

ELLSWORTH ELEMENTARY SCHOOL



2020-2021 Parent-Pupil Handbook

110 East Third Street
Ellsworth, Kansas 67439
Phone: 472-5554

FAX: 472-8118

U.S.D. #327
Ellsworth-Kanopolis-Geneseo School District

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Welcome to the 2020-2021 School Year at EES

U.S.D.#327 Mission Statement

The mission of the Unified School District 327 is to provide an educational environment in which all children can learn to the maximum of their capabilities. The educational environment in this district will demonstrate our belief that it is essential to develop positive personal character and challenge every learner through programs that demand excellence. It is through combined efforts of patrons, faculty, administrators, and staff that we lead our students into responsible citizenship in the 21st century.

U.S.D. #327 Board of Education Goals

- ❖ To pursue excellence and strive to become a world-class district.
- ❖ To insure an environment that promotes responsible behavior and good character on the part of students, faculty, staff and patrons.
- ❖ To provide programs and instruction to help all students master the skills necessary to read at grade level and to perform mathematical functions appropriate to their interests and aspirations.
- ❖ To develop technology programs designed to enhance opportunities for our students and our community.
- ❖ To explore, develop, and implement cost effective programs to better meet the needs of all students.
- ❖ To develop a network of resources within our community, county and state to promote continuous improvement for our educational system.

Ellsworth Elementary Mission Statement

Our mission is to prepare Ellsworth Elementary School students for lifelong success through rigorous, quality academic instruction, career training, and character development according to each student's talents. This will be accomplished with cooperation among students, parents, staff, and the communities.

Ellsworth Elementary Goals: All staff will

- ❖ Establish and maintain a quality, caring, professional staff
- ❖ Encourage and promote community involvement
- ❖ Provide both a physically and emotionally safe environment to foster student growth
- ❖ Foster academic success for every student

Theme for 2020-2021

“Whatever you do, do it well.” Walt Disney

Ellsworth Elementary School Staff

Tammi Graff	Principal
Janice Klug	Secretary
Amber Soukup	Social Worker
Bonnie Peterman	School Nurse
Sarah Freeman	Kindergarten Teacher
Gwen Laas	Kindergarten Teacher
Jordan Lahey	Kindergarten Teacher
Louise Blanding	First Grade Teacher
Susan Kurz-Sebesta	First Grade Teacher
Jill Worl	First Grade Teacher
Danielle Kasper	Second Grade Teacher
Janelle Robson	Second Grade Teacher
Caitlin Smith	Second Grade Teacher
Sarah Kueser	Third Grade Teacher
Tina Landon	Third Grade Teacher
Laura Vague	Third Grade Teacher
Cortney Berndt	Fourth Grade Teacher
McKenzie Hall	Fourth Grade Teacher
Rebekah Tripp	Fourth Grade Teacher
Traci Sallman	Computer Teacher
Nancy Bolton	Librarian
Susan Keith	Music Teacher
Laura Kyler	Physical Education Teacher
Traci Dent	School Psychologist
Alan Whitley	Title 1 Teacher
Rosemary Whitley	Special Education Teacher
Nancy Schmitt	Gifted Teacher
Tonya Weinhold	Speech Therapist
Cindy Leal	Speech Paraprofessional
Cindy Choitz	Lead Custodian
Christine Schultz	Custodian
Flo Fosdick	Crossing Guard
Beth Brungardt	Coop Paraprofessional
Amelia Burbank	Coop Paraprofessional
Heidi Donley	Coop Paraprofessional
Anita Rodriguez	Coop Paraprofessional
Tami Tully	Title 1 Aide
Maria Meier	Library Aide
Kathleen Macek	Teacher Aide
Connie Svaty	Teacher Aide
Emily Thomasson	Office Aide/Teacher Aide

Student Expectations, Conduct, and Rules

One of our goals at Ellsworth Elementary School is to help students develop the skills of responsible behavior and self-discipline. Students are often faced with situations in which they

must choose their behavior and are responsible for their actions. In order to provide the best possible learning environment for all students, the administration, teachers and staff will assist in learning to make appropriate choices and provide consequences when inappropriate behavior is chosen. School and classroom rules will be communicated to the student.

1. Students are expected to show respect and obey all school personnel. Students should be respectful at all times. Students have a responsibility to cooperate and show self-discipline so the classrooms are orderly. Students should be particularly aware of being respectful and helpful to our guest teachers when they are substituting for the regular teacher.

2. Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred. Taking care of public and private property makes one's school and community a desirable place to be. This also means that students should display enough pride in their school to keep the classrooms, corridors and washrooms clean. Students who damage or destroy the school's or other people's property will, in addition to behavioral consequences, be held liable for all costs related to those damages.

3. Students are expected to be considerate of others. Therefore, students will not "put down" or harass other students in any manner. Students will not have or use any types of obscenity, profanity or vulgarity in their language or sounds. These types of language or sounds discredit the school and the individual.

4. Students are expected to report to classes on time and be prepared for their class. Students should be in classrooms and ready to work when the class begins. Polite hallway behavior is expected at all times. Teachers will monitor the hallways during passing of classes and bathroom breaks, and will expect considerate behavior.

5. Students are expected to be respectful of others. Therefore, students will keep hands, feet and objects to themselves. Students will work out disagreements in a manner which respects others and does not use fighting as a solution.

6. Students are expected to show good manners. During assemblies and at all school functions, students should display good manners and behavior. This means appropriate applause and cheers. Booing, hazing or other rude behaviors are inappropriate at any time and not allowed.

7. Students are expected to be neat, clean, and dress in fashion conducive to a good learning situation. Dress will not infringe upon the rights of other students in any manner by creating undue distractions, health or safety risks. Clothing advertising alcohol or drugs is not acceptable. Hats will be removed and not worn in the building or at school functions not outside. School officials and staff may require a pupil to correct dress or appearance if it is considered improper or disruptive while attending school or a school function.

8. School-Wide Rules:

1. You cannot harm yourself or others.
2. You cannot keep others from having the opportunity to learn.

3. If you break either one of the rules listed above, there will be consequences.

Conduct which would Constitute a Misdemeanor Crime. Conduct which if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.

School Rule or Regulation. Willful violation of any published rule or regulation for student conduct adopted or approved by the Board of Education.

Disruptive Conduct. Conduct which materially or substantially disrupts, impedes or interferes with the operation of the school.

Endangering Safety. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others.

Disobedience. Disobedience of an order of a teacher, peace officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or a substantial and material impingement upon or invasion of the rights of others.

Conduct which would Constitute a Felony. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.

Behavior Consequences

Consequences may be invoked for behavior contrary to the above rules of conduct or incidences, which may affect the school's general welfare. School personnel and administration will be involved in disciplinary decisions. A student who FAILS TO COMPLY with direction of teachers, student teachers, substitute teachers, teacher aides, the principal, or other authorized school personnel during any period of time when under the authority of school personnel, will be subject to disciplinary action.

- ✓ Penalties, which may be invoked, are as follows:
- ✓ Reprimand by teacher, administrator, or other school personnel.
- ✓ Detention as assigned by the teacher.
- ✓ Removal from class or activity for a certain amount of time.
- ✓ Assignment to school principal for conference, reprimand, or punishment.
- ✓ Suspension from school and all school sponsored events.
- ✓ Expulsion from school in accordance with all K.S.A. rules and regulations.

State statute and board of education policy was developed that requires any employee of a school district to report conduct which constitutes the commission of a felony or misdemeanor to the appropriate law enforcement agency.

Suspension

Suspension is a disciplinary action for violation of proper school conduct. Procedures of suspension or expulsion are defined in laws K.S.A. 72-6114 and K.S.A.72-6118 and are available in the school office. In all cases of suspension, the parent(s) and/or guardian will be notified in writing of the reason and duration of this suspension.

In-School Suspension

Students receiving In School Suspension (ISS) will receive credit for their attendance. The student will be given the opportunity to receive credit for their work completed during that time.

Out of School Suspension

Students receiving Out of School Suspension (OSS) will receive credit for their work they have missed and will be required to make up that work. Students receiving OSS are not allowed on any school grounds or at any school sponsored activities during the time of suspension.

Expulsion

Expulsion means removal from school and all school privileges for the remainder of the semester in accordance with K.S.A. 72-6116. State Board and Board of Education policies are in effect with the institution of an expulsion. All Kansas school districts can refuse to admit an expelled student for one year from the date of the student's expulsion from any prior school.

Attendance Policy

Absenteeism. Absence from a class for any reason results in a loss to the student that is irretrievable. It shall be the responsibility of the school principal to guard against student absenteeism. Kansas Law (K.S.A. 72-3121) states, "A child is inexcusably absent from school if he is absent there from all or a significant part of the 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 a child." When a student is absent from school, the parent or guardian should notify the school office of the absence by 8:30am. If the office has not been so notified, the school will then attempt to contact the parent for the protection of the absent student. Any student with five or more absences per semester will require a doctor's note or a visit to the school nurse before the absence is labeled excused.

