

Wabaunsee Elementary School

Wabaunsee USD 329

2023-2024



CHARGERS

STUDENT HANDBOOK

Robert Schawo, Principal

WES: (785) 765-3349

WABAUNSEE USD 329 BOARD OF EDUCATION

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WES ELEMENTARY SCHOOL PERSONNEL

Principal - Robert Schawo

FACULTY

Lucy Burdick, Preschool
Logan Heine, Kindergarten
Melissa Castillo, 1st Grade
Emily Hess, 3rd Grade
Emily Gehrt, 4th Grade
Kari Rosine, 5th Grade
Hillary Lowery, Physical Education
Alicia Stott, K-8 Art
Stephanie Tharman, Title I Reading
Sarah Eckstein, Mental Health Liaison

Sara Alderman, Kindergarten
Susan Gronquist, 1st Grade
Becky Frank, 2nd Grade
Jennifer Mumpower, 3rd Grade
Cara Miller, 4th Grade
Joyce Eckelberry, 5th Grade
Peter Ruby, Music
Monica Lopez, Interventionist
Jordan Dunn, School Counselor

SUPPORT STAFF

Tayler Sievers, School Secretary
Lori Chambers, Media Tech
Dannielle Maxfield, PreK Aide

Cheryl Hurla, School Secretary
Kylee Sopoci, Teacher Aide/Media Tech
Susan Schrader, Teacher Aide

Ladonna Sopoci, Teacher Aide
Deb Westhoff, Food Service Director
Ali Allard, Custodian
Steve Lira, Bus Driver

Nicole Eubanks, Teacher Aide
Carmen Altevogt, Assistant Cook
Gary Schuetz, Bus Driver
Jerry Hund, Bus Driver

SPECIAL SERVICES COOPERATIVE STAFF

Deb Nauerth, Director
Annie Frank, Social Worker
Teacher
Amy Donahue, Speech Therapist
Andrew Mosby, Gifted Facilitator
Melanie Stone, Special Ed. Para
Gracie Huff, Special Ed. Para

Trevor Keller, School Psychologist
Michelle Stuhlsatz, Pre-K Spec. Ed.
Shannon Leitch, Elem. Resource Teacher
Kim Hall, Special Ed. Para
Laurie Temple, Pre-K Special Ed. Para

MISSION STATEMENT

The mission of the Wabaunsee School District is to academically prepare all students with a foundation of social-emotional and mental health wellness while also becoming responsible, self-directed learners and inspired leaders.

SITE COUNCIL

USD 329 has a district elementary Site Council consisting of members representing Elementary School. The Site Council is an advisory committee that serves as a liaison between the school, community, and the local board of education.

POLICIES AND PROCEDURES

This handbook is for your information. We ask that each student and parent read this handbook. Please remember that these policies and guidelines are subject to change throughout the year. After approval by the Board of Education, addendums to the handbook will be enforced as part of the student handbook. If you do not understand a policy or a procedure, or your child is having a problem, please call the school for assistance. The recommended way to address issues or concerns is to use the following chain of command: 1st, Teacher/Staff Member; 2nd, Principal; 3rd, Superintendent; 4th Board of Education.

Wabaunsee USD 329 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission to, access to, treatment of, or employment in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, ADA including information about the existence and location of services, activities, and facilities that are accessible to, and usable by the disabled, or Section 504 may be directed to the Title IX Coordinator, the Superintendent of Schools, who can be reached at 785-765-3394, Box 157, Alma, Kansas, 66401, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

ORGANIZATIONAL STRUCTURE

The Elementary School is a Pre-K through 5th Grade educational facility designed for the sequential process of learning and is primarily organized in self-contained classrooms. Activities are planned throughout the year to enhance positive growth in social, emotional, character, and physical well-being of students.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 SW Independence Avenue, Washington, D.C. 20202-4605.

SCHOOL HOURS

GRADES K-5

8:10 AM – 3:30 PM

A.M. PRESCHOOL

8:10 – 11:40 Special Education (WES)

7:40 – 11:15 At-Risk/Gen Ed. (PaxicoPreK)

*Preschool programs are 4 days per week Monday through Thursday

ARRIVAL AND DEPARTURE TIMES

Many discipline problems arise with students who arrive at school too early. **There is seldom a need for non-bus riding students to be at school before the buses arrive at 8:00 A.M.** However, the building will be open and supervision provided at 7:45 A.M. Contact the principal if you need accommodations for your student to arrive prior to supervision.

All students that arrive at school between 7:45 and 8:00 A.M. will be directed to a supervised location. Students eating breakfast will be directed to the lunchroom. Students WILL NOT be allowed to play on the playground before school. Students will be dismissed to go to their classroom at 8:10 A.M. All classes begin at 8:10 A.M.

Non-bus riders participating in the breakfast program need to arrive at school by 8:00 A.M.

