

Soderstrom Elementary



2019-2020 Handbook

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Introduction

It is the desire of all staff members at Soderstrom to provide classrooms where students will eagerly attend and optimal learning occurs for all. As the school year progresses, it is our sincere wish that all students experience success in the challenge of learning. We welcome each family to communicate with our staff to ensure a positive school year.

Please use this handbook as a guide for assistance on elementary school issues. This guide is not to be considered an all-inclusive school policy manual. We are certain that it will prove to be a valuable resource for you. If there is something that worries you or your child, if there is a misunderstanding, or if you need additional information, communicate with the school immediately by contacting the teacher and then the principal. We are here for the students and wish to be active partners with the parents in the education of all students.

Mission Statement

USD 400 will provide all students with experiences enabling them to develop the knowledge, skills, and values to become responsible, successful learners.

Soderstrom students will become life-long learners by working, playing, and learning together in a safe and caring environment.

Student Success

A child's preparation and success in school and later life is affected by many variables. Parent involvement is the most important variable in the development of a child. Parents can enhance that development

- ~ by being positive
- ~ by showing interest in the child's school activities
- ~ by listening
- ~ by building on previous experiences
- ~ by encouraging and expecting high performance in school work and other responsibilities
- ~ by building the child's confidence with praise for successes no matter how small they may be
- ~ by reading books, magazines, and newspapers in the home
- ~ by providing proper nutrition and rest, and
- ~ by being an example.

A child learns and grows daily. Taking time to provide positive experiences for children help them prepare for success.

School Hours

7:30a.m. - 4:00p.m.	Office Hours
8:10a.m. - 3:30p.m.	School Day
7:50a.m. - 3:50p.m.	Teacher Day
8:10a.m. - 11:10a.m.	Morning Preschool
12:30p.m. - 3:30p.m.	Afternoon Preschool

Arrivals prior to 7:50 a.m. are strongly discouraged. This is for the general safety and welfare of the students, since teachers are busy preparing for the school day. Students may enter the building at 7:50 and sit in designated areas in the gym prior to the 8:00 bell. Students are supervised by staff during this time. Supervision is not available prior to this time. Students who eat breakfast at Soderstrom may arrive at 7:45 and proceed to the lunchroom.

Students are expected to leave the school premises immediately after dismissal at the end of the day unless they are required to stay for a teacher or a scheduled activity.

Students are to use crosswalks at all times when crossing the street. No school equipment is to be used by students after school, unless it has been previously arranged with a teacher and supervised by a staff member.

Bus riders are to load the buses immediately after school and remain on the bus.

Visitors (Will Need to Show Drivers License)

All parents and visitors must report to the Soderstrom office when entering the building. The school office shall approve visitors to the classroom. Parents are a vital part of our school. Parents are encouraged to visit the school and the classroom. Visiting the school shows your child that you care about him/her and are interested in the school process. Such interest is important for a successful school experience. The best visit is one that is planned in advance with the teacher. All visitors are required to check in and out of the office for a badge, which will require showing your driver's licenses. The school reserves the right to deny visitation to any individual. Anyone who is in the building who is not a staff member, and is not wearing an identifying badge will most likely be approached by a staff member and asked to return to the office for a badge.

Lunch Visitors

If visitors plan to eat lunch at school, they should call the office by 8:30a.m. to be included in the lunch count. If you do not call by 8:30, it is very possible that we will not be able to accommodate you at lunch that day.

Emergency Closings

If there is an emergency closing of a USD #400 school(s), an announcement will be made as soon as possible on:

Soderstrom Elementary Facebook Page

USD 400 website: www.smokyvalley.org

Smoky Valley USD #400 | Facebook

Smoky Valley USD #400 | Twitter

Automated phone system through our school district

Channel 12 – KWCH

Channel 10 - KAKE

Channel 3 - KSN

Salina Radio Stations: KSAL (AM) 1150; KYEZ (FM) 104.9; KSKG (FM) 99.9; KINA (AM) 910

McPherson Radio Stations: KBBE (FM) 96.7; KNGL (AM) 1540

If school is dismissed early because of inclement weather, the school office will assist students in notifying parents. The school may not be able to notify all parents so we ask that you tune in to the radio during severe weather. We appreciate your cooperation in these situations. You will be asked to fill out an inclement weather notification form at the beginning of the school year.