Excused Absence. An absence from school will be excused for only personal illness, extreme illness in the immediate family, a funeral, medical appointments, or prearranged with the principal by the parent. Medical appointments are excused for the time of the appointment only and for any travel time required. A student whose absence is excused is permitted to make up work missed and receive credit for it.

Unexcused Absence. An unexcused absence is defined as being absent for any reason other than the ones stated above. A student whose absence is unexcused is permitted to make up work missed and receive credit for it.

Prearranged Absence. In the case of prearranged absences, a request in advance of the first day of absence will be required to the classroom teacher or building principal. The student will still be required to make up the work.

In School Suspension. Students receiving “In School Suspension” (ISS) will receive credit for their attendance. The student will be given the opportunity to receive credit for work completed during that time.

Out of School Suspension. Students receiving “Out of School Suspension” (OSS) will receive credit for work they have missed and will be required to make up that work. Students receiving OSS are not allowed on any school grounds or at any school sponsored activities during the time of suspension.

Truant. When a student has unexcused absences for three consecutive days, five or more days per semester, or seven or more days in a school year, the student will be considered truant. A significant part of a school day for this purpose shall be an hour or more. After the fourth unexcused or the second consecutive unexcused absence, the principal will, if at all possible, schedule a hearing with student and parent(s)/guardian(s) at the earliest possible date. A truant shall be reported to the proper local authorities.

Leaving School During the Day. Leaving school during the day is discouraged. Sickness, injuries, medical or dental appointments, necessary attendance at funerals, and situations considered as being an emergency nature should be the only reason for leaving during the school day. The parent, guardian or adult must “sign out” in the office with the student present when leaving the schools premises during the school day.

Late to School (LTS)

Most late arrivals are avoidable. If you know your child will be late, call the school. All children who arrive late MUST report to the office.

A child is considered late to school if their arrival is less than twenty minutes after the first bell.

Four LTS incidents will equal one unexcused absence (see the Kansas Law above).

Exclusion of Pupils from School Activities

The administration has the authority to exclude any pupil from participating in school activities if dress and appearance, conduct, attitude, or scholastic achievement does not meet acceptable standards.

BULLYING & HARASSMENT POLICY

The Board of Education of USD 327 is committed to providing a positive and productive learning and working environment, free from sexual or racial harassment and bullying. Board policies JGEC and GAAC prohibit student and employee sexual harassment. Policies JGECA and GAACA prohibit student and employee racial harassment. Board policy JDDC prohibits bullying. USD 327 does not tolerate sexual or racial harassment or bullying, whether sexual, racial or otherwise. Any student or employee who believes they have been subject to sexual or racial harassment and students who believe they have been subjected to bullying should contact their building principal, guidance counselor, or in the case of students any other licensed staff member

they are comfortable with. The full policies may be found on the USD 327 website and may be requested from any building office.

What is bullying?

- “Continued intentional hurt to another specific person”
- “Any repeated, intentional act by a more powerful/influential person which causes someone embarrassment, pain, discomfort, or an imbalance of power between those involved”
- “Unprovoked, persistent, offensive, abusive, intimidating or insulting behavior, abuse of power which makes the recipient feel upset, threatened, humiliated, or vulnerable, which undermines their self-confidence and which may cause them to suffer stress”

Bullying includes but is not limited to:

- Social/Emotional-being unfriendly, excluding, tormenting
- Physical-pushing, kicking, hitting, punching or any use of violence
- Racist-racial taunts, graffiti, gestures
- Sexual-unwanted physical contact or sexually abusive comments
- Homophobic-because of, or focusing on the issue of sexuality
- Verbal/Non-Verbal-name-calling, sarcasm, spreading rumors, teasing, and gestures
- Written-notes, letters, graffiti or electronically transmitted acts (internet, cell phone, wireless hand held device)
- Any action that a reasonable person may consider harmful to one’s physical or mental well being

USD 327’s objectives:

- To prevent bullying so we can create a safe, peaceful, and respectful atmosphere both in and out of school, at school functions, and on district transportation
- To encourage all who come to our school to take responsibility for stopping and preventing ALL bullying
- To discipline for bullying incidents. They will be addressed by district personnel in an age appropriate manner
- To be a bully free school

How as a school can we prevent bullying?

