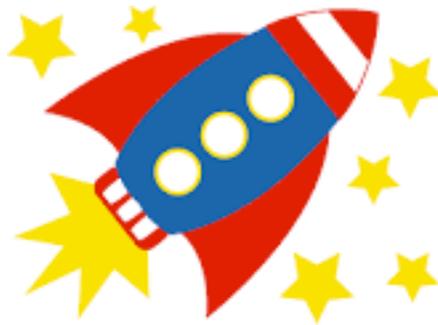


# Windom Elementary School

**WE ARE GOING ON A TRIP...**

**CLIMB ABOARD OUR SHIP!**



**Windom Elementary School  
Gemini II School**

*STUDENT HANDBOOK 2018-2019*

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## ***USD 444 MISSION STATEMENT***

### **MISSION:**

The mission of USD 444 is to prepare students with thinking and reasoning skills so they will become functioning and responsible citizens.

### **GOALS:**

Each student will develop

- basic skills in all curriculum areas
- a positive attitude for learning
- respect for others
- optimum health; physically, mentally, and emotionally
- aesthetic appreciation, and
- a sense of personal responsibility to himself and others.

### **EXIT OUTCOMES:**

Each student will become

- a lifelong, self-directed learner
- a respectful contributing citizen
- a quality producer
- prepared for career opportunities, and
- a positive, responsible, collaborative worker.

### **SCHOOL/COMMUNITY CHALLENGES:**

We will provide

- a positive, caring, learning environment for all students
- support for all students, workers, and patrons, and
- resources to enhance learning opportunities.

## **WINDOM ELEMENTARY MISSION STATEMENT**

The mission of Windom Elementary School is to:

- Provide a learning environment that encourages students to achieve academically, creatively, emotionally, physically, and socially.
- Prepare students with skills to become independent learners as they further their education.
- Promote respectful and responsible citizenship.

## BOARD OF EDUCATION

Jackie Schafer – President  
Cory Dieball  
Zane Zahradnik

Doug Peters – Vice-President  
Andy Porter  
Susie Zeller

## FACULTY - EMPLOYEES

Brent Garrison  
Jon Paden  
Bruce, Sheena  
Collins, Kathryn  
Cordell, Shane  
Cullinane, Abby  
Cunningham, Dorine  
Ediger, Rachel  
Ellwood, Scott  
Ewertt, Courtney  
Farmer, Audrey  
Gadberry, Debbie  
Galyon, Robyn  
Hogan, Cindy  
Howie, Kay  
January, Ranada  
Kratzer, Zoe  
Lafferty, Betsy  
Linder, Lisa  
Lindsay, Jamie  
O'Neill, Teresa  
Park, Kim  
Porter, Julie  
Porter, Vicki  
Prose, Elisha  
Renken, Rhonda  
Rose, Ryan  
Sawatzky, Kathy  
Schrag, Jenny  
Shaw, Robin  
Stephenson, Linda  
Walker, Tanna  
White, Tracy  
Willems, Sandra

Superintendent  
Principal  
Grade 6  
Special Services Paraprofessional  
Counselor  
Nurse  
Pre-Kindergarten  
Art  
Grade 3  
Grade 5  
Grade 2  
Custodian  
Special Services Paraprofessional  
School Psychologist  
Title I  
Grade 3  
Grade 4  
P.E.  
Head Cook  
Speech Pathologist  
Special Services Paraprofessional  
Assistant Cook  
Grade 1  
Librarian  
Teachers' Aide  
Kindergarten  
Technology Director  
Teachers' Aide  
Vocal Music, Counselor  
Special Services Paraprofessional  
Teachers' Aide  
Special Services  
Special Services Paraprofessional  
Secretary

August 2, 2018

Dear WES Students and Parents,

I would like to take this opportunity to welcome you to the 2018-19 school year at Windom Elementary School. As principal, I am looking forward to an exciting and rewarding year. Please mark your calendar for our Parent Information Night to be held on Thursday, August 23. The evening begins at 6:00 p.m. with additional sessions at 6:30 and 7:00. We will be sending out more information at a later date.

We welcome back to WES Mrs. Rachel Ediger who will be teaching art. She had been with us two years ago serving as a teacher aide and paraprofessional. Mrs. Shrag, music teacher, will also be serving as our school counselor this year for a few hours each day.

I would encourage you, as a parent, to become involved in your child's educational experience during the school year. Not only will you enjoy watching your child grow, but he/she will be motivated and encouraged by your interest.

In addition to our academic goals for the building, we will focus on preparing our students for the future by developing positive character traits and participating in the Gemini II School Redesign program. This state program initiative will be exciting for students, staff, and parents as we look for the best ways to educate students and prepare them for their future. So, climb aboard our spaceship and hold on for the ride!

