Do not wear hats in the building.
6. Abide by dress code rules of the Elementary School. (length of shorts, no midriffs showing, width of shoulder straps on shirts, etc.)
7. Be familiar with the Hugoton Elementary School handbook. Available at www.usd210.org.

8. No chewing gum or candy while in class.
9. Let the classroom teacher know in advance when you know you will be attending a school activity. (FFA, sporting events, etc.)
10. Above all, remember that you are a role model for the students at HES, so exhibit professional behavior. If you have any problems, questions, or concerns, speak with the classroom teacher or building principal.

Student Aide Requirements:

Punctuality – Be on time and stay until your class time is up. Check in and out in the office. If you are going to be gone (other than for illness), notify the teacher or call the office.

Appropriate Dress and Conduct – Be a good role model. Interact appropriately with students, teachers, and building staff. Take cues from teachers. Don't make them always ask for your help. Be helpful! Dress according to the Elementary School dress code. Don't change for sports unless approved by teacher. Follow building rules.

Evaluation – The High School Counselor will check with teachers and supervisors periodically. Supervisors will complete and return the evaluation to the High School Counselor. Grades will be on a pass/fail basis.

The above criteria will be used by the supervising teacher and the High School Counselor to evaluate your performance as a student aide. Each 9 weeks your supervising teacher will complete an evaluation form that will be returned to the High School Counselor. Should you fail to abide by the guidelines outlined above, you will be removed from the program, given a failing grade (no credit) and be enrolled in another class at HHS. U.S.D. #210 Administration has the right to move or change placement of student aides at any time throughout the school year.

18. BUS REGULATIONS

Students riding the bus are subject to all safety rules as stated by Kansas Laws. In order to maintain bus safety, various rules are made and posted on the bus regarding student behavior while riding to and from school and also on activity trips. The penalty for violating bus rules (Transportation Handbook) carries a written warning to student and parents and a maximum penalty of being denied the privilege of riding the bus by the school principal. The parents are informed of infractions and a conference with the parties involved is required.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Students must stay in their seats and face forward with their feet on the floor. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and the bus is not in motion.

3. Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in her/his hands.
6. Outside of ordinary conversation, classroom conduct is to be observed. The use of profane language and immoral language, tobacco, alcohol or drugs is prohibited.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times. The building administrator may provide a consequence of cleaning the bus if a student vandalizes it and it is reported by the bus driver.
8. Pupils must not at any time extend arms or head out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, pupils must observe directions of driver. If students must cross the road, do so in front of the bus after making sure highway is clear.
11. No pets or animals are allowed.
12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned of unsafe conditions such as heavy snows or flood.
13. Students will not be allowed to ride any other bus but their own from the middle school to the elementary school.
14. Students will not be allowed to leave the bus at the elementary school unless they are to ride home with parents.
15. No glass containers, knives nor any object that is liable to cause injury is allowed. Food or drinks will be allowed.
16. Any Hugoton student may ride to a home on the regular route, but will not be taken to a "nearby" farm, or to a baby-sitter that is not on the regular route.
17. All students must present a note to the bus driver and to their teacher when there

will be a change in the regular bus riding procedure. Kindergarten children especially become very confused with verbal instructions.

18. Young children will never be left at a home alone. If a parent or baby-sitter is not at home when the bus arrives, the child will be brought back to town and parents must make arrangements to have them picked up as soon as possible.
19. Elementary students will be dismissed from the bus at 7:45 A.M. to enter the Elementary building unless it arrives later. The bus will leave the elementary building at 3:40 P.M.
20. Students are not to walk between buses as they will be parked bumper to bumper. The buses will also pull up into the bus drive 3 feet away from the curb.