Important Telephone Numbers

Soderstrom Elementary School.....	227-2945
Smoky Valley Middle School.....	227-4249
Smoky Valley High School.....	227-2909
Central Office.....	227-2981
Bus Barn.....	227-2407

Attendance

Since regular attendance is important to a student's success in school, students need to attend school daily and be on time. Students are responsible for making up all schoolwork missed during their absence. This work should be made up in a timely manner.

It is the responsibility of the parent to inform the school of a student's absence between 7:30 a.m. and 9:00 a.m. on each day of an absence. A telephone call will be initiated to the parent when there has been no parental contact by 10:00 a.m. We do this to ensure the safety of all students. However, the responsibility for the student reaching school remains with the parent. If we cannot make contact on the telephone, parents shall submit a written excuse to the school office. Absences excused by the parent may not necessarily be excused by the principal.

A child will be determined truant if absences in excess of three (3) consecutive days or five (5) or more days in any semester without being excused and will be handled as a truancy and reported to D.C.F. (K.S.A. 72-1111 and 72-1113).

Attendance and Extra Curricular Activities

If a student wishes to attend or participate in any extracurricular activities (i.e. - vocal music concerts, band concerts, PTO sponsored events, MS/HS ball games, etc.) the student must be in attendance at least ½ day prior to participating in activities. The administration reserves the right to have the final determination in all activity/attendance situations.

Excused Absences

Absences shall be excused due to:

1. Illness
2. Family Emergency
3. Funerals
4. Advanced approval by the principal

Tardies

It is our desire to teach students the importance of being to school on time. We need parental support and cooperation in this area. It is both awkward and upsetting to a child to enter the classroom once the class has already begun their day. Instruction is often missed when students are tardy.

School begins at 8:10 a.m. every morning and we expect students to be in their classrooms when the 8:10 tardy bell rings. If a student is not in the room by 8:10 a.m. they will be reported tardy. Every 10th tardy will result in a 30 minute detention after school. (3:30-4:00)

Irregular Dismissals

Our school will send a email or newsletter home whenever the regular school hours are changed. Parents should consult the school calendar or web page for holidays, teacher workdays, and teacher in-service days.

Bicycles / Roller Blades

Bicycle riders are to walk their bikes on the sidewalk and crosswalks. All bicycles should be placed in the bike racks and remain there until leaving school.

Students with roller blades and scooters are not to skate on the sidewalks around the school building before or after school. Students are to take the skates off when arriving on school grounds and scooters should be folded. Roller blades are not to be worn in the building.

Birthdays

Birthdays are a very special time for youngsters. All students' birthdays are displayed on a special bulletin board. Those students whose birthdays fall during the summer months are celebrated during the regular school year. June birthdays are celebrated in January, July birthdays are celebrated in February, and August birthdays are celebrated in September. Parents may send birthday treats to school after the date and time are cleared with the classroom teacher. Students are not permitted to pass out private party invitations at school.

Flowers & Gifts

Sending gifts such as flowers and balloons to school is strongly discouraged. If such deliveries are made, they are to be picked up by the student after school and may not be transported on the bus.

Camera Use Policy

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive or considered inappropriate, as determined by the school staff. Cameras shall not be used in the classroom without permission unless the photographs or videos taken are for an official or authorized school publication, broadcast or other school use.

Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Reasonable Search

The Principal may conduct a search on school property. Lockers and desks are school property and any property therein can be searched at any time.

Communication

Communication with the home is very important to the staff at Soderstrom Elementary. We feel that keeping the parents informed about the happenings at school is well worth the time.

The office publishes a weekly note that will be sent home via e-mail. This note includes information on upcoming events. This publication will keep you informed of upcoming events as well as other valuable information. Please take time to read.

Please visit our web page at events.smokyvalley.org

Drug Free Schools Policy

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

Safety Drills

The school principal will conduct 4 Fire drills, 2 Tornado drills, and 3 Crisis Drills.

Whenever there is a student with a physical disability in a classroom the teacher will make provision for the necessary assistance to evacuate the student in case of fire, tornado, and evacuation.

Student Behavior & Discipline

Students are expected to:

1. Use good manners
2. Obey all requests by staff members
3. Respect other students, adults, and school property
4. Use appropriate language and gestures
5. Keep hands, feet, and objects to themselves
6. Walk quietly in the halls
7. Complete classroom work and homework

Soderstrom Elementary Discipline System

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event. The vehicle used to implement the grade K-4 (15) point system disciplinary system.