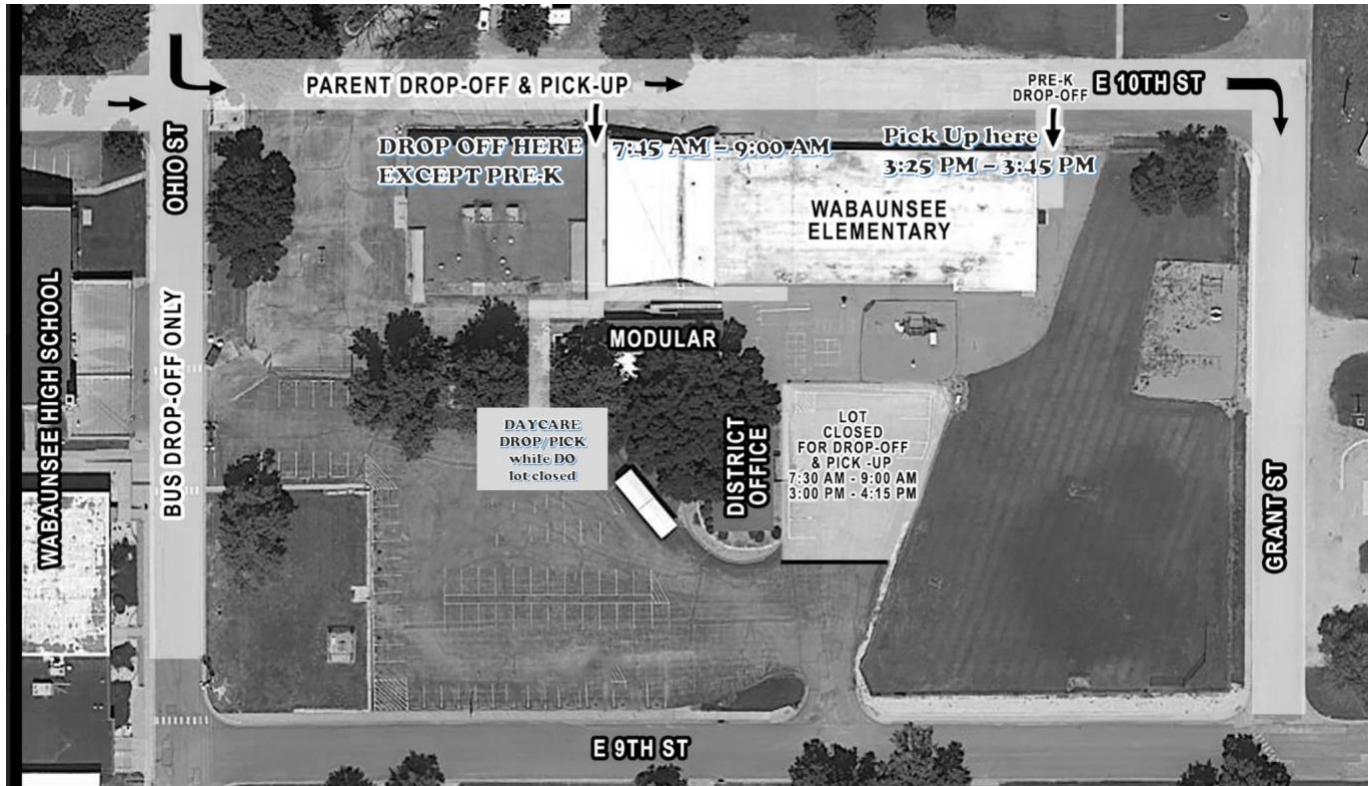
- Before 7:45 A.M.: NO supervision and NO playing on the playground allowed
- 7:45-8:00 A.M.: Doors open and supervision provided, breakfast begins in the lunchroom
- 7:50 A.M.: Bus arrival (Arrival times for individual buses may differ depending on routes.)
- 8:10 A.M.: Class starts.

All students not riding buses or staying after school upon teacher request, must leave school property immediately after school and report home (or other parent-designated location). **There is no playground supervision after 3:30 P.M.**

WES Departure Times

- 3:25 P.M.: Car Riders are dismissed on the north side of the building. Pick up students here if you are driving a car. The lot in front of the District Office will be closed during the pickup and drop off times.
- 3:30 P.M.: Student walkers, students riding a bus, and after school students are dismissed. Students being picked up by older siblings, or parents who walk with their children, will be dismissed with student walkers at the main entrance on the south side of the building.

WES PICK UP AND DROP OFF ZONES -
***NEW IN 2023**



DURING DROP-OFF AND PICK-UP HOURS. The congestion makes it dangerous for students walking to and leaving school. In order to make the process go smoothly with an increased number of students, we have designated areas for parents driving their students to school and picking them up at the end of the day, an area for buses to pick up and drop off, and a place for preschool drop off and pick up during arrival and dismissal times. THESE AREAS ARE ALL LOCATED ON THE MAP ABOVE.