TRANSPORTATION AGREEMENT FOR ACTIVITY TRIPS

1. Bus drivers will not supervise the behavior of students. The supervision of all students in the group is the responsibility of the coach/sponsor. While the bus is on the road, the driver has only one responsibility and that is to drive the bus safely and will do so only when the driver believes the conduct of their passengers is suitable for safe driving. The driver will not continue in route until all students are seated and quiet. Drivers cannot be watching the road and the bus at the same time. They have the authority to stop the bus and return to school immediately whenever they deem it necessary. If they request that you attend to a problem, please do so immediately. If a coach/sponsor is unable to provide this needed support, U.S.D. #210 will not allow that group continued use of the bus or the sponsor will provide a person to supervise at their own expense of \$6.00 an hour.
2. The bus driver has the responsibility to ask the coach/sponsor their itinerary before leaving on a trip. If the driver does not take this responsibility, it is assumed they are not concerned about the stops that may be requested by the sponsors, especially after the activity.
3. Food and drinks are allowed on the bus when the coach/sponsor wants to take the responsibility for cleaning up all trash and drink containers. That is solely the sponsor's decision. The bus drivers will not help you clean the bus. If the sponsor allows food and drink under their supervision, he/she and their students will pick up all food items brought on the bus. The driver will say or do nothing to encourage proper cleaning. They will provide trash bags and brooms if requested.
4. Before the bus is departed by anyone at the time the bus arrives at its destination and returns to campus, students will pick up all trash and containers from the seats and floor.
5. The bus is to be inspected by sponsor and driver. Complaints by sponsors and/or drivers will be made to the transportation director/secretary the following day.

6. PLEASE DO NOT ALLOW PASSENGERS TO EXIT THROUGH EMERGENCY DOOR!!

Assertive Discipline Plan: A bus safety report will be issued after a first warning and the following procedure will be used:

1. Verbal warning.
2. Meeting with a principal, driver, and student.
3. Meeting with a principal, driver, student, transportation supervisor, and parent notification.
4. Meeting with principal, driver, student, parent(s), and transportation supervisor.
5. If further infraction, student will receive 30 days of school attendance without bus service.
6. Severe Clause - Severe infractions will result in the above steps being advanced. Severe infractions may include destruction of property, fighting, possession or use of illegal substance and willful disobedience.

19. FIRE AND TORNADO DRILL PROCEDURE

Fire Drills: A fire drill is to be held **once each month** at different times of the day with the below plan.

1. The signal will blast continually for one minute as the building is to be evacuated.
2. Teachers are to close all windows, carry the class list of students and direct the students toward the designated exit. All classroom doors are to be closed.
3. Students are to march at a brisk orderly manner, without running, to a teacher designated place at a safe distance from the building.
4. A student runner will report to the building administrator with a class list stating all clear or missing students.
5. Students are to stand in line formation until called in by the recess bell or an Administrator's directed signal.

Doorways and hallways are never to be obstructed. Every person is to evacuate the building during a fire drill. Staff members will be appointed to time each exit for students and report the time to the principal.

Tornado Drills: **One** tornado drill is to be held in the fall and **two** in the spring.

1. A tornado drill will be announced by the use of the intercom and blasting several air horns.
2. Teachers are to direct students to the designated position as indicated on the building floor plan. Teachers are to carry their most current class list of students.

3. Students are to sit with their backs to the wall, knees up, head between their knees and hands clasped over their head. Students are to stay away from glass and open spaces whenever possible.
4. Teachers are to supervise and keep the students in this position until directed differently by an administrator.

Time will need to be kept from when the alarm blast starts until students get into the above positions.

20. U.S.D. CRISIS RESPONSE PLAN

Each classroom should have a red Emergency Management Guide for U.S.D. #210 Hugoton Schools displayed in a visible area of the classroom. The contents of this guide should be followed in case of a crisis.

The following procedures would be implemented in the case of:

1. Death of a student.
2. Death of a staff member.
3. Serious injury to student or staff member.
5. Terrorism

Only the Superintendent or President of the Board Of Education or their designee will have the authority to implement this plan.