During the school year, the staff at Windom Elementary School will be available if you have questions or concerns about the education of your child. Working together and communicating as students, parents, and teachers, I am confident that we will have a super year.

Sincerely,

Mr. Paden  
Principal

## ALL SCHOOL ASSEMBLIES

School assemblies will be held at various times during the year. Sometimes the program will be presented by an outside group and sometimes students or classes may present the program. Parents, relatives and friends are welcome to attend these assemblies.

## ARRIVAL AT SCHOOL/START OF SCHOOL DAY

**School begins at 8:10 a.m.** The school building will be open to students beginning at **7:40 for shuttle bus transportation and 7:50 a.m. for breakfast students and students not riding a bus.** Buses leave Little River each morning promptly at 7:45 a.m. Students should arrive by 7:40 a.m. at the commons area. Please note that **Wednesday mornings are a one hour late start for students.**

## APPEARANCE / DRESS

**The personal appearance and dress of an individual creates a quick first impression of that person.** Students will be expected to be neat, clean, and dress in a fashion conducive to a good learning situation. **Staff will not allow ridiculing of students. With this in mind, parents and students should be aware of what is accepted as norm in our communities when making appearance decisions.**

Dress will not infringe upon the rights of other students in any manner by creating undue distractions, health, or safety risks. Half-shirts, "fish net" shirts, shirts advertising alcohol or drugs, spaghetti straps, narrow or loose fitting tank tops (including "undershirts" and racerback shirts) are not acceptable. Clothes with obscene, derogatory, or other offensive printing are prohibited. Shorts/skirts (mid-thigh length or longer) are acceptable. **Another way to judge the length is if the clothing is at or below the fingertips, when standing with arms by your side.**

Requests for "dress-up" days may be made for field trips and other special occasions. Students will be given special instructions from their teachers/sponsors on these occasions.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence;
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. (see JDD, JCDA in District Policy Handbook)

## ATTENDANCE

Students are expected to be punctual and regular in their school attendance. Regular school attendance is important for developing a positive teaching-learning atmosphere and for cultivating habits that have value throughout life.

It is the responsibility of the parent or guardian to notify the school office when the student is going to be absent. When absences occur due to illness or emergencies, **the school MUST be informed by telephone or a signed note sent with another child on that day by the start of the school day at 8:10 a.m.** Arrangements for other absences shall be made with the office prior to the absence.

The office staff (principal, secretary, school nurse) often times have to make a judgment call on whether or not to send a student home when he/she is not feeling well and does not have a fever. This decision is not taken lightly and is always made with the best interest of the child and other students in mind. Your understanding and support of the decision is appreciated.

**If a student is absent from school due to illness, under almost all circumstances, he/she should not attend school/district activities that are held after regular school hours (ballgames, programs, etc.).** Our procedures are in line with the jr./sr. high in that students not attending school are not allowed to then participate in activities. If your child is absent or goes home ill (without a fever) and then begins to feel better, parents obviously will make a personal decision. Please feel free to contact the administration in these situations to communicate in case concerns arise.

There are two kinds of absences, excused or unexcused. The building principal is the designated employee to determine whether an absence is excused or unexcused. The reason for the absence needs to be clearly stated to help this determination.

**Excused absences** will usually consist of absences due to:

- a. personal illness - a medical statement may be required. *State law requires that students remain home until temperature has been normal for 24 hours, without fever reducing medication, before returning to school (this policy will be enforced and we ask for your cooperation);*
- b. illness, death, or an emergency in the immediate family requiring the student's presence;
- c. medical or dental appointments;
- d. request of student to appear in court;
- e. school related activities; and
- f. unusual circumstances acceptable to the principal.

**Unexcused absences** will usually consist of:

- a. absences not included in the excused absences.
- b. an absence for which there has been no communication from the parent or guardian by the time the student returns to school after the absence. If there are extenuating circumstances, in the judgment of the principal, a one day period of grace may be allowed for the student to produce the written explanation signed by the parent or guardian providing a reason for the absence.

Excused absences require that the missed work be made up. It is the responsibility of the student to obtain the assignment and make up the work missed during an excused absence. A student will be allowed a maximum of two days to make up missed work for each day missed.

No credit shall be given for unexcused absences. The principal may, in exceptional cases, waive this practice.

When a student is inexcusably absent for three consecutive days, five or more days per semester, or seven unexcused absences in a school year, the student will be considered truant. A significant part of a school day for this purpose shall be an hour or more. After the fourth unexcused or the second consecutive unexcused absence, the principal will contact the parent or guardian. Truancy shall be reported to the local SRS office as required by law.