PARENT DROP-OFF & PICK-UP: Tenth Street runs north of Wabaunsee Elementary School and is designated as the area for parents transporting students to drop off and pick-up from school. This street is a one-way street traveling west to east during school hours.

DAYCARE DROP-OFF & PICK-UP: Daycare parents will need to drop off students on the north side of the main parking lot just west of the District Office during the school arrival and dismissal times. However, daycare parents can use the parking spots in front of the District Office from 9 AM to 3 PM.

BUS DROP-OFF & PICK-UP: Buses carrying WES students will drop off students in the A.M. and pick up students in the P.M. on Ohio Street.

ATTENDANCE

It shall be the policy of the school to encourage regular attendance and punctuality by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life. Parents should schedule out-of-school activities around the school day so students will miss as little school as possible.

The following procedure will be used in determining truancy in USD 329:

- (1) All absences are unexcused until the parent/legal guardian has contacted the office. Absences may be reported between 8:00 and 9:00 A.M. via phone or email to the office. In the event parents do not call the school, the office reserves the right to call the home or parent's workplace to verify the absence and determine reasoning.
- (2) Students arriving after 10:00 A.M. are counted as absent one-half day. Students will be counted absent one-half day if they leave school for the day prior to 2:00 P.M. with a parent/guardian.
- (3) A student arriving after the 8:10 A.M. tardy bell and before 10:00 A.M. is counted tardy.
- (4) A valid excused absence is parental consent for absence from school for the following reasons:
 - a. Personal illness;
 - b. Health-related treatment, examination, or recuperation;
 - c. Serious illness or death of a member of the family;
 - d. Obligatory religious observances;
 - e. Participation in a district-approved or school sponsored activity or course;
 - f. Absences prearranged by parents and approved by the principal; and
 - g. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

*The building principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

- (5) Unexcused Absences:
 - a. Absence with the parent's permission for any reason other than listed above will be considered unexcused.
- (6) A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities that are part of the school curriculum for more than three days.

(7) The following is an excerpt from current State of Kansas attendance law regarding truancy, and will be observed in USD 329 schools:

72-1113 (c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either **three consecutive school days** or **five school days in any semester** or **seven school days in any school year**, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

***Truancy, as defined in the above statute, is reported to the Kansas Department of Children and Families for students 13 years of age and younger.**

PARENT INVOLVEMENT

Parental involvement is an important part of a child's academic success. The parent's role includes talking with their child about school, and checking backpacks for notes, papers, and homework each day. Parents can also be involved through PTO and Site Council. You are a wonderful resource and the most important people in your child's life!

Please maintain close communications with your child's teacher. Our staff values positive relationships with parents. Open communication between home and school is a key factor in these relationships. If there are concerns about things happening at home or school that may negatively impact your student's academic or personal success, please share those concerns early.

Just as it is important for school staff to share positive information with you, we encourage you to share positive feedback with us about the students' classroom or school. This constructive communication helps us as we make decisions about what is best for our students.

RELEASE OF A STUDENT DURING THE SCHOOL DAY

Students must **NEVER** leave school during the school day without reporting to the office and must sign in when returning. Failure to sign out may result in absence being considered unexcused. Custodial parents, guardians, etc., must appear in the office to pick up their child, and may be asked to verify identification to the satisfaction of the principal.

DRESS CODE

The following regulations will limit the student dress: **Any wearing apparel that is, or can be construed to be obscene, objectionable, or disruptive should not be worn** (i.e., short shorts, biker shorts, loose tank tops over sports bras, midriff or short tops that expose the tummy even when sitting or raising arms, backless halter tops, low rise jeans/slacks/shorts that are not covered by a top/shirt when sitting, etc.). These are listed as examples only, and are not offered as an all-inclusive list. When shorts are worn, they must be of an appropriate length and fit. Belts should be worn with baggy pants. Clothing with suggestive slogans, advertisement of alcohol/tobacco/drugs, or other logos that the faculty deems disruptive or inappropriate will not be permitted. Students may be asked to put on another shirt (from the supply kept at school), if needed. The parents will be notified and the student will be sent home, if necessary. Hats and caps will not be worn in the building during school hours, unless required for protection or safety of the student. All students are encouraged to wear shoes that will be safe while playing at recess and in P.E. class--flip flops can be dangerous on play equipment.

BEHAVIOR CODE

The principal is authorized and directed to develop rules and regulations consistent with policies of the board, which may be necessary to govern the conduct of the students under his/her supervision.

A student shall not use violence, force, noise, coercion, threat, fear, intimidation, passive resistance, or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he urge other students to engage in such conduct.

A student shall not intentionally cause or attempt to cause damage to school or private property. A student shall not attempt to steal school or private property either on the school grounds or during a school activity, function, or event off school grounds.

A student shall not intentionally cause or attempt to cause physical injury or behave verbally in such a way that could injure any person.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, firearm, or destructive device on the school grounds or at any school activity. Possession, handling or use of any such weapon shall result in suspension or expulsion from school for a period of one year (186 school days), as per Board policy.