- By treating allegations of bullying very seriously
- By promoting positive attitudes towards each other
- By respecting the confidentiality of students involved
- By disciplining bullies and to help them change their behavior
- By prohibiting retaliation against any person who reports an act of bullying
- By training staff on an annual basis how to respond to bullying reports
- By informing students what bullying is and how to prevent/stop it

As a student of our school I can:

- Expect help if I am being bullied
- Expect to be treated with respect and to be safe from persistent bullying
- Help someone being bullied and not ignore it
- Report to an adult if I see someone being bullied

by the teacher. Progress reports for students will be sent home at the end of each nine-week grading period.

EES uses a standards-based grade card for K-4. Grades are given based on the student's demonstration of their knowledge of the objectives. The following rubric will be used to determine the student's mastery of the objective.

- 1- Beginning= not yet meeting expectations for grade level
- 2-Progressing= showing some improvement in meeting expectations for grade level
- 3- Secures= meets expectations for grade level
- 4-Exceeds=exceeds expectations for grade level

School Office

The main purpose of the elementary school office is to promote and support the total educational purpose. Many functions transpire in this connection. One function is that of helping staff members and students in performing their duties.

Use of the Telephone

Pupils may use the phone which is in the classroom, with the teacher's permission. However, the use must be confined to calls that are extremely necessary and should be completed in the shortest possible time. Pupils will not be called from classes to answer the telephone except for calls judged to be of extreme importance.

PARENTS: IT WOULD BE APPRECIATED IF YOU WOULD LIMIT PHONE MESSAGES TO YOUR CHILD. PLEASE MAKE ARRANGEMENTS WITH YOUR CHILD BEFORE SCHOOL AS TO HIS/HER AFTER SCHOOL PLANS.

Kansas School Safety Hotline -- (1-877-626-8203)

This hotline is a toll free number available 24 hours/day, 365 days/year to give students, parents, and community members an opportunity to report any impending school violence. This hotline would give students the opportunity to anonymously report any potential violence.

Visitors and Lunch Guests

Visitors are welcome at school but are asked to receive permission from the classroom teacher or school office prior to visitation. Please limit your visitation to one hour. All visitors must report in to the office upon entering our building. Students are welcome to have lunch guests, but the office **must** be notified by a parent by **8:30 a.m.** the day before as to the name and what the visitor wants to eat so that information can be given to the central kitchen.

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon in or on school property. **THIS INCLUDES POCKETKNIVES.**

K.S.A. 21-4204 (1) criminal possession of firearm is:

(d) possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds upon which is located a building or structure used by student instruction or attendance or extracurricular activities of pupils enrolled in kindergarten or any of the grades 1 through 12, or at any regularly scheduled school sponsored activity or event; or (e) refusal to

surrender or immediately remove from school property or grounds or at any regularly school sponsored activity or event any firearm in the possession of or directed by any duly authorized school employee or any law enforcement officer.

Street Crossings and Loading Zones

All pupils are required to cross the streets at the INTERSECTION CROSSWALKS. Under no circumstances are parents to beckon their child to cross the street to their parked car. THIS IS EXTREMELY DANGEROUS! PUPILS ARE TO CROSS ONLY AT DESIGNATED CROSSWALKS. Patrons parking in the loading zones are asked to park in other areas if they need to go into the school for business purposes. PLEASE KEEP THE LOADING ZONES OPEN TO FACILITATE RAPID LOADING AND UNLOADING OF PUPILS. •Unload students only at the front entrance of the school, passengers to school-curb-side; and at the south entrance, passengers to school-curb-side.

Student Insurance

It is the responsibility of the student or parents to have ample accident insurance coverage. Eyeglasses and loss of valuables are not covered by school insurance.

Lead Teacher

In the absence of Ms. Graff, school principal, a lead teacher is designated as person in charge. If Ms. Graff is not in the building, the appointed lead teacher will be in charge of student discipline and emergency decision making. If neither the building principal or a lead teacher is in the building, a district administrator is to be contacted.

Physical Impairments or Handicaps

If a student has a physical impairment or handicap that may affect participation in school activities or school progress, the parents are to notify the school nurse, the classroom teacher, and the school office.

School Breakfast and Lunch Program

- The school breakfast and lunch program of Ellsworth Elementary School is a part of the National School Lunch Program designed by Congress as a means of providing nutritious, reasonably priced meals to schools. In cooperation with the Kansas State Department of Education, the school endeavors to meet all the requirements for Type A meals. For health reasons, no food, paper, or straws are to be taken from the dining area.