#### BICYCLES

Bicycles are to be parked in bicycle rack upon arrival at school and are not to be ridden during school hours.

#### BOOK FEES / YEARBOOK PRICE

Technology Fee

-- \$15 (grades K-2)

-- \$25 (grades 3-6)

Textbook Fee -- \$45.00 (*grades PreK-6*)

Yearbook -- \$20.00

#### BUILDING

Weather permitting, all students are expected to participate in outside recess. All students should be properly dressed for outside play. A signed note from the parent needs to accompany a request to not go outside.

#### BULLYING / HAZING

Kansas law **prohibits bullying and hazing**, **Kansas Senate Bill 68** (HB 72-8256) requires district school boards to adopt policies prohibiting bullying on school property, in a school vehicle, or at a school-sponsored activity. This bill also requires each school district to adopt and implement a strategic plan to address bullying, including provisions for training and educating staff and students.

(1) "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

(i) Harming a student or staff member, whether physically or mentally;

(ii) damaging a student's or staff member's property;

(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or

(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "School vehicle" means:

(A) Any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(B) The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.

(C) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. Such plan shall include provisions for the training and education for staff members and students.

(D) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

(E) The requirements of this section shall be implemented by school districts on or before January 1, 2008.

Since this issue could be related to gang activity, the following handbook language is included: Incidents involving bullying, cyber-bullying initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

## BUS BEHAVIOR

**The requirements of this regulation shall apply to all passengers when transported in a school bus:**

### REGULAR BUS ROUTE RULES

1. The driver is in charge of the students on the bus. Students **must** obey the driver **promptly** and **respectfully**.
2. The driver **may** assign a seat to each student.
3. Students must be on time. The bus cannot wait for those who are tardy. Students should walk on the far left side of road facing traffic when going to the bus stop.
4. Students must never stand in the road while waiting for the bus. All students 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 loud or distract the driver's attention. **It is particularly necessary for passengers to be quiet when the bus is stopped for loading, stop signs, and railroad crossings.**
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean.
8. Students **must not, at any time**, extend arms or head out of the bus windows.
9. Students must not try to get on or off the bus or move within the bus while it is in motion.
10. When leaving a bus, students must observe directions of the driver. If one crosses the road, do so at least 10 feet in front of the bus, in view of the bus driver, after making sure the road is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. Students riding a bus during a stormy season are advised to listen to the T.V. or radio for storm warnings and not attempt to reach school in unsafe conditions such as heavy snows or flooding.
13. Use of tobacco inside a bus is prohibited.
14. Alcohol or drugs are not allowed on the bus.
15. **Animals may not be transported in a bus.**
16. Student PERSONAL transportation drivers at USD 444 buildings are not to park in the no parking zones and crosswalks are to be used by students entering and leaving the school property.

REGULAR BUS ROUTE RULES (cont.)

17. Parents **should not** encourage students to cross the street at other areas.

18. **ACTIVITY TRIPS** - The same rules as the regular bus route rules apply. However there may be some exceptions with the approval of the driver and sponsor.

**PENALTY:** For violating these rules students will be reported to the school principal, who can deny students the privilege of riding the bus. The principal will make final determination regarding consequences.

### **CONSEQUENCES FOR MISBEHAVIOR**

A multicopy form is completed by the bus driver and sent to the principal.

1st Time – Referred to the principal, parent notification and/or conference, bus riding probation.

2nd Time - Referred to the principal, parent notification and/or conference, 1-day bus suspension.

3rd Time - Referred to the principal, parent notification and/or conference, suspension from the bus for 3-days.

4th Time - Referred to the principal, parent notification and/or conference, suspension from the bus for 5-days.

5th Time - Referred to the principal, parent notification and/or conference, suspension from the bus for the remainder of the semester.

Severe - Immediate suspension from bus. Parent notification and/or conference, penalty determined by school policy and administration - could include out of school suspension as well as suspension from riding the bus.

### **DON'T LOSE YOUR RIDING PRIVILEGES - FOLLOW THESE RULES**

1. Rules for behavior are the same as at school.
2. Sit properly in assigned seat.
3. Be courteous, no profanity, cruel teasing, rude gestures or putdowns.
4. Keep all parts of body and objects to yourself and inside the bus.
5. No eating or drinking on the bus (exceptions may be made on activity trips by driver/sponsor).
6. Follow the bus driver's directions.

### **CANDY-GUM-FOOD POLICY**

Students are to refrain from bringing candy, gum or other food to school. Exceptions to this may be made only in case of class or group celebrations of birthdays or parties with prior approval from the teacher. If treats are brought for birthday celebrations, limit the amount to one item per person.

If treats are given to students by teachers, they are to be eaten in that classroom before the student leaves, or taken home to eat.