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind.

Smoking and/or the possession of any tobacco product are prohibited in any attendance center, at school-sponsored events or on the school grounds.

Violation of any provision of this behavior code may result in suspension and/or expulsion.

CONDUCT AND DISCIPLINE

Self-discipline is a sign of maturing. It is achieved only through constant practice. To help strengthen the student's character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy. The Elementary School students are expected to take responsibility for their actions. Students are expected to conduct themselves in a manner appropriate for the activity in which they are involved; respect the rights of others; and obey safety rules and regulations. In order to guarantee all the students an excellent climate for learning, the staff will use the following guidelines for student conduct:

RULES FOR STUDENTS

CLASSROOM AND MULTIPURPOSE ROOM

- The staff makes rules to be followed by the students.
- No one is to stay in classrooms after school without teacher permission/supervision.

RESTROOMS

- Help keep them clean.
- Use the trashcans for trash.
- Do not sit or stand on sinks.
- Do not climb on stalls or fixtures.
- Turn off water when finished.
- Report any fixtures not working to the office or to the custodian.
- Do not write or mark in any way on walls or partitions.

HALLS

- Keep to the right in a single file line.
- No running or pushing.
- Do not make noise that interferes with other students.
- Do not disturb art or other materials hanging in the halls.
- Help keep hallways clean (both floor and walls).

LIBRARY

- Keep quiet or whisper.
- Check out books properly and return them on time.
- Help keep the books from damage and in proper arrangement.
- No student is allowed in the library or computer lab without adult supervision.
- Students will be required to pay for books that are damaged, destroyed, or lost.

KITCHEN

- No students are allowed in the kitchen without permission and proper supervision.

MUSIC

- The equipment and instruments are to be left alone. The music teacher must approve any use of these materials.

OFFICE

- The area behind the counter is not to be entered by students except with permission.
- Students are not to operate machines or get things out of drawers without permission.
- Students must get permission to use the phone.
- Do not congregate in office; finish business and return to class.

BOILER ROOM

- No students allowed in the boiler room.

HIGH SCHOOL (Alma Only)

- Elementary students are not to go in the high school building except on business for an adult and with permission from the principal.

GYM

- Do not play on the gym floor without proper shoes.
- Respect the property of other students.
- Use equipment properly.
- Go to and from the gym quickly and in an orderly fashion.
- No kicking of balls during indoor recess.

PLAYGROUND RULES

BUILDINGS

- Do not enter buildings unless you have permission from teachers on duty.
- No one is to remain in classrooms during recess unless supervised by an adult.
- All students are to remain on the south side of main buildings.
- Students are not allowed to play behind the modular.
- Do not use the west cafeteria door, except during the designated lunch period, or when permission has been obtained.
- No climbing on the roof.

GENERAL CONDUCT

- No throwing of anything except balls or Frisbees. No snowballs.
- Do not interfere with others.
- No pushing, shoving, or name-calling.
- Stay out of trees.
- No ball throwing between swings or near the building.
- No volleyball practice close to the building.
- Enter the building quickly and quietly.
- Stop playing as soon as the bell rings and enter the building quietly.
- If a ball goes outside the fence/into or across the street, you must get permission from the teacher on duty to get it.
- **PLAY SAFELY!**

EQUIPMENT

- No toys or equipment are to be brought from home.
- Everyone is responsible for whatever equipment they take outside. If you leave it, you may lose it.
- Use only foam (Nerf-type) balls for bombardment. Do not use these balls when the ground is wet.

Swings

- No jumping out of swings.
- No swinging sideways or twisting of swings.
- One person at a time with hands on rope/chains at all times.
- No running in front or behind when people are swinging.

- No climbing up the pole near swings.
- No standing in swings.

Slide

- No walking up the slides.
- Go down on your bottom with legs first.
- Don't stand at the top.
- Go down one person at a time.
- Don't throw sand or gravel on the slide.

CONSEQUENCES FOR BREAKING SCHOOL RULES **(PER SCHOOL YEAR)**

Each teacher will follow his or her own classroom management plan that is posted in the classroom. A copy will be given to parents in written form.

If a student is sent to the office for disciplinary purposes, parents may be notified by a discipline referral form and/or phone call. The student may be required to write about the inappropriate action, develop an improvement plan for the behavior, call their parents/guardians to inform them of the incident, etc. The principal always reserves the right to remove a student from a classroom and/or activity and assign consequences when deemed necessary.

CONSEQUENCES

Minor Infractions (offered as examples only and not intended as an all inclusive list): Running or disruptive behavior in the hallway, swearing, obscene gestures, unexcused tardy, pushing, shoving, etc.

- Recess missed (study hall or walk laps around playground).
- After School Detention/Study Hall 3:30-4:30 P.M. (Transportation arrangements become the responsibility of the parents). If detention is not served, in-school suspension may be applied during the next school day.
- Half-day in-school suspension.