- * This system is cumulative. All points are cumulative to 15 points. Once a student accumulates 15 points a short-term suspension (10 or fewer school days) will be given. If student is given a long-term suspension (greater than 10 school days) a hearing will be held to determine length of suspension or possible full expulsion.

- All students will begin the year with zero points. The system is a year-long system. Assuming the student is in good standing at the end of the year, he or she will begin the following year with zero points.
- Any student that accumulates 10 points will have a conference with administration.
- Any illegal activities may also warrant police involvement.
- All Level Referrals will require the refocus process (student ownership of violations) as a consequence.
- Effective use of the refocus process (cooperation, honesty, immediate ownership) may be considered as a mitigating factor for most violations.
- This system is used in conjunction with the Effective School Discipline Model to create a hybrid policy that allows for accountability and redemption on the part of the student.
- This system is meant to serve as a guide for administration.

Administration reserves the right to classify the level and set the consequence for any specific violation as they deem appropriate.

Discipline Philosophy

It is the intent of this discipline policy to create an environment that best protects the safety of all students/personnel and supports student learning/achievement. It allows for a culture of accountability and redemption to be created for all students. It has the goal of creating a consistent, known discipline structure (with limits) that also accommodates administrator discretion based on mitigating or aggravating factors. It rests on a foundation of respect and responsibility. It seeks to protect the educational interests of all students.

The policy applies to the entire academic year, grades K-4, and is to be the behavior code for our students at school and at all school sponsored events. All students are expected to exhibit proper conduct in all schools, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children.

Gun Free School's Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other weapons shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (Probation). Possession of a facsimile may also result in an expulsion.

As used in this policy the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm, muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Harassment of School Employees

By order of the Board of Education any student who engages in or is party to acts of vandalism or harassment against the property or persons of school employees will be sought by police action, by attempts at direct observation, by questioning, or by any other legal means. If found guilty, any such student may be expelled from school and also subjected to legal actions if appropriate. Expulsion is the most severe step taken within school jurisdiction. Because of the importance of a school as a reference for employers and other institutions, a notice of expulsion becomes a potentially severe handicap.

Bullying Policy

Soderstrom Elementary School is a place where students should not be subjected to any form of intimidation or harassment from other students. Because we want our school to be a safe and secure environment, neither intimidation nor harassment will be tolerated.

Intimidation and harassment are defined as conduct which makes another student uncomfortable in such a way that normal activities are affected. Such inappropriate conduct includes notes, letters, looks, gestures, touching, pushing and shoving, teasing, jokes, and remarks which are either cruel or of a sexual nature. If a student is being harassed or intimidated, the following steps are suggested:

1. Tell the person that you don't like what they are doing and ask that the behavior stop.
2. If the behavior continues, report it to a teacher or counselor.

Following is the Bullying Procedure at Soderstrom Elementary.

Bullying Procedure at Soderstrom Elementary

Definition of Bullying:

A person is being bullied when:

1. An issue has happened over and over again
2. The same people are involved
3. What happened was on purpose
4. It hurt a body, feelings or things

All four of the above described actions must be true to qualify an incident as "bullying". Bullying is unacceptable by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school sponsored activity or event.

Bullying may be reported by any of the above described persons to either a teacher or the counselor.

Posters will be displayed throughout the building providing a definition of bullying and where to report.

Staff will be provided with a copy of “The Bullying Circle” to help identify the various parties involved in bullying.

Medication policy

Students are not allowed to have any medication with them at school, including aspirin, cough drops, etc. If a student must have medication administered during the school day, a written permission form is required. For all prescription and most over the counter medication the medication form must be signed by a physician and parent/guardian. There are a limited number of over the counter medications that can be given with permission forms signed by the parent alone. Over the counter medications that require parent permission only is limited to the following list:

Acetaminophen(Tylenol)

Ibuprofen (Advil, Motrin)

Antibiotic ointment

Anti-itch lotion

Cough drops.

These medications will be provided by the school.

All types of medication must be delivered to the school by an adult in the original prescription/OTC container. We will not administer any medication without the proper permission forms.