### **CLASS PARTIES**

Class parties and/or special activities will be organized under the direction of the classroom teacher for some holidays. Upon teacher request and direction, parents may become involved in helping with the party plans and activities. **Packaged treats are encouraged.** Please **do not** have personal gifts delivered to school (balloons, etc.) on birthdays or holidays.

### **COMMUNICATION with WES OFFICE – ABSENCES, TRANSPORTATION, SCHOOL EVENTS**

Communication between parents and teachers and the office is encouraged. Communication between parents and teachers requires both parties to be willing participants. This can eliminate misunderstandings

regarding grades/student performance and will benefit the student. The school webpage, Facebook page, and district calling system will be updated and utilized frequently for communication of school events, closings, etc.

**Parents must make a phone call to the office if your child is ill by the start of the school day at 8:10 a.m.** In the age of technology, while e-mail and texting is convenient, **there are no guarantees that e-mail or a text will be checked before the end of the day.** Glitches in delivering time and the fact that **a staff member you are texting or e-mailing may be gone** are reasons we request a phone call. You may e-mail and/or text in addition to making a phone call.

**We do need a phone call (before 3:00 p.m.) or a note from a parent/guardian for bussing changes after school.** When a student informs us of a change of plans for bussing or to wait after school, if we do not have a parent call or note, we will have the student do their normal transportation routine.

Our primary goal is student safety and making sure that your messages are relayed on correctly so that there is no confusion. A direct phone call to the office is still our most accurate means for ensuring good communication.

#### EMERGENCIES/CRISIS

Windom School has a Crisis Plan in plan to address emergencies. Please refer to “Crisis Letter” included at the back of this handbook. Staff members are to provide assistance to any individuals who are mobility impaired when it is necessary to exit the building or area for emergencies.

#### FIELD TRIPS

Classroom or school-wide field trips may be scheduled at various times during the year. Upon teacher request and direction, parents may become involved in helping with the trip activities. Please refer to the Parent Supervision Guidelines included at the back of this handbook.

#### FIRE DRILLS

Fire drills will be held once a month as required by law. Students are to walk from the building through the appropriate exit. Students will be instructed as to the proper procedure early in the school year.

#### GRADE REPORTS

Grade reports will be sent home with the student at the end of each 9 week period, usually on Wednesday following the last day of the nine-weeks grading period. They should be signed by parents and returned to the teacher as requested. Mid-term grade reports will be sent home as well during each 9 week period.

#### INVITATIONS to PARTIES or OUTSIDE OF SCHOOL ACTIVITIES

**Distributing invitations to activities outside of school (ie. birthday parties, slumber parties, etc.) is not allowed in the school setting.** We feel that this should be done with direct parent communication so that all questions and concerns can be expressed between the persons involved. When invitations are distributed at school, many questions arise, such as: why was somebody invited and I wasn't?, may I go?, who will sponsor?, how will I get there?, how will I get home?, etc. This situation can create questions and disrupt the learning environment. Please make all arrangements for these types of activities somewhere other than at school.

#### ITEMS BROUGHT TO SCHOOL / WEAPONS

Students are requested to limit items brought to school to general supplies and books needed for educational purposes only. Lost items are not the responsibility of the school. Items brought for display and/or show-and-tell purposes require teacher permission before being brought to school. **Animals may NOT be brought on the bus for show-and-tell.** Show-and-tell involving animals requires communication with the teacher and permission.

**REMINDER --- a student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.**

## LOCKERS

Lockers in the main hallway will be assigned to students. They should be used mostly for coats and/or book bags. Students will be asked to share a locker with another student. There will be no locks on these lockers. Nothing that will become spoiled should be put in the lockers. Periodic locker checks will be made to insure cleanliness and health protection of students. Posters etc, that are placed on the inside of the lockers must come off without damage to the paint. **Stickers may be placed on personal property only.**

## LOST AND FOUND

**Students should have their names on ALL items brought to school (including jackets, coats, etc.)** Items that are lost or found should be reported to the office. A lost and found box will be located in the gym. Parents may search the lost and found box as well. Students are responsible for their own possessions