- E.E.S. uses a computer system for the lunch program. No lunch tickets are issued. An individual account of the student's lunch history is kept. Parents may purchase any number of lunches but must keep the account balance at or above zero.

- Breakfast will start serving at 7:30 a.m., and students will be finished eating and ready to start school at 7:55 a.m.

- The lunch period consists of 30 minutes for each class. The school is concerned with fostering good eating habits and may deny lunchroom privileges to those unable to obey rules and guidelines.

Parents who plan to eat lunch with their student should sign up for lunch the day before by 8:30am.

Meal Prices: Lunch - \$3.00; Breakfast - \$1.80; Extra Milk - \$.40; Adult Lunch - \$4.10.

Important: Please pay lunches when due. Parent/Guardians will be able to track a student account balance by logging on to the Infinite Campus Parent Portal. Student accounts are allowed a \$25 overdraft delinquency period. After which, all children in the family will be served a cheese sandwich, fruit, and a milk until their account is paid in full.

Breakfast / Lunchroom Supervision

All pupils participating in the school lunch program are required to conform to lunchroom guidelines and standards. They are under direct supervision of school personnel assigned to lunchroom supervision.

AFTER-SCHOOL PROGRAM

Ellsworth Elementary recognizes that some students may need Extended Learning Opportunities to meet the curricular expectations for student success at USD #327. To that end EES will provide After-School learning opportunities for students every Tuesday and Thursday as the schedule allows. Students should report to the library at 3:05 and will be dismissed at 4:00.

Transportation will be provided for students as needed.

Students who need extra assistance are referred to the After School Program based on teacher recommendation. Classroom teachers will communicate with parents if a student is eligible for participation in the After School Program.

Students will be required to attend the After-School program if they have been referred by a teacher to attend and parents agree to the placement in the After School Program.

First Aid

First aid will be limited to the applying of simple bandages or infection preventatives except that justifiable emergency aid to prevent further injury, disability, or death such as stopping excessive bleeding will be permitted.

Students who have been ill **must be fever free for 24 hours** before returning to school.

Diagnosis, Treatment, and Dispensation of Drugs. Diagnosis and treatment of illness and the prescribing of drugs, medications, and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses unless authorized herein under. School personnel are advised that the Nurse Practice Act (K.S.A. 65-1113 it seq., as amended) makes it illegal for school nurses to administer medications or treatments that have not been prescribed by a licensed physician or dentist. The law under this statute also prohibits any acts of diagnoses. It is the opinion of the State Board of Health, the State Department of Education, the Kansas

Accidents and Illness

Accidents and illness may occur in the classroom and on school grounds and all school personnel should be prepared to follow necessary first aid procedures and other rules described in JGFG and JGFG-R, (board policy).

School Health Advisory Council, and the board of education that the public school should never provide students with aspirin or any other medication. In exceptional cases, such as chronic physical condition where medication is required during the school day, dispensation of any type of medication must have a written order of a licensed physician designating the school personnel allowed to administer the drug.

Administration of Medication In certain circumstances where medication is necessary in order that the student remain in school, the school may cooperate with parents, but the family physician must send a written order to the school personnel who may administer the medication or treatment. Over the counter medications must be brought to school in the original container appropriately labeled with the name of the medication and dosage with an expiration date that will outlast the course of therapy.

Head Lice Any student having live lice will be excluded from school, after their parents have been contacted.

Refer to board policy JGCE.

Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. (Policy JL)

Students shall be allowed to collect money or purchase gifts for faculty members with the principals' approval. (Policy JL-R)

Gifts to Students from Family or Friends - and Invitations

Please do not have flowers, balloons or other gifts delivered to students while attending school. Also, do not hand out invitations at school; children's feelings are easily hurt, so please mail them. If your child plans to attend a birthday party after school, please do not send the gift to school with your child.

Room Parents

Two parents will be selected to serve as room parents for each of the classrooms.

Parties are scheduled for the two holidays of Christmas and Valentine's Day. A party is defined as organized activities (games) and refreshments. The parties are the responsibility of the room parents. Parties are generally scheduled one hour prior to scheduled dismissal time but times are at the teacher's discretion.

Each teacher is responsible for contacting his/her room parents prior to the holiday to see what arrangements the room-parents have made.

Birthday treats are permissible and are the responsibility of the parents involved. Parents are to contact their teachers before bringing the birthday treats to school. Healthy treats are encouraged.

Field Trips

Each grade will have at least one field trip involving bus transportation. Room mothers may be asked to assist with field trips.