Medication Procedure

1. All medication, whether prescription or over-the counter, that must be administered during school hours will be given by the school nurse or other school personnel designated by the school nurse. Parents/guardians must bring medication **in the original, completely labeled container. If it is a prescription medication it must bear the pharmacist’s label.** Two containers, one for home and one for school, should be requested from the pharmacist. A parent or guardian must complete and sign a permission form before the medication will be given. **A physician’s signature will be required for all prescribed medication.** This permission form will expire at the end of the school year during which it is signed and can be renewed the following year by completing another form. This form must have all information provided which includes child’s name, medication name, dosage, and frequency to be administered.
2. All medication will be kept in the school nurse’s office.
3. All medication given at school will be logged on a daily basis or as given.
4. Medications in plastic bags or other non-original containers will not be accepted. Any change in the original medication authorization requires a new written authorization and corresponding change in the prescription label.

Birth Certificate

According to State law, "Proof of identification is required upon first enrollment in school." Proof of identity is defined as "a certified copy of the birth certificate." The laminated cards meet the requirements.

Hospital certificates will NOT be accepted. **Children not in compliance with birth certificate requirements on the 30th attendance day will be refused admittance to school.

Illness

When children complain of feeling sick, it is difficult to know when they should be kept home. Here are a few guidelines:

- **A temperature of 100.0 or above, even when there are no other symptoms;**
- **Student has been vomiting or has diarrhea; or**
- **A rash or illness suspected of being contagious.**

If there are times when you are uncertain about sending your child to school, a call to the school nurse would be appreciated. Please remember to call the school if your child will be absent for the day. If your child becomes ill at school, you will be called to pick him/her up.

If a student has a temperature, he/she must be free from fever without fever reducing medication for 24 hours before returning to school.

If a child misses 3 or more consecutive days of school (excused or unexcused) Soderstrom Elementary may ask for a doctor's note before the student can return to school.

In case of an extreme emergency, and the parent cannot be contacted, appropriate action will be taken. The school will not be responsible for emergency medical treatment or transportation costs.

Immunizations

Kansas Department of Health and Environment has established immunization requirements.

*****Children not in compliance with immunization requirements on the 30th attendance day will be refused admittance to school*****

Injuries

An injury sustained by a student on school property must be reported to the school nurse or principal to ensure proper treatment and reporting to parents.

Screenings

Screenings may be done for head lice. If problems are detected, you will be notified. If the school nurse finds evidence of live head lice, your child will be sent home. State law requires that students who are infested with head lice be excluded from school until they have been treated with an adequate reticulocyte. Re-treatment is routinely recommended one week after initial treatment. In chronic cases, proof of receipt for lice treatment product may be asked to be shown before student(s) can return to class.

Physicals

Students 8 and under entering a Kansas school for the first time are required by law to have a physical examination by a licensed Kansas health care provider. ****Children not in compliance with the Physical requirement on the 30th attendance day will be refused admittance to school.** School entrance physicals cannot be completed by a chiropractor.

Special Needs/Health Problems

If your child has special medical needs or health problems, please inform the school nurse.

Vision and Hearing Screenings

State law requires that students receive a vision screen not less than once every 2 years and a hearing screen not less than once every 3 years. If your child fails either screen twice, a letter and referral form will be sent home recommending further medical evaluation. This form should be given to your health care provider for completion during their appointment. Please return the referral form to school so the results can be recorded in your child's health record.

Homework

Homework is important! It is an extension of the learning that takes place in school. Parents should help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and returned. Assignments that are not completed when they are due will be considered late. Teachers establish their own classroom policies regarding homework deadlines and time frames.

Field Trips

Field trips are an important part of the school program. These should be planned well in advance so that transportation can be arranged. Notification slips will be sent home letting you know that your child will be out of the district. Parents have the right not to have their child participate.

Cell phones, IPOD'S, MP3 Players, other electronic devices

If necessary to have at school, these devices must be turned off and kept in the student's book-bag or locker (if applicable). *Cell phones are not to be used or seen during school hours or during school sponsored activities (example: Field Trips, etc.)* Violations of this policy will result in confiscation of the equipment and discipline consequences including possible suspension and a phone conference with parent/guardian. Devices will ONLY be returned to a parent/guardian after discussion with Administrator.