Severe Infractions (offered as examples only and not intended as an all inclusive list): Fighting, disrespect to school staff, blatant defiance of authority, stealing, unacceptable showing of affection, destruction of property, lying, repeated or severe examples of minor infractions, etc. Weapons violations will follow board policy.

- Full day in-school suspension.
- Short-term out-of-school suspension (1-5 days).
- Long-term out-of-school suspension (greater than 5 days (pending hearing)).
- Recommendation for expulsion from school (pending hearing).

SUPERVISED STUDY HALL

Upon recommendation from the teacher, a student may be placed in a supervised study hall during any recess. Reasons for placement include, but are not limited to, behavior, missing work, low scores/corrections, etc. Students are responsible for bringing study material with them. Talking is not permitted during study hall. If a student talks without permission or fails to bring study materials, after school detention/study hall may result. If a student is consistently in a supervised study hall, a teacher/parent conference may be arranged.

AFTER SCHOOL DETENTION

Students who do not follow school rules may lose recess privileges or be assigned after school detention. Detention periods will run from 3:30-4:30 P.M. Students assigned detentions by teachers are expected to take study materials with them, or the teacher may assign tasks. When detention notices are sent home, they are to be signed and dated by the parent/guardian and returned to the teacher the following day. If the note is not returned, the teacher assigning detention will call for parental notification and an additional detention time may be added to the first.

PARENT-TEACHER CONFERENCES

Communication is key between school and home, and conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns so that the short conference time can be fully utilized. The Parent-Teacher Conferences will be scheduled around the end of the first quarter.

Should you desire additional conferences, please contact the teacher for an appointment and it will be provided. Likewise, should we feel the need for additional conferences, we will contact you.

SPECIAL EDUCATION SERVICES

The USD 320 Special Education Cooperative based in Wamego, Kansas provides special education services for qualifying students in our district.

ACADEMIC RESPONSIBILITY

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for regularly bringing materials, such as pencil, paper, and textbooks to class. Any student who fails to show a sincere and regular effort to complete their assigned school work may be disciplined for being academically irresponsible.

GRADES

Grades are the letter rating of a continuous evaluation process designed to communicate a student's achievement and development. Letter ratings are as follows:

Grades K-1

S- Satisfactory

N- Needs to improve

U- Unsatisfactory

Grades 2 - 5

A- Excellent work	90-100%
B- Good work	80-89%
C- Average work	70-79%
D- Poor work	60-69%
F- Failing work	59% and below

S, N, & U will be used in Art, Vocal Music, Physical Education and Handwriting.

REPORT CARDS

Report cards are distributed on the Wednesday following the end of each grading period and are sent home with the students. Grade periods for the 2023-2024 school year are as follows:

August 15 – October 13	Quarter 1
October 16 – December 21	Quarter 2
January 9 – March 8	Quarter 3
March 18 – May 15	Report cards sent home on May 15, 2024

PROGRESS REPORTS (Areas of Concern)

One of our school goals is to maintain communication with parents regarding their child's progress in school. Each individual classroom teacher's policy will be further explained in the parent information sent home at the beginning of the year.

STUDENT INSURANCE

A student insurance program is offered to all students. Forms are available at enrollment or in the office. You are encouraged to consider purchasing this insurance. The school district provides a secondary student accident insurance to cover accidents that happen at school and a basic catastrophe accident medical policy for students involved in athletics. Information on these policies is also available.

ILLNESS

We make a genuine attempt to minimize the spread of bacterial and viral illnesses at school by instructing students to wash their hands before eating and after toileting, to cover their mouth while coughing, and to dispose of tissues properly.

Parents/Guardians or those listed as emergency contacts will be called and the student sent home if they have an above normal temperature OR are vomiting. Our guide to follow is a temperature at or above 100 degrees. Should the student have a low grade fever a parent/guardian will be notified. We do so in an attempt to protect other students and our staff from catching illnesses that would result in their subsequent inability to attend school.

We require parents/guardians of students who have been ill to keep them at home until **at least 24 hours after** the temperature has returned to normal (without the use of fever-reducing medications) and vomiting/diarrhea has stopped. Prematurely returning your child to school increases the likelihood of spreading bacterial or viral infections.

IMMUNIZATIONS

All children enrolling in school shall provide the principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide said documentation, as required by law, may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

PEDICULOSE (HEAD LICE)

Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. According to KDHE, head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard.

We ask that students with head lice or nits be treated before returning to school in order to help minimize the risk of transmission at school. FDA-approved treatments for head lice include both over-the-counter (OTC) and prescription drugs. Parents may wish to consult with their child's health care provider for the option best suited for their child.

MEDICATION ADMINISTRATION

The following guidelines and forms will be used when it is necessary for school officials to manage medication for students of Wabaunsee Elementary School.