## LUNCH/BREAKFAST PROGRAM

1. Lunch prices: K-6 Students - \$2.65 per meal; Breakfast prices: PreK-6 Students - \$ 1.45 per meal.
2. Students will eat in a room directly east of the kitchen. No food is to be taken from the lunchroom without permission.
3. All schools in Kansas who serve lunches under the direction of the School Lunch Section are required to make information available to families concerning the serving of free lunches/breakfast, or lunches/breakfast at a reduced price. The families who qualify are those which would generally fall within the low income category or have experienced a financial hardship of some type. Parents who feel they may be eligible for this program should contact the building principal to receive complete information. Any arrangements made under this program are confidential and will be designed so that the children will suffer no embarrassment.
4. Students who eat school lunches/breakfast and are allergic to certain food items must have a note from their doctor verifying the allergy. This note will be used by the cooks in planning the menu. It may be necessary for students to bring their own sack lunch/breakfast if a special menu is required.
5. Lunch/breakfast tickets should be purchased in advance. Payment is necessary or a sack lunch/breakfast may be brought to school until payment is made.
6. **Parents may eat a school meal with their child(ren) twice a year.** Please inform the office a day in advance of your visit.
7. Daily milk purchases (.50 per carton) can only be made when eating a sack lunch.
8. Extra milk (**PreK and Kindergarten only**) - \$40.00 per semester or \$80.00 per year.
9. **Meal balance on account notices are sent home when the account is near expiration. Sack meals from home are permitted if the account expires.**
10. **Students bringing sack lunches may NOT bring pop or candy. Students bringing sack lunches should bring meals that do not require heating in a microwave or refrigeration.**

## Students in grades K-6

1. When a student (grades K-5) has a negative balance in his/her meal account the school will notify the parent of such by phone or home visit. The parents will be informed that the student will not be allowed to eat the day following the call or home visit. Students are not to be refused lunch until contact is made with the parent.

Parents will be given an opportunity to complete a nutrition program application or to complete a payment plan.

2. If a student (grades K-5) does not bring lunch money or a sack lunch with him/her to school, the following procedures will be used for 5 days following the call or home visit:
  - a. The teacher will be notified at least 30 minutes before the lunch period of the lunch situation. The cooks will receive notification at least by 10:00 a.m. of the day they are to prepare a sandwich for the student(s).
  - b. Two or three minutes before the students are to be dismissed for lunch, the teacher will call the student(s) to the hall that have exceeded the maximum lunch charges. The teacher will tell him/her that they need to go to the office to visit with the principal. Prevent as much embarrassment as possible by not allowing other students to know what is going on.
  - c. When the student(s) arrives at the office, the principal will let him/her know what is happening. The cooks will prepare a sandwich in advance for the student(s) that are not being allowed to eat the full meal. The principal will then take the student(s) to the lunchroom to receive their provided sandwich. The sandwich and a carton of milk will be placed in a sack for a sack lunch for the student(s). The student will eat their sack lunch with their classmates.
  - d. At the end of those 5 days: If there has been no effort on the parents behalf to provide either sack lunches or payment for meals, the child will be turned into DCF as a child in need of care and that the parents have been negligent in providing meals for their child.
  
3. Any negative balances will be carried forward to the next school year and must be paid first before other fees.

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: [\(202\) 690-7442](tel:2026907442); or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## MEDICATION POLICY AND PROCEDURE

Diagnosis and treatment of illness and the prescribing of medication is not the responsibility of the public schools and are not to be practiced by any school personnel, including the school nurse, unless authorized hereinafter.

### Administration of Medications

The following rule for the administration of medication by school personnel, including the school nurse, is authorized:

Administration of acetaminophen or other over-the-counter medications shall not be practiced by any school personnel including the school nurse;

In certain circumstances, where medication is necessary in order that the student remain in school, the school may cooperate with parents, but the family physician will send a written order to the school personnel who may administer the medication or treatment. **HOWEVER, PLEASE TRY TO SCHEDULE THE DOSAGE TIMES SO THAT THE PRESCRIPTION CAN BE GIVEN AT HOME.** If it is necessary for the student to receive prescription medication at school the following procedure must be followed:

1. Present a signed Student Medication Release Form signed by the family physician that includes the name of the medication, dosage, time of day to be given, and duration of treatment.

2. Parent must have completed and signed their portion of the Student Medication Release Form.

3. The parent or other responsible adult designated by the parent must bring the medication to school **in the original prescription bottle properly labeled with a current date** by a registered pharmacist as prescribed by law.

4. The medication must have been administered at home at least once to reduce the risk of a reaction at school.

5. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container. Failure to comply with the above requirements will result in the medication NOT being administered at school.

## PARENT INVOLVEMENT

Parent involvement in a child's education at Windom Elementary is highly encouraged. A child's success in school is in direct proportion to parental interest and involvement. There are several opportunities during the year to become involved in activities. Teachers **may** request parental involvement with classroom activities, celebrations, and select field trips. Many times there is enough staff supervision available for field trips and bussing space may limit involvement of parents.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all students during the month of October. Specific times will be announced in advance. Conferences will be scheduled the second semester upon teacher or parent request. It is strongly encouraged that conferences be arranged between parent and teacher at any time either party feels a direct benefit to the child might result. **Communication is encouraged and is the responsibility of both parents and teachers.**

## PRE-KINDERGARTEN

Pre-K students attend at Windom Elementary School. We have two sessions for Pre-K. The a.m. session begins at 8:10 a.m. and dismisses at 11:10 a.m. The p.m. session begins at 12:30 p.m. with a 3:30 p.m. dismissal.