Plan and Procedures:

1. The Crisis Response Team shall consist of:
 - a. Board president
 - b. Superintendent
 - c. Building principals
 - d. Counselors
 - e. Faculty member from each building
 - f. School nurse
 - g. School psychologist

2. An information black-out will be imposed at each building level. A Central Office Designee will be identified as the Media Liaison Person. The Media Liaison Person for U.S.D. 210 will be the Superintendent or Board President. In the event the Superintendent or Board President is not present a designee will be appointed by either the Superintendent or the Board President.

3. Each building counselor will be designated as the Family Liaison Person.
 - a. Building principal
 - b. Building counselor

- c. Building Faculty member on Crisis team
4. A Crisis Intervention/Consultant Team of trained mental health workers will be called to work with staff, parents, and students on a tiered level. (Southwest Guidance Center of Liberal, KS 624-8171, has agreed to serve in this capacity.)
 5. Identification of Community Response People to have present at school:
 - a. Ministerial Alliance
 - b. Youth Directors

The above resources could also fulfill substitute teaching roles where needed.
Parents will be welcome into the school, but schools will remain open and run as normal as possible.
 6. Identification of Crisis Rooms (group or individual):
 - a. High School: Group - Library,
 Individual - Library Conference Rooms
 - b. Middle School: Group - Auditorium
 Individual - Library
 - c. Elementary School: Group: Library Resource Classroom
 Individual – Library Resource Classroom
 7. Formulate School Policy on Funerals: The use of school facilities for funerals will be permitted provided the funeral is scheduled at 4:00 P.M. or later on a regular school day. If a family requests the use of the school facilities on a day in which school is not in session, the scheduled time of the funeral will be at the family's discretion.
 8. Availability of Readings on Death:
 - a. Building Libraries
 - b. Building Counseling Centers
 9. Plan for Morning After Staff Meeting: At this time it will be determined what method will be used to present information concerning the present crisis to the student body. In addition the following will be discussed:
 - a. Role of Building Principal
 - b. Role of Building Counselor
 - c. Role of Crisis Response Team
 - d. Role of Crisis Intervention/Consultant Team
 10. Identification of At-Risk Students:
 - a. Boyfriend/Girlfriend
 - b. Classmates/Close Friends
 11. Plan for After School Day Staff Meeting and postvention evaluation.

12. Postvention Evaluation.

Crisis response team:

Board of Education President	Paula Rowden Matt Mills
Superintendent	Adrian Howie
High School Principal	Melody Witt
Middle School Principal	Tyson Eslinger
Intermediate School Principal	Elise Heger Sonja Watkins
Primary School Principal	Tiffany Boxum
High School Counselor	Chelle Leininger
Middle School Counselor	Karie Gaskill
Primary/Inter. School Counselor	Susan Ellsaesser
H.S. Faculty Representative	Nick Rodriguez Angela Heger
M.S. Faculty Representative	Morey Mecklenburg and Harry Ferguson
I.S. Faculty Representative	Theresa Cox
P.S. Faculty Representative	Sue Frederick
School Nurses	Holly Grubbs/Christina Williams/Cammie Heaton
School Psychologist	Rachel Spencer

**21. HUGOTON ELEMENTARY SCHOOL AND DISTRICT COMMITTEES
(TBD on Google Doc Once School Begins)**

Building Leadership Team:

District Leadership Team: Joan Perry, Tonya Hill

Early Childhood Committee:

ELA Committee:

Math Committee:

Social Studies Committee:

Science Committee:

ES Social Committee:

ECDC Social Committee:

Sick Leave Committee:

Superintendent's Council:

Calendar Committee:

Insurance Committee:

PDC Committee:

Elementary School Site Council:

Parent Volunteers:

Mercedes Johnson

Zac Johnson

22. ECDC Duties

		Mid-Block Traffic Mover Duty 3:30 - 3:45	South and Mid-Block Crosswalk Duty 3:30 - 3:45	Bus Lane Duty 3:30 - 3:45
WEEK	DATE	HULLABALOO	CROSSWALKS	BUS LANE
1	August 16-17	Kerbow	Evans/Sullivan	Denton
2	August 20-24	Boese	Perry/Kerbow	Frederick
3	August 27-31	De La Cerda	Losey/Bohl	Hill
4	September 4-7	Scott	Boese/Goode	Stump
5	September 10-12	Goode	Scott/Lomax	Addison
6	September 17-21	Perry	Evans/Sullivan	Kitzke
7	September 24-28	Evans	Perry/Kerbow	Omo
8	October 1-5	Sullivan	Losey/Bohl	Trujillo
9	October 8-11	Losey	Boese/Goode	McClure
10	October 16-19	Bohl	Scott/De La Cerda	Ellsaesser
11	October 22-26	Kerbow	Evans/Sullivan	Kiley
12	Oct. 29 - Nov. 2	Boese	Perry/Kerbow	Lomax
13	November 5-9	De La Cerda	Losey/Bohl	Zabel
14	November 12-16	Scott	Boese/Goode	Ray
15	November 19-20	Goode	Scott/Lomax	Cabezas
16	November 26-30	Perry	Evans/Sullivan	Salazar
17	December 3-7	Evans	Perry/Kerbow	Bojorquez
18	December 10-14	Sullivan	Losey/Bohl	Franco
19	December 17-19	Losey	Boese/Goode	Light
20	January 3-4	Bohl	Scott/De La Cerda	Quattlebum

21	January 7-11	Kerbow	Evans/Sullivan	De La Cerda
22	January 14-18	Boese	Perry/Kerbow	Evans
23	January 22-25	De La Cerda	Losey/Bohl	Goode
24	January 28-30	Scott	Boese/Goode	Perry
25	February 4-8	Goode	Scott/Lomax	Losey
26	February 11-14	Perry	Evans/Sullivan	Kerbow
27	February 19-22	Evans	Perry/Kerbow	Sullivan
28	Feb. 25 - Mar. 1	Sullivan	Losey/Bohl	Boese
29	March 4-8	Losey	Boese/Goode	Bohl
30	March 19-22	Bohl	Scott/De La Cerda	Maravilla
31	March 25-29	Kerbow	Evans/Sullivan	Williams
32	April 1-5	Boese	Perry/Kerbow	Burrows
33	April 8-12	De La Cerda	Losey/Bohl	Arellano
34	April 15-18	Scott	Boese/Goode	Martinez
35	April 23-26	Goode	Scott/Lomax	Sanchez
36	April 29 - May 3	Perry	Evans/Sullivan	West
37	May 6-10	Evans	Perry/Kerbow	Moreland
38	May 13-17	Sullivan	Losey/Bohl	Marquez
39	May 20-21	Losey	Boese/Goode	Camacho

23. Primary School Duties

		Primary Commons Area 8:00 – 8:15	First Grade North Exit Crosswalk 3:30 - 3:45	Bus Lane/Cross walk Duty 3:30-3:45
WEEK	DATES	PCA	NORTH EXIT	BUS LANE
1	August 16-17	Lomax	Stump	Denton
2	August 20-24	Ellsaesser	Kitzke	Frederick
3	August 27-31	Hill	Salazar	Hill
4	September 4-7	Omo	Denton	Stump
5	September 10-12	McClure	Kiley	Addison
6	September 17-21	Stump	Kiley	Kitzke
7	September 24-28	Kitzke	Frederick	Omo
8	October 1-5	Salazar	Bergkamp	Trujillo
9	October 8-11	Denton	Trujillo	McClure
10	October 16-19	Kiley	Lomax	Ellsaesser
11	October 22-26	Lomax	Ellsaesser	Kiley
12	Oct. 29 - Nov. 2	Frederick	Hill	Lomax
13	November 5-9	Bergkamp	Omo	Zabel
14	November 12-16	Trujillo	McClure	Ray
15	November 19-20	Kiley	Stump	Cabezas
16	November 26-30	Ellsaesser	Kitzke	Salazar
17	December 3-7	Hill	Salazar	Bojorquez
18	December 10-14	Omo	Denton	Franco
19	December 17-19	McClure	Kiley	Light
20	January 3-4	Stump	Lomax	Quattlebum