Questions, Concerns, Complaints

Parent/student complaints should be directed to the proper individuals. Questions, concerns, or complaints should first be addressed to the teacher or individual involved. If the matter is not resolved, the principal may then be contacted. If necessary, matters may then be referred to the Superintendent.

Kindergarten

Soderstrom offers All-Day Kindergarten for Smoky Valley students. Research shows an All-Day Kindergarten curriculum is a worthwhile investment that moves students toward greater social and academic success in a stimulating environment.

Meals

A hot breakfast & lunch program will be maintained at school for those students who wish to participate. The option to eat hot lunch or bring a sack lunch on a daily basis is provided. All students will have a meal account. Parents must send money to school for this account. Students will draw from this account for their meals. When a student's account is getting low, a notice will be given to the student to bring more money. At the end of the school year, any balance in your child's meal account may be carried over to the next school year or will be refunded upon request.

Free and reduced meal prices are available to students whose parents qualify. Applications may be obtained from the school office.

Meal balance information is available online at www.smokyvalley.org.

Lunches/Breakfast Fees -

Breakfast

Grades K-4 \$1.95 Reduced: \$.30

Lunches

Grades K-4 \$2.85 Reduced: \$.40

Smoky Valley USD #400 Student Meal Policy

Students of Smoky Valley Public Schools are required to pay for meal fees in advance. Payment will be accepted in each attendance center office. Each student will have a meal account where advance payments will be posted. When a student's meal account balance falls below a balance sufficient to pay for 5 meals, the student will be notified on a daily basis. Reminder notices for those student meal accounts will be printed weekly at Soderstrom Elementary School and Smoky Valley Middle School. Students at Smoky Valley High School will receive a verbal reminder.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum of five meals. Because the student meal cost is different per grade, the allowable charge will vary. A student will not be allowed to charge the purchase of an extra milk or second lunch while the account has a negative balance. The parent/guardian must provide a sack lunch from home until there is a positive balance in the student meal account. Refunds for food service monies collected for the student meal accounts shall be made at the time of students transfer, withdrawal, or at the close of the school year.

Movie Policy

A class should not watch movies or television just to be watching them. There should be some sort of justifiable educational value to the movie or program. The television or internet can also be used to show news clips or news pieces that tie directly to an appropriate curriculum area.

If a movie is being used as a reward or during a holiday season, it should have age appropriate content that can be justified if ever questioned by a parent or patron.

Movies shown at Soderstrom Elementary should have a "G" rating. If "PG" rated movies are to be shown in the upper grade classrooms, the teacher must have advanced approval from administration. The teacher will also send home the approved form requesting permission from parents at least two weeks in advance. Students who are excluded from the film by the parents will be given an alternate assignment.

All movies must be previewed before showing to a group of students. Movies or programs should be a written part of your lesson plans. Teachers should constantly monitor how often movies are used and their educational impact on learning. All movies must be approved by administration prior to viewing.

Notice of Nondiscrimination

General Statement

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Smoky Valley Public Schools No. 400 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities.

Smoky Valley Public Schools No. 400 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for expeditious resolution of complaints regarding individual civil rights.

Any person having inquiries concerning Smoky Valley Public School No. 400 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act is directed to contact:

Name - Mr. Glen Suppes
Address - 126 South Main - Lindsborg, Kansas 67456
Phone - (785) 227-2981

who has been designated by Smoky Valley Public Schools No. 400 to coordinate the institution's efforts to comply with the above-mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities, and facilities that are accessible to the disabled. Any person may also contact the Region 7 Office for Civil Rights, 10220 N.

Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (Telephone (816) 891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

Note: As a means of serving those with a disability the district will provide an audio or large print version of official district publications. For additional information, contact the Kansas Relay Center 1 800-766-3777.

An Equal Employment/ Educational Opportunity Agency, Smoky Valley Public Schools No. 400 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504, or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 126 South Main - Lindsborg, Kansas or the Office of Civil Rights of the Department of Education, telephone (816) 891-8026.

The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

Notification of District Responsibility for Section 504/ADA/Title IX Grievance Procedure

It is the policy of Smoky Valley Public Schools not to discriminate on the basis of disability in educational programs, or activities as required by Section 504 of title V of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of Smoky Valley Public Schools you are protected against discrimination in the following areas:

As a student, you may not be discriminated against in the following areas:

- * Admission,
- * Access to enrollment,
- * Access to and use of school facilities,
- * Counseling and guidance,
- * Vocational education,
- * Physical education,
- * Competitive activities
- * Student's rules, regulations, and benefits,
- * Health services,
- * School-sponsored extracurricular activities.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied, this claim or grievance may be filed with Mr. Glen Suppes, ADA/504/Title IX Coordinator.