- (1) A written PERMISSION FORM (see last page of handbook) fully completed by the parent and prescribing physician must accompany **each** prescription to be taken at school. **Please note that prescription medication must be in the original container.** For this reason, be prepared to ask the pharmacist for two containers, if necessary.
- (2) A separate permission form (not included in the handbook) will be required for any over-the-counter medications to be taken by students at school. Please contact the school for a copy of this form.
- (3) The school will keep individual records for each medication given at school.
- (4) Any change in type of drug, dosage and/or time of administration shall be accompanied by a new completed permission form with required signatures and a newly labeled pharmacy container.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL.

A PRESCRIPTION MEDICATION FORM IS INCLUDED ON THE LAST PAGE OF THIS HANDBOOK AND ALSO AVAILABLE IN THE OFFICE.

TEXTBOOKS, iPADS AND SCHOOL PROPERTY

All consumable and non-consumable textbooks and iPads required by the student will be furnished by the school district. The textbook rental fee covers the use and normal wear of the textbooks and iPads. **CURRICULUM FEES ARE DUE AT THE TIME OF ENROLLMENT.** Books and iPads will be inspected at the beginning of the year as they are handed out and their condition will be recorded. If there are any damages during the year a fee will be assessed and payment is required. Though not a total loss, torn binding or loose covers will result in a rebinding fee. iPad damages will be evaluated and billed out accordingly. This policy applies to other library materials as well. If a desk or any school property is destroyed or damaged by a student, he/she will be required to pay for the repair or replacement of the property.

FIELD TRIPS

On occasion, a class may take field trips, which are an extension of the classroom and enrich curriculum. Sometimes the trip is just for a short time and at other times the trip may last all day. Trips start after the school day begins and conclude before buses depart for home. Parents will be notified of upcoming field trips and completed permission slips must be turned in on time for students to attend. If your child does not have permission to attend, please send the permission slip/note to your child's teacher with appropriate indication and reasoning.

If bus space is available, parents may ride along to help with supervision. All field trips will be included in the newsletter calendar after approval by the building principal or BOE.

For parents who wish to go as sponsors, we must ask that you not bring any of your small, preschool children. The reasons for this are 3-fold:

- (1) Some of our tours have group size limitations.
- (2) You, as a parent sponsor, are asked to help maintain an orderly structure within our group, including monitoring student behavior and keeping students safe. To do this effectively, you will need to devote your full attention to the students who will be in your group.
- (3) This is a very special day for your child and his/her classmates. The day should be reserved for you and your child to spend together, free from the distraction of younger siblings.

FIRE AND TORNADO DRILLS

State law requires that schools have four fire drills and two tornado drills a year. Students are to follow the teacher's directions. Students are to go to designated areas quietly and quickly.

TORNADO WARNING - STUDENT DISMISSAL

If a tornado warning coincides with dismissal at the end of the day, students will be held in their designated School Tornado Shelter until an "All Clear" is given and bus routes can be run safely. Parents can pick up their children at school during a Tornado Warning **at their discretion** AND **only after having signed them out in the office.**

CRISIS PROCEDURE

State law requires schools to have three Crisis Drills during the school year. Students will practice drills for building shut-down. A specific signal will be sounded as a warning to seek shelter when a potentially dangerous situation, that may threaten the safety of students and staff, has been recognized on school premises. Any number of situations could occur which would require a building evacuation. Practice drills will be held for these scenarios as well.

LOST AND FOUND

All articles found on the school premises should be turned into the office. Children should come to the office to look for missing articles. Parents can help by clearly labeling all items of personal property, including clothing (hats, coats, jackets, gloves, etc.). If items are not claimed within the school year, they will be donated to a charitable organization.

MONEY

Students should not bring money to school unless it is for a school-specific purpose. Money brought for school fees or activities should be turned in to the office at the beginning of each day. Do not leave money in book bags or desks!

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals or plants into the school must receive prior permission from the supervising teacher.

BICYCLES

Students riding bicycles to school shall abide by the laws governing such activity. Bicycles are to be parked in the bicycle racks upon arrival and left there until the student is dismissed from school. After dismissal, students should walk their bicycles off school grounds/playgrounds before they begin riding. Bicycle helmets are strongly encouraged.

STUDENT TRANSPORTATION

Bus transportation will be provided to and from school for qualifying students. Students must observe the rules and regulations adopted by the board governing student transportation. Students riding to school on the bus should return home on the bus, unless the office has a note or call from parents to do otherwise. Parents will notify the office of any changes in normal routine for student's transportation.

Riding the school bus is considered an extension of the classroom. Students are expected to follow the bus rules at all times when loading, unloading, and riding the school bus. Drivers will visit with parents as soon as a concern over a student arises. Once a driver has contacted a student's parents, they will visit with the student's building principal to discuss their concern.

Bus guidelines are:

- Students will follow instructions of the driver.
- Students will remain seated while the bus is moving.
- Carry-on items are to remain safely secured.
- Students are not to throw items out of the window of the bus.
- Students are asked to not make excessive noise or yell.
- Students are asked not to use profane or inappropriate language on the bus.
- Students will not bully others.
- Students will not engage in any activity regarded as unsafe for the other passengers or that will interfere with or distract the bus driver.