21	January 7-11	Kitzke	Frederick	De La Cerda
22	January 14-18	Salazar	Bergkamp	Evans
23	January 22-25	Denton	Trujillo	Goode
24	January 28-30	Kiley	Lomax	Perry
25	February 4-8	Kiley	Ellsaesser	Losey
26	February 11-14	Frederick	Hill	Kerbow
27	February 19-22	Bergkamp	Omo	Sullivan
28	Feb. 25- Mar. 1	Trujillo	McClure	Boese
29	March 4-8	Lomax	Stump	Bohl
30	March 19-22	Ellsaesser	Kitzke	Maravilla
31	March 25-29	Hill	Salazar	Williams
32	April 1-5	Omo	Denton	Burrows
33	April 8-12	McClure	Kiley	Arellano
34	April 15-18	Stump	Kiley	Martinez
35	April 23-26	Kitzke	Frederick	Sanchez
36	April 29-May 3	Salazar	Bergkamp	West
37	May 6-10	Denton	Kiley	Moreland
38	May 13-17	Kiley	Trujillo	Marquez
39	May 20-21	Kiley	Ellsaesser	Camacho

24. Intermediate School Duties

WEEK	DATES	CrossWalk (3:25-3:45)	CrossWalk (3:25-3:45)
1	August 16-17	Fox	Goode
2	August 20-24	Howie	Settlemyer
3	August 27-31	Trujillo	Fox
4	September 4-7	Hittle	Heger
5	September 10-12	Dillinger	Davis
6	September 17-21	Lewis	Hall
7	September 24-28	Cox	Knier
8	October 1-5	Giudicy	Concannon
9	October 8-11	New 5-6 Sped	Hemann
10	October 16-19	Graber	Martinez
11	October 22-26	Trujillo	Fox
12	October 29 - Nov. 2	Hittle	Goode
13	November 5-9	Heger	Davis
14	November 12-16	Howie	Settlemyer
15	November 19-20	Lewis	Hall
16	November 26-30	Knier	Cox
17	December 3-7	Giudicy	Martinez
18	December 10-14	Hemann	New 5-6 Sped
19	December 17-19	Trujillo	Graber
20	January 3-4	Concannon	Fox
21	January 7-11	Howie	Settlemyer
22	January 14-18	Goode	Concannon
23	January 22-25	Hittle	Heger
24	January 28-30	Dillinger	Davis

25	February 4-8	Lewis	Hall
26	February 11-14	Cox	Miller
27	February 19-22	Giudicy	Martinez
28	February 25 -March 1	New 5-6 Sped	Hemann
29	March 4-8	Graber	Concannon
30	March 19-22	Trujillo	Howie
31	March 25-29	Martinez	Goode
32	April 1-5	Fox	Hittle
33	April 8-12	Settlemyer	Dillinger
34	April 15-18	Heger	Lewis
35	April 23-26	Knier	Cox
36	April 29-May 3	Davis	Giudicy
37	May 6-10	Hall	New 5-6 Sped
38	May 13-17	Hemann	Graber
39	May 20-21	Giudicy	Martinez

25. HES School Staff Meeting Dates

Please place these dates on your calendar. All Staff Meetings will be held as scheduled by administration in the Library Resource Room, Primary Commons Area, ECDC Hullabaloo Room or another designated room. Certified staff are required to be in attendance. Please **DO NOT** schedule any appointments after school on the following dates until after 4:30.

September 13

October 18

November 15

December 6

January 17

February 21

April 18

May 9