You will be asked to write down the actions, policies, or practices that you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

- *The exact nature of the grievance - how you think you have been discriminated against, and any persons you believe may be responsible,
- *The date, time and place of the grievance,
- *The names of witnesses or persons who have knowledge about the grievance,
- *Any available written documentation or evidence that is relevant to the grievance,
- *The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact Mr. Glen Suppes, the ADA/504/Title ix coordinator, 126 South Main, Lindsborg, Kansas (785) 227-2981 or your designated ADA/504/Title IX grievance representative.

Parent-Teacher Organization

The parent/teacher group is an active organization within our school. They are very supportive with their time and money to help us provide a quality education to all of our students. If you are interested in joining the Soderstrom PTO, there will be several opportunities to register during the school year.

Personal Belongings/Money

Students are responsible for personal belongings. All personal belongings should be labeled with the student's name. All unclaimed items are put into the Lost and Found. Students should not bring valuables or toys to school unless specifically requested by a teacher. This includes cell phones and other electronic devices.

If a cell phone must be carried, it must be left in the locker and not on the person. The school is not responsible for the loss of these items. Pets are not allowed at school without the teacher's permission. Pets are at no time allowed on the school bus.

Students should not carry money to school except for school lunches or the like. Upon arrival at school, students should take the money to the appropriate person in order to avoid loss. The school will not assume responsibility for lost money or other valuables.

Reporting Student Progress

Reporting student progress to parents is important, since both parents and teachers have joint responsibility for student learning. Proper communication of student progress with parents helps achieve cooperation and understanding and maximizes the child's growth and development.

A variety of reporting methods are utilized, including: parent newsletters, parent-teacher conferences, PowerSchool grades, and report cards issued at the end of each grading period (PreK-2 - every 12 weeks, Grades 3-4 - every 9 weeks).

Bus Behavior

Students must conduct themselves at all times in a manner consistent with the goals and values of Smoky Valley Public Schools. Students who engage in misbehavior while traveling to and from school on the bus will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege.

BUS / BUS STOP OFFENSES (Written Notice from Bus Driver)
1st Occurrence Warning
2nd Occurrence 1 Day Bus Suspension
3rd Occurrence 3 Day Bus Suspension
4th Occurrence 5 Day Bus Suspension
5th Occurrence Bus Suspension for the Remainder of the School Year

School Entry and School Safety

In order to keep our students safe, Soderstrom is equipped with an electronic lock system. One door in the front entrance (southeast entrance) is unlocked daily. Bus riders enter through the southwest door and all other students are expected to enter through the southeast door.

The door that unlocks at the main entrance is the door at the north end of the bank of four doors. Doors are automatically unlocked daily from **7:45-8:15** and **3:15-4:00**.

If you need to enter the building at any other time during the day you must press the button located on the brick wall to the north of the electronic keyed door. A member of the office staff will permit you entrance. You will hear a click when the door unlocks. **Please do not open the door for anyone else but your party and this includes when you are exiting the building.** Please check in at the office where you will be asked to sign in and be prepared to show your driver licenses.

Site Council

As required by the state, Soderstrom has a group of parents and educators, which serve as representatives of our school community population, that meet once a month to share and discuss matters pertinent to our school success. Four members of our Site Council are also members of the District Steering Team (1 teacher, 2 parents and administrator).

Special Services

The McPherson County Special Education Cooperative provides special education services for Soderstrom students in the following areas: learning disabilities, mental retardation, emotional disturbance, other health impaired, orthopedic impairment, orthopedic impairment, vision impairment and blindness, hearing impairment, deafness, deaf-blind, speech/language, autism, traumatic brain injury, and severe multiple disabilities, Title reading services are available for students who qualify. Math support through a math tutor is also available for students who qualify. We offer an after-school mentoring program known as CHUMs. Counseling services are available on a part time basis.