Students should not be dropped off until 7:50 a.m. and preferably closer to 8:00 a.m. For the afternoon session, students should not be dropped off before 12:20 p.m. Please note that Wednesday mornings are a one hour late start so the session will run from 9:10 a.m. - 11:10 a.m.

If you are picking your child up, it is important to be at the school by 11:05 a.m. or 3:25 p.m. for prompt pick-up. Transportation from Little River and Marquette is provided for a.m. students to school, but not at dismissal. Transportation for p.m. students will be available at dismissal, but not to school. Students with an older brother or sister will be able to ride a route bus to school in the morning or home in the afternoon.

## RULES AND REGULATIONS

For the well being and safety of students, we will enforce the following rules and regulations:

A. Walk at all times when in the school building. Reserve running for Physical Education time. Walk when going to and from the bus.

B. Keep the school building neat and clean. This is your school -- do your part in keeping the surroundings attractive and pleasant at all times.

C. Use gym shoes when playing on the gym floor. Rubber soled shoes that are used as street shoes are not acceptable as gym shoes. Gym shoes need not be new, but must be clean and **used only for play on the gym floor**. Stocking feet will **not** be allowed in the gym.

D. Supervising teachers/staff are responsible for you at all times when you are involved in school activities. You must cooperate with them so they can carry out their responsibilities.

E. Use proper manners in the lunchroom. You are encouraged to eat one bite of everything on the menu. **No** food trading. If seconds are available, you may go back after all of the first serving has been eaten. Keep the lunchroom pleasant by keeping noise to a minimum.

F. School books and supplies that are rented by students become the responsibility of the renter. Any damage or loss of these items will require replacement by the renter.

G. While waiting for the bus, stand behind the **red line** on the front sidewalk. Stay back off the sidewalks along the curb until the bus comes to a complete stop. Wait your turn to load.

H. Keep hallway noise to a minimum at all times. Talk quietly and close locker doors quietly.

I. Use playground equipment properly. Think about the purpose of the equipment and use it safely. Note the following **safety rules**:

1. Ball toss - use proper size equipment/balls.

2. Merry-go-Round

- Sit to ride **do not stand** on merry-go-round.
- Riders should get on while the merry-go-round is stopped.
- Avoid hanging from or jumping from the merry-go-round.

3. Playground Unit

- Button steps - only one person on a button at a time.
- Balance beam - no shoving or pushing.
- Glider - No pushing or pulling on others. Glide across/back and take turns.
- Slides - one person at a time. Wait until person is completely off of slide. Do not stop going down slides. Do not walk up the slide. Sit on slide- go down frontward, feet first. Avoid hanging from or jumping from the slide.

- Shake bridge - do not stop for a period of time in the middle. No climbing over or through rails.
- Mountain climb - one person at a time.
- Monkey bar climb - no pulling or pushing of others, one person at a time.
- No shoving, pushing, or pulling on other students anywhere.
- Wood chips should be left on the ground, no throwing, kicking or piling.

#### 4. Swing

- Swing back and forth--not sideways.

#### 5. Tire Swings

- No one on the tire swings until a supervisor is in visual contact and says ok.
- Line up on the east and west ends behind the blue poles.
- Approximately 1 minute per turn.
- Younger/smaller students may have two students on at a time. Older/larger students - one.
- Two people may push each tire swing, only two.
- Pushing should be controlled. Not too high. Do not run under the swing, etc. No over-aggressive "flinging".
- Failure to follow these rules will result in IMMEDIATE suspension from the tire swings for the remainder of recess and possibly future days/recesses.
- Pushers are not to be between the framework and the swing when pushing. Must push from the outside (north and south of the swings).

#### 6. Other

- When ball games such as soccer, football, softball, or kickball are played in an area, children should play other games elsewhere on the playground.
- Jungle bars and physical activity center are to be used safely. Take turns. Avoid pushing or jumping from high places.
- Only one person leaves the playground to retrieve play equipment.
- Leave dangerous objects like sticks and limbs alone while running and playing.
- Ropes are for jumping.
- Mud scrapers are for cleaning shoes. Do not play on them.
- Teeter-totter -- play safely -- one on each end. No running on teeters.
- Mulch material is for your safety. It should be left on the ground in its' designated area.
- Spring saw--use seats appropriately.
- Picnic table --no standing on or jumping from table or benches.
- Play playground games by rules.