Commercialism

The public schools are operated for the general welfare of students. We will not provide parent or student lists for the benefit of commercialism.

Solicitation by Students

Solicitation by students within the school day for any cause is prohibited except as they relate to school sponsored activities or functions. Any solicitations by students on school premises outside the regular school day for causes which do not relate to school sponsored activities or functions must have prior approval of the building principal.

Substance Abuse

Possession or use of alcohol, drugs or tobacco in any form by students is prohibited in any of the school buildings, or on the school premises, or at any school activity or function. Prescription drugs will be considered an exception. Use or possession of alcohol, drugs or tobacco will be dealt with by the administration (KSA 72-6114). This will include suspension or expulsion as determined by the administration. The professional staff has developed a curriculum teaching the effects of substance abuse. The use of the program, including a list of resource materials developed by local, state, and federal agencies is encouraged.

Transportation of Students

The district provides certain transportation services for school attendance, and school-sponsored activities and events. Whenever pupils ride in school vehicles, it is of vital importance that safety rules are observed. The rules that follow are not meant to be all-inclusive but are listed so that pupils may know some of the basic rules of conduct when riding in school vehicles.

School Transportation Rules and Regulations:

- While waiting for the bus, stay in designated areas. No shoving, pushing, name calling, etc. Wait until the bus stops before approaching it to enter.
- Sit in seat assigned if driver or school official makes such assignment.
- Keep hands and head inside the bus at all times.
- Do not stand or walk while the bus is in motion. Sit facing forward.
- Assist in keeping the bus safe and clean at all times.
- No loud talking, yelling. Be absolutely quiet when bus stops for railroads.
- Obtain permission to open windows: Close windows before leaving the bus.
- Keep feet on the floor.
- Never throw anything inside or outside the bus.
- Carrying animals or dangerous objects on a bus is against state law.
- Do not leave books, packages, coats, etc., on the bus.
- In case of a road emergency, remain in your seat until directed otherwise.
- Keep all articles out of the aisle.
- Do not attempt to bring large items on the bus.
- Check with the driver about storage of musical instruments, etc.
- Be respectful and courteous at all times to the driver and other students.
- When departing the bus, if it is necessary to cross the road/street, do so at least 10 feet in front of the bus. Look for traffic both ways before crossing.

Violations of transportation rules will result in the student losing bus-riding privileges.

When a parent picks up his/her child from a school related activity away from the building site, they must sign a "Student Transportation Release" form prior to taking the child; a form for this release is available from any sponsor or building principal. (B.O.E. Policy JGG-R)

Bicycles

Bicycles that students ride to school are to be placed in the bike rack near the west entrance.

Playground

All pupils are expected to go outside during designated recess and play periods unless they have a written note stating they should remain in the school. No candy or gum is permitted during recess. Pupils who are out on the playground are not to leave the school or school grounds unless they have permission from their teacher or principal. Students need to leave their personal toys or other equipment at home. The playground is unsupervised before and after school. Students are not to be on the playground before 8:00 a.m.; students should have permission from their parents if they plan to be on the playground after 3:05 p.m.

Playground Supervision

The most important consideration must always be the safety of the children using the playground.

Any accident or injury is to be reported to the office as soon as possible and an accident report is to be completed in all instances where accidents are deemed serious. A copy of the accident form should be sent home with the child.

All pupils are directed to go home immediately after their dismissal. They are not permitted to remain at school unless they have permission from school authorities. Students are allowed on the playground with parent consent.

Playground Rules - These rules need to be enforced by all of us (K - 4) in order to have the safest playground possible. It will make everyone's job much easier if we all adhere to the same rules.

A. All Swings

1. Sit and hold on with both hands.
2. No stomach swinging.
3. Swing forward and back only.
4. Let the swing slow down before getting out - no jumping out.
5. Do not have anything else in your hands (hula-hoops, sticks, balls, ropes, etc.).

B. Climbing Structures

1. Do not stand on the very top.
2. No jumping from high stages
3. K - 2 do not hang by knees from top two bars.

C. General Rules

1. No chasing in mulch area.
2. Play away from puddles, water, and mud at all times.

3. Leave gravel, rocks and sand on the ground.
4. No chase. Touch tag may be played in an area designated by a teacher.
5. Do not kick rubber balls and basketballs against the school building.
6. Touch football only.
7. Play within fenced area. Do not play in front of doors.
8. Stay away from electrical box.
9. Stay away from windows.
10. Organized games should be played in a specific area as designated by a teacher.
11. Stay off the ledge of the building.
12. Ask permission to get balls outside fenced area.
13. Use jump ropes to jump only.
14. Use hula-hoops for intended purpose only.
15. Do not go back into school building without permission.
16. Do not climb on fence.
17. No toys or equipment in mulch area.
18. When recess ends, students should line up immediately.
19. The penalty for breaking a rule is to stand by the wall for the remainder of that recess.