Student Clothing

In recognition of the school as a place for teaching and learning, student dress should be conducive to establishing a positive learning environment. Students are discouraged from dressing in a manner that is distracting to the point of disrupting the normal school mission. If staff feels that there is a problem with clothing, parents might be contacted.

Students should consider the weather as well as the types of learning activities they will participate in that day. Clothing that displays alcohol, tobacco, drugs, or inappropriate/obscene words are not to be worn in school.

Technology / Use of Internet

Technology is any form of electronic equipment of media designed to support the productivity of the students, staff, and patrons of USD 400, as well as enhancing the learning process. This equipment includes, but is not limited to: desktop computers, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service to students and staff is to promote educational excellence in USD 400 by facilitating resource sharing, innovation and communication.

All guidelines and procedures pertaining to the acceptable use of technology are intended to make that technology more useful to students and staff of USD 400. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege, which comes with responsibility.

USD 400 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff.

Exploration and manipulation of resources is encouraged. Filtering software is in place in USD 400; however, it is impossible to control all materials on a global network with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

Guidelines

Acceptable Use - Informal rules of behavior have evolved for the use of technology and communication on the Internet. All users of Smoky Valley USD 400's computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of technology in USD 400. Rules for the acceptable use are included below.

1. Never share your password with anyone. If you do so, both you and the student using your account will be held liable.
2. Treat all technology with respect. Do not vandalize any technology equipment.
3. Do not download, install, or remove software.
4. Avoid any technology activity which is illegal or involves inappropriate language, pictures, or graphics.
5. Printing on school printers is limited to class work only.
6. Obey the rules of copyright.

All violation of these rules will result in the loss of technology privileges.

State Law and Local Policy - Violations of the policies and procedures of Smoky Valley USD 400 and/or Kansas Law concerning the use of technology will result in disciplinary action.

Penalties - Any user violating these provisions, state and/or local policies or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

All K-4 students are issued a iPad to use while at school. iPads never go home with students.

Telephone/Address Change

It is very important that every student maintain up-to-date records at the school office. Parents are asked to notify the school immediately if there is a change in address or telephone number during the school year.

Telephone Usage

Students will not be allowed to make after school plans from school phones.

Parents are encouraged not to call to speak to students during school hours unless it is an emergency situation.

Students with cell phones must have them in their lockers and turned off during school hours of 8:10 am through 3:30 pm. If phones are found on students or in their desks they will be confiscated until after school and must be picked up by an adult in the office. The school is not responsible for lost or stolen phones.

Fees / Library Checkout

School textbooks and workbooks that are lost or destroyed will be paid for by the student/parent.

Students will not be able to check out books from the library when they have books overdue. If a student has had a book out for several weeks, the media specialist or principal will make contact to the home about the overdue book. Students will need to pay for lost or damaged books.

Traffic Patterns

We ask you to please observe the traffic patterns at Soderstrom both when dropping off and picking up your child. Traffic should travel north to south along the east side of the building.

Children are not permitted to cross the street to a vehicle or parent unless the parent accompanies them. We encourage you to use the crosswalks with your child to promote safety. We will have an adult at the crosswalk at the main doors after school, but not before school. Additionally, we have crossing guards before and after school at the corner of Washington and Lincoln and the corner of Washington and Saline. Children should not be dropped off or picked up on the west side of the building as that is where the buses drop off and pick up.

<u>Soderstrom Staff</u>		
Name	Section	Position
<u>Soderstrom Staff 2019-2020</u>		
Name	Section	Position
Eric Sjogren		Principal
Jodi Pearson	PK	Preschool
Dorothy Meier	KA	Kindergarten
Tammy Cook	KB	Kindergarten
Lacy Worcester	KC	Kindergarten
Della Smith	1A	First Grade
Alexa Reed	1B	First Grade
Nicole Biegert	1C	First Grade
Holly Toll	2A	Second Grade
Kristy Bergstrom	2B	Second Grade
Julie Heitschmidt	2C	Second Grade
Kara Knopp	3A	Third Grade
Jenny Tischhauser	3B	Third Grade
Jerrine Oleen	3C	Third Grade
Kylie Lofdahl	4A	Fourth Grade
Jennifer Tillberg	4B	Fourth Grade
Sally Hefner	4C	Fourth Grade
Jodie Norberg		Special Education Teacher 3-4
Heather Hipp		Special Education Teacher K-2
		Gifted
Laura Sandbo		Speech/Language
Kim Suhr		Title Reading
Dana Byers		MTSS Interventionist
Stacey Lott	aide	MTSS Interventionist
Lori Nelson		Music
Henry Littich		Music - Strings
Mijkin Haxton		PE
Jaime Elseth	aide	Library