### SCHOOL VISITORS

Parents are encouraged to visit school. Please notify the classroom teacher and office of your visit in advance. Students wishing to bring friends or relatives to school as visitors need prior approval from the school office. **Visits will be limited to approximately one hour. All visitors** must check in at the office. Grandparents and other visitors must have parents contact the school for visit approval. Determination of an appropriate number of visits during the school year will be made by the building principal.

### SPECIAL EDUCATION SERVICES

Students with special learning needs, as identified through a referral process, will be served by special education resource personnel. This special education program is administered through the Rice County Special Services Cooperative with Lyons, USD 405, serving as the sponsoring district. These services are shared with other Rice County schools.

#### SPORTSMANSHIP/SPECTATOR GUIDELINES

Student participation at athletic events and other school functions is often limited to being a spectator at the K-5 level. Because of this and combined with the naturally short attention span of this age, it is difficult for students to maintain interest in the activity for an extended length of time. Due to these factors, we suggest that parents and students consider carefully the opportunity of having students involved as spectators for a long period of time. We do feel that involvement is important and we do encourage participation.

**Students attending school activities as a spectator are expected to display behavior that is courteous and respectful to the activity participants. Be an active supporter of the activity and use the opportunity to show good sportsmanship at all times. Students MUST be supervised by parents or another appropriate supervisor at all school activities. Students will not be allowed to be up and down and running around at activities. If reprimanded, they will sit with their parents or not be allowed at activities.** USD 444 students will be admitted free to all regular season home game activities. Tournaments require paid admission. Please refer to the **Student Behavior at School Activities** page located in the back of this handbook.

#### STORM DISMISSAL

If school will not be in session because of storms or other unforeseen circumstances, the announcement will be made on the district calling system and on KWCH TV, KAKE TV, KSN TV, and numerous local radio stations

#### STUDENT CONDUCT AND RESPONSIBILITIES

Each student is expected to display a positive, cooperative attitude in all areas of school life. Disciplinary action may include one or a combination of the following: communication with parents, an alternate work assignment, taking away privileges, staying after school (transportation by parents **will** be required), report writing on specific topics, serving detention time, in school suspension, out of school suspension, and developing plans for improvement.

*Use of books and equipment:* Students are expected to take good care of ALL school equipment and replace them if damaged or lost.

#### STUDENT IMPROVEMENT

Student Improvement Team Plan (SIT or SIP) – Students are placed on a SIT or SIP plan at the recommendation of staff. Initial meetings involve staff that work with a child and parents are often invited to attend SIT meetings as well. Recommendations from staff for a SIT meeting are based on academic concerns and/or any other concern that might be observed. The purpose of the meeting is to allow the team to discuss needs, develop strategies to address such needs, and develop a plan to monitor success. The purpose of both the Title I Program and the Student Improvement Team Plan are to address concerns as early as possible

#### STUDENT INSURANCE

Student Accident Insurance will be available for purchase by each individual family, if you so desire. A brochure explaining the coverage and rates will be available on request from the school office.

#### STUDENTS WHO ARE MOVING

If you move or change your residence or telephone number, report this to the school office immediately. If your move no longer permits you to attend USD 444, refunds will be made only after textbooks and other materials belonging to the school have been checked in. The student's records will be sent to your new school upon request of your new principal.

## TECHNOLOGY / INTERNET USE

Students will utilize technology (computers, laptops, Internet, etc.) during the school year for educational purposes. Windom Elementary School and USD 444 expects responsible use of technology by students. The Internet Safety Policy addresses, but is not limited to, the following issues:

- Access to inappropriate matter on the Internet will result in loss of privileges.
- Electronic mail, chat rooms, and other forms of direct electronic communications will not be allowed.
- Unauthorized access, including "hacking" and other unlawful activities is prohibited.
- Unauthorized disclosure, use, and dissemination of personal information is prohibited.

## TELEPHONE

Use of the telephone by students **will be limited to necessary calls as determined by school staff**. Students will be called from class for emergency calls only. A message will be taken and delivered in all other situations.

## TITLE I

Our Title I Program is a federally funded program that allows us to have additional staff to help support and assist students that may have concerns in reading or math. The program allows students to move in and out of such services based on test scores, teacher recommendation, and need. Nearly all students, whether qualifying for Title I services or not, will benefit from the instruction of our Title I teachers.

**TORNADO DRILLS** - Tornado drills will be held as required by law. Students will be instructed as to the proper procedure early in the school year.