Playground Equipment

The physical education teacher will monitor playground equipment. An ample supply of balls with proper inflation should be kept in the ball cage for student use.

Technology Use Policy

USD #327 has access to the Internet, a worldwide computer network connecting computers all over the world. There are hundreds of educational resources on the Internet that students and teachers in USD #327 will be able to access and use. The school district strongly believes that the valuable information and interactions available through computer network communication are effective ways to introduce and educate students to the global nature of information.

With access to computers and people all over the world comes the availability of materials that may not be considered to be of educational value in the context of the school setting. USD #327 has taken available precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all material and a user may discover controversial or inappropriate information. The District strongly believes that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain objectionable material.

To insure the best educational experience when using the Internet and/or Local Area Networks (LAN), the staff and students of USD 327 will observe the following guidelines.

Etiquette and guidelines:

- * Never write or share password information.
- * Do not reveal personal information about yourself or others, i.e., home address, phone numbers, financial information or social security numbers.
- * All network communication must be courteous and free from inappropriate language.
- * Electronic mail is not guaranteed to be private. Although resources obtained through computer network communications shall be treated as confidential and private, and reasonable measures will be taken to protect the privacy rights of users, the School District cautions users that no computer network communications should ever be considered completely private, and are subject to monitoring by local, state and federal agencies.

* Use of other organizations' networks or computing resources must comply with rules appropriate to that network.

* Electronic mail should be read and deleted regularly. File server space is limited.

* If you are unsure about whether an action is appropriate, ask your teacher or system administrator.

Users must NOT:

* Attempt to tamper with other people's data or to gain unauthorized access to data on the Internet.

* Use the Internet for commercial use, product advertisement, or political lobbying activities.

* Use computer networks to support illegal activities, as defined by local, state or federal law.

* Reconfigure or change setups in any computer system.

* Use computer networks for obscene purposes such as the receipt, access, storage or distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.

* Use mail or message services to harass, intimidate or otherwise annoy another person, e.g., broadcasting unsolicited messages or sending mail after being told it is unwanted.

* Download any software or programs from the Internet or load any software not owned or licensed by USD #327 on any computer, i.e., lab or staff desk machines. All licensing and copyright laws will be adhered to.

Internet access in USD #327 is a privilege and not a right. Violating any of the guidelines or prohibitions listed previously can result in restricted network access, losing all network access privileges, and disciplinary or legal action including, but not limited to, criminal prosecution under appropriate local, state and federal laws. The systems administrator will close an account and/or restrict network access if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator denies, revokes or suspends specific user access or account.

USD #327 makes no warranties of any kind whether expressed or implied, for the service it is providing. USD #327 will not be responsible for any damages you suffer while on this system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. USD #327 specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

NOTICE OF NONDISCRIMINATION

Unified School District No. 327, Ellsworth County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Dale Brungardt, Superintendent, District Office, 145 W 15th, P.O. Box 306, Ellsworth, Kansas, 67439; (785)472-5561.

Dismissal Due to Storms

When severe storm conditions exist, it may become necessary to call off school. Should school be called off, an announcement will be made through district text system, over radio station KSAL (1150 AM), Salina, by 7:00 a.m. Ordinarily school will not be dismissed as long as it is feasible for students and teachers to come to and remain at school. But, the school administration strongly urges parents, particularly those living in the country, not to send their children to school on days when storm and road conditions create a definite hazard to the lives and welfare of the pupils.

Drug Free Schools

The unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to district policy sanctions (JDDA-R). This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-266, 103 St. 1928. (Cf LDD).

School Counseling Services

USD #327 students have access to counseling services. School social workers are part of the educational community. As such, the social worker consults with teachers, administrators, and parents on behalf of the students.

Electronic Equipment

So that students will not be distracted from their school responsibilities, electronic games, radios, and other devices are not permitted in the school during the school day or on school trips without specific permission from the supervising teacher.