Alison Replogle
Jessica Morel
Jami Bungler
Kelly DuMars
Erin Lundstrom
Courtney Friesen
Ann Bruce
Kathey Bengtson
Roxanne Banz
TBD
Ashley Santoyo
Pam Kellogg
TBD
Nicole Odell
Ann Sample
Susan Peterson
Julia Pogue
Tammy Wolf
Kristi Peterson
Casey Brady
Angela Neywick
Roxie Lambert
Annette Smith
Chris Reed
Bryce Young
Lisha Mosca
Taryn Martinez
Bob Kohrs
TBD

District Positions

Board of Education

Soderstrom Events Calendar 2019-2020 School Year

Friday, August 2	Enrollment - 8am-4pm
Wednesday, August 7	First day for new teachers
Thursday, August 8	PTO Swim Party – 7pm-9pm
Monday, August 12	First day for all teachers
Wednesday, August 14	Soderstrom Open House/Move in Day – 6-7:30pm
Thursday, August 15	First Day of School (Early Dismissal - 1:30)
Monday, August 26	First Day PreK/ First Day Full day for K
Monday, September 2	NO SCHOOL - Labor Day
Tuesday, September 3	NO SCHOOL – Teacher In-service
Wednesday, September 11	School Pictures
Monday, October 7	NO SCHOOL- Teacher In-service
Wednesday, October 16	School Picture Retakes
Thursday, October 17	Hyllningsfest Church Service -Bethany Lutheran Church
Friday/Sat, October 18-19	NO SCHOOL – Hyllningsfest
Monday, October 21	NO SCHOOL Teacher Workday
Thursday, October 24	Fall PTC (Pre-K – 4)
Monday, October 28	NO SCHOOL- Compensation Day for PT conferences
Tuesday, October 29	Fall PTC (Pre-K-4)
Monday, November 4	NO SCHOOL – Teacher In-service
Saturday, November 16	Santa's Secret Shop 1-3pm
Friday, November 22	Dental Screening
November 27, 28, 29	NO SCHOOL - Thanksgiving Break
Wednesday, December 11	St. Lucia Caroling to Bethany Home - 10:00am
Friday, December 13	Soderstrom St. Lucia Assembly 2:30pm
Saturday, December 14	4th Grade St. Lucia performance - Bethany Church 11:30am
Saturday, December 14	Swedish Dancer & 4 th Grade St Lucia ensemble 3:00pm Bethany Ch.
Thursday, December 19	1st & 2nd grade Vocal Concert - 7:00p.m. – HS Auditorium
December 23 - January 3	Christmas Break NO SCHOOL
Monday, January 6	No School Teacher Workday
Monday, January 20	No School Teacher In-service
Monday, February 3	No School Teacher In-service
Tuesday, February 18	Spring Portraits
Friday, February 21	No SCHOOL- (Compensation day for PT conference)
Friday, February 28	NO SCHOOL – Teacher Workday
Monday, March 2	NO SCHOOL – Teacher In-service
TBD	Spring PTC (PreK-4th Grade)
March 16- 20	NO SCHOOL - Spring Break
Tuesday, March 31	PreK Roundup meeting - 6:30p.m. in library
Friday, April 3	PreK Roundup Screening
Monday, April 6	No SCHOOL- Teacher In-service
Friday, April 10	NO SCHOOL – Good Friday
Monday, April 13	NO SCHOOL – Easter Break
Thursday, April 16	Kindergarten Music Concert (7:00 Soderstrom Gym)
Monday, April 20	Kindergarten Roundup - 6:30p.m. in cafeteria
Thursday, April 23	Kinder Roundup Screening – No Kinder Classes
Thursday, April 23	3 rd and 4 th Grade Music and Strings concert – 7:00p.m. HS
Friday, May 8	NO SCHOOL - All School's Day
Friday, May 15	Service Day
Monday, May 18	Fun Day
Wednesday, May 20	Last Day of School / 4th Grade Recognition 8:30am
Thursday, May 21	Teacher workday- Last day for staff