## WINDOM ELEMENTARY GRADING SCALE

### K-2

<b>Grade</b>	<b>Description</b>	<b>Grade Range</b>
E	Excellent	95 – 100
S+	Exceeds Mastery	90 – 94
S	Meets mastery	80 – 89
S-	Nearing Mastery	70 – 79
U	Lacks Understanding	0 – 69

### 3<sup>rd</sup>-6<sup>th</sup>

<b>Grade</b>	<b>Description</b>	<b>Grade Range</b>
A+	Excellent	97 – 100
A	Excellent	94 – 96
A-	Excellent	90 – 93
B+	Good	87 – 89
B	Good	84 – 86
B-	Good	80 – 83
C+	Average	77 – 79
C	Average	74 – 76
C-	Average	70 – 73
D+	Poor	67 – 69
D	Poor	64 – 66
D-	Poor	60 – 60

F Failing 1 – 59  
I Incomplete 0

### Student Behavior at School Activities

To: Parents and Students of Windom Elementary School  
From: Mr. Paden, Mrs. Herbst (jr./sr. high principal), Mr. Zimmerman (athletic director)  
Date: August 1, 2018  
Re: Student attendance and behavior at ballgames and other school functions

Please keep in mind that if your child is in grades K-5 they **must have a parent or guardian supervising** them if they attend athletic games or school functions. If an older sibling is designated as the supervisor, please be sure that they understand their responsibility.

**Students are GUESTS at games and other jr./sr. high functions.** If attending the event students should be **responsible spectators.** Students should not be running up and down bleachers, going back and forth numerous times to the restrooms and concession stands, on the gym floor at any time, etc. The supervisors for the school district are not meant to serve as "kid-sitters" at events. The administration and athletic director have discussed and we **will not give numerous warnings to students about inappropriate behavior.** We would like to be able to watch and enjoy the events as well while supervising. **If students are not being supervised and are acting inappropriately, they will be taken to their parents or guardian to sit for the remainder of the activity. If they do not have a parent or guardian at the activity, they will be asked to leave.**

Our primary concerns are student safety and the fact that most people are at the activities to enjoy the event. **As students and parents, everyone should respect the rights of others attending to watch the event.** This includes home games and games at other schools.

Thank you in advance for helping with this situation and making the events enjoyable for all attending.

**Please keep in mind the following guidelines that will be enforced.**

1. Under the bleachers is a NO KID ZONE. Students should not be on the track area in front of the main bleachers. They should not be in front of, behind, or near the cheerleaders for safety reasons.
2. Do NOT bring balls to games. Footballs being thrown on the track or around patrons will be confiscated.
3. Students are NOT to be horse-playing or sitting behind the end zones (or down by the flagpole) to watch the game. They can sit along the sidelines with their parents. When they play in the end zone, they cause a distraction for the players.
4. If students ride their bikes, they must park them along the west side of the concession stand.
5. Students who are warned for causing problems or doing what they shouldn't be doing will be asked to sit with their parents for the remainder of the game; if no parents are present, they will be escorted to the gate and asked to go home.

## *Guidelines for Parent and Sponsors of Field Trips*

*We would like to thank you for agreeing to participate as a **sponsor** for our field trip. You will notice the emphasis on the word sponsor as this is an important role in helping to make our trip educational and successful.*

*Please keep the following in mind:*

- 1. It is important that sponsors stay with students and the group at all times.*
- 2. While you may spend time with your child, we do ask that you help in supervising all students and assist the teacher and staff members in any way possible.*
- 3. We have high expectations for students and staff members in regards to representing our school. Behavior and participation should display our knowledge of good character traits. Specifically, students should demonstrate respect and responsibility at all times.*
- 4. We are a “drug-free” school and district, so we ask that parents/sponsors do not use tobacco products during any school activity, which includes field trips.*
- 5. If you are acting as a sponsor, younger siblings may not attend so that you can focus on supervision and sponsor roles.*
- 6. If you are a parent (not acting as a sponsor) who meets the group on a field trip with a smaller sibling, please be sure that you, as the parent, are responsible for the younger child. The sibling should not distract or interrupt the activities/participation of the students on the field trip. Older siblings will be expected to stay with their group or class and should not be asked to watch or hang on to a younger sibling.*
- 7. On certain trips, it may be appropriate for parents to meet the class and students at a field trip site. You must communicate directly with the teacher to see if meeting the group fits the field trip.*
- 8. The classroom teacher is always in charge and responsible and liable for the safety of the students.*
- 9. If you are scheduled to attend a field trip as a sponsor, it is important that you let the teacher know as soon as possible if you are not able to go as a sponsor. This will allow the teacher enough time to make other arrangements.*
- 10. As a parent, please do not buy or give your child anything special on the trip that other students do not have the same opportunity to receive.*

11. *Please do not utilize cell phones/texting while supervising except for emergency purposes.*