Student consequences may include the following as determined by the building principal:

- First incident report—warning
- Second incident report—suspension from bus for three school days
- Third incident report—suspension from bus for five school days
- Fourth incident report—suspension from bus for 10 school days
- Fifth incident report—subject to removal from bus for 20 days or longer

Fighting on the bus or at loading/unloading zones, threats/intimidation and other forms of bullying may result in:

- First offense—Suspension from the bus for ten school days
- Subsequent offenses will range from twenty school days to the remainder of semester or school year.

Parents are responsible for providing transportation to and from school for any student suspended from the bus.

A copy of the School Bus Incident Report is found on the following page of this handbook.

SCHOOL BUS INCIDENT REPORT USD 329

Date _____

Dear Parents:

This report is to inform you of misconduct concerning _____ on the school bus. District regulations are within the guidelines of Kansas law. The driver is in charge of the bus and is responsible for enforcing regulations. We are all interested in the safety and well being of every rider. Your cooperation is appreciated.

RULE INFRACTION

<input type="checkbox"/> Improper boarding/departing	<input type="checkbox"/> Throwing objects in or out
<input type="checkbox"/> Damaging bus	<input type="checkbox"/> Not remaining in seat
<input type="checkbox"/> Use of tobacco – matches	<input type="checkbox"/> Rude/disorderly
<input type="checkbox"/> Pushing, fighting, tripping	<input type="checkbox"/> Spitting – littering
<input type="checkbox"/> Drinking – eating on bus	<input type="checkbox"/> Hanging out of window
<input type="checkbox"/> Shouting – excessive noise	<input type="checkbox"/> Other behavior related to safety and well being
<input type="checkbox"/> Delaying bus	<input type="checkbox"/> Profane language

Warning Ticket _____ 1st Ticket _____ 2nd Ticket _____ 3rd Ticket _____ 4th Ticket _____

DRIVER DETAILS:

COMMENTS:

School _____

Driver's
Signature _____

Principal's
Signature _____

Parent
Signature _____ Date returned _____

BREAKFAST PROGRAM

The school breakfast program offers breakfast to all students (Grades K-5) choosing to participate. Students eating should report to the lunchroom during serving time, which is scheduled from 7:45 A.M. to 8:10 A.M.

Using the Food-Based Menu Planning approach, a minimum of four items must be offered. A reimbursable meal must contain ½ cup fruit plus two other items. A student can only decline one item, no matter how many items are being offered.

DISTRICT LUNCH PROGRAM

USD 329 has a district-wide food service program. A food service supervisor plans menus for breakfast and lunch. All schools in the district typically serve the same menus, which are available in monthly school newsletters, posted on USD 329 website, and printed weekly in the Wabaunsee County Signal-Enterprise newspaper.

Our school participates in the “Offer” Lunch Program. The “Offer” provision is a federal regulation designed to minimize food waste in the lunch program. Under the “Offer” Program, all five food components (fruit, vegetable, grain, meat, milk) must be offered to all students. The price per meal remains the same whether the student selects the minimum three different food items or all five.

FREE OR REDUCED LUNCH AND BREAKFAST

Free or reduced lunches and breakfasts are provided for students who qualify under district, state, and federal rules and regulations. The necessary forms and regulations governing this program will be available at enrollment time. Each participating school makes a conscious effort to ensure student qualification for free and reduced lunch remains confidential. If your child is approved for meal benefits, you must inform the school when household income changes.

USD 329 DISTRICT FOOD SERVICE POLICY

The USD 329 Food Service Plan is as follows: after a family reaches a **delinquent amount of -\$20 during the school year the student would not be allowed to get a regular meal and would be allowed to have a peanut butter and jelly sandwich or another nutritious substitute (cheese and crackers or other options) made by the cooks.** Students that pay cash will be allowed to purchase meals on a daily basis. When an account reaches -\$15 a note will be sent home to parents. Delinquent students will be notified each day after lunch by a confidential note from the office and a note will be sent to parents regarding their delinquent meal account. At an appropriate time their high school third block teachers and grade school after lunch teachers will give these notes to the students. This would allow the possibility of delinquent accounts to be paid before the next day’s meals. We have no problem helping those that need help; they simply need to fill out a federally funded free and reduced meal form. We further understand that we don’t want to punish a child for an adult’s choice. The district also benefits when qualified families

fill out and qualify to receive federally funded free or reduced meals. These benefits include: additional state At-Risk funding for those who qualify for free meals and the ability to possibly qualify for grants based upon percentages of free lunch students. District Elementary Schools send notices in backpacks twice per week when balances get below \$5.00.

LUNCHROOM RULES

Students should **not** bring pop in their sack lunches eaten in the cafeteria. Students are expected to exhibit good manners in the lunchroom using quiet voices. When the students finish eating and the lunch supervisor has given them permission, they are to clean their trays and then return to their seats. They should wait quietly at their tables until they are dismissed.

TELEPHONE

Parents may contact school staff concerning any matter dealing with their children. The office telephone may be used to conduct this type of business; however, only in case of serious need will students be allowed to use the telephone. Many calls can be avoided when a child and parent discuss plans before leaving for school. Should you desire to contact a teacher or student by telephone, we would encourage you to leave a message or leave your name and number for call backs at a convenient time. By doing so, classroom instruction will be protected from interruption.

EMERGENCY SCHOOL CLOSING

When weather seems questionable, students and parents should listen to the WIBW TV/Radio station. Notice will be called in before 6:30 A.M. if it is necessary to cancel school. Early emergency school closing may also be necessary for inclement weather or heat. The School Messenger notification system will also be used to contact parents about school schedule changes. At enrollment, parents will be asked to submit phone numbers and emails for this automated system and to provide basic instructions for children upon emergency early releases from school. It is the parent's responsibility to notify the school if there are any subsequent changes.

TRANSFER-WITHDRAWAL

Parents of students who are transferring to another school should notify the school office. All financial accounts must be paid before leaving. Refunds will be given on a prorated basis.

SCHOOL PARTIES

Each class normally holds 3 classroom parties throughout the school year: Halloween, Christmas, and Valentines. The classroom teacher organizes parents to help plan the parties. Parties may be held on (or near) a child's birthday and children with summer birthdays may celebrate their 1/2 birthday. Birthday treats for the children are permissible, but not mandatory. All arrangements must be made in advance with the classroom teacher. Acceptable snacks, balloons, flowers, and/or other birthday celebration activities will be scheduled **at the end of the day**. Parents are welcome to attend any party.

SCHOOL VISITS

Parents are welcome and encouraged to visit the school at any time. Please plan your visit in advance with the classroom teacher and check in the office upon your arrival.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas Legislature established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report "impending school violence." The toll-free Kansas School Safety Hotline number is **1-877-626-8203**.

RECESS AND PHYSICAL EDUCATION

All students are required to go to physical education class. A statement from a parent or guardian is needed before a pupil is excused from physical education or recess; however, prolonged absences require a doctor's excuse. Students must go to recess unless assigned to a supervised study hall.

TITLE I – PARENTS RIGHT TO KNOW

Parents may request information regarding the professional qualifications of the student's classroom teachers, including the following:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction:
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived:

- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

STATE ASSESSMENTS

Parents/Guardians may request access to their student's state assessment scores and our district and state report cards can be accessed at ksreportcard.ksde.org.

ELECTRONICS AND CELL PHONES

Electronic communication devices including, but not limited to, cell phones, iPads, tablets, smart watches, or any other electronic communication device, should remain in student backpacks throughout the school day if it is necessary they be brought to school at all. It would be best practice to be left at home. Students who choose not to follow this policy may have the items confiscated, returned to the parent, and disciplinary consequences. The school will not be responsible for loss or damages associated with these devices.

TOYS AND EQUIPMENT FROM HOME

Children are not to bring toys, games, or play equipment from home without permission from school personnel. If items are brought to school for special events/assignments (i.e. Show and Tell), they will be held by the teacher until they are needed. If a child's bus driver permits play items to be used on the bus ride, students are required to keep them in their backpack during school. Failure to do so may result in items being confiscated, returned to the parent, and use prohibited. The school will not be liable if the items are lost or broken.

POLICY REGARDING TOBACCO USE, SEXUAL HARASSMENT & DISCRIMINATION

Please see the USD 329 BOE Policy for each of the above.

PERMISSION FORM FOR PRESCRIBED MEDICATION

School Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Date form received by the school: _____

Student: _____ Date of birth, or age: _____

Grade: _____ Teacher/Classroom: _____

To Be Completed By The Physician Or Authorized Prescriber

Reason for medication: _____

Name of medication: _____

Form of medication/treatment:

___ Tablet/Capsule ___ Liquid ___ Inhaler ___ Injection ___ Nebulizer ___ Other

Instructions (Schedule and dose to be given at school): _____

Start: _____ Date form Received Other Date: _____

Stop: _____ End of School Year Other Date: _____

For Episodic/Emergency Events Only: _____

Restrictions and/or important side effects: _____ None Anticipated _____ Yes

Please describe: _____

Special Storage Requirements: ___ None ___ Refrigerate ___ Other: _____

This student is both capable and responsible for self-administering this medication:

___ No ___ Yes, Supervised ___ Yes-Unsupervised

This student may carry this medication: ___ No ___ Yes

Please indicate if you have provided additional information: ___ On the back of this form ___ As an attachment

Physician's Name: _____

Address: _____

Phone #: _____

Date: _____ Signature of Physician/Authorized Prescriber: _____

To the School: Please report concerns about medications or disease to the above physician

To Be Completed by Parent/Guardian

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy.

Date: _____ Signature: _____ Relationship: _____