Emergency Drills and Procedures

Drills will be conducted as required by law for emergencies such as fire, tornado, civil defense disasters, etc. When it is necessary to evacuate the elementary school, students will be evacuated to the designated location. Students will remain under the direct supervision of their teacher until the emergency no longer exists. Parents removing their child from the class group during such emergency must first obtain permission from the school principal or his designated representative.

Fire Drills. Once each month there will be a fire drill signaled by a long continuous blast of the emergency horn. Everyone is expected to evacuate the building during a fire drill, walk swiftly but not run, and to return to the building after the signal indicating that it is safe to do so.

Tornado Drills. Tornado drills will be held periodically. A school official will give instructions for a tornado drill over the intercom system. Teachers will give specific instructions concerning tornado drills at the beginning of the school year and also at the time of the drill.

Other Emergency Drills. In case of other types of emergencies, the school will be evacuated to designated locations.

SEXUAL HARRASSMENT POLICY

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support

personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of Board policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass a student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks or actions with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

RACIAL HARASSMENT POLICY

Racial harassment shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of Board policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits to ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. If the

matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ,-and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

- **“Emergency Safety Intervention”** is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- **“Seclusion”** requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
- **“Chemical Restraint”** means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- **“Mechanical Restraint”** means any device or object used to limit a student’s movement.

- **“Physical Restraint”** means bodily force used to substantially limit a student’s movement.
- **“Physical Escort”** means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- **“Time-out”** means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device use by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the report written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Library Policies

Students are allowed to have a maximum of three books and one magazine out at any time. They may also check out a book on tape or CD if they have parental permission. Permission slips are available in the library. Exceptions may be made for students with special needs. Materials are checked out for two weeks.

Parents are responsible for seeing that students return materials on time and in good condition.

No fines are charged for overdue books but in extreme cases disciplinary action, such as loss of recess, may be taken until materials are returned.

Parents may be charged for damaged or lost materials. The library will assess the damage and charge a fee based on the extent of damage. Fees run from 1/3 of the original cost of the book for repairable damage up to the full cost of the book if it is beyond help. If the book has been lost, the parent is expected to pay for the replacement by the end of the year. Fees charged will be the original cost of the book or what it costs to replace the book in similar binding, whichever is less. If the book is found and returned in good condition at a later date the money will be refunded.

Students are expected to deport themselves in the library in a manner that is conducive to reading and study. Inappropriate behavior may result in loss of library privileges.

The library media center welcomes gifts in accordance with district policies. "All gift materials must meet qualitative standards of selection". Any items accepted by the library media center will be used in whatever manner is deemed appropriate for the benefit of students.

The parent of any student in the district shall have the right to register a complaint about controversial reading materials or media. Parents are encouraged to discuss the suitability of such materials with their child's teacher, media specialist, and/or the building principal. If a parent wishes to lodge a formal complaint against any material a form is available to request reconsideration of the material. A review committee consisting of the building principal, media specialist, two subject area specialists and two community members will be convened to evaluate the material based on board policy. More information on this process is available from the building office or media center.

The library does not loan materials or equipment to organizations for non-school related use.

School Supply List for 2020-2021

Kindergarten: 2 boxes Crayola Crayons, 8ct (regular size); 2 boxes Crayola Washable Markers, 8ct, classic colors, conical tips, thick; 2 pink erasers; 8 Elmer's small glue sticks, washable, white, dries clear; 12 #2 Ticonderoga Pencils; 1- 4 pack dry erase Expo markers, chisel tip, low odor (black, green, blue, red); 1 pencil box with lid; 1 poly 2-pocket folder with clasps; 1 poly 2-pocket folders without clasps; 2 boxes of Kleenex tissues, 200ct; 1 box Slide 'n Seal storage bags, quart size, 20ct; 1 box gallon storage bags; 2 - 8oz Germ-X. **Please do not label the school supplies with the student's name.**

Grade 1: 2 - 24 ct Crayola Crayons; 1 - 10 ct Crayola classic colors, conical tip, washable markers; 12 - #2 Ticonderoga pencils (No Papermate Brand); 24 School Smart brand pencil top erasers; 1- 7 5/8 oz Elmer's white, washable glue; 4 Smart School glue sticks; 1 pencil box with lid; 8 Expo black, chisel tip, dry erase, low odor markers; 1 box Kleenex tissues, 200ct; 1- 8oz Germ-X; 1 small box of Glad or Ziploc brand gallon size bags; 2 - pink pearl erasers; 1 set of Headphones. **Please do not label the school supplies with the student's name.**

Grade 2: 1 - 24 ct box Crayola Crayons; 1 - 12 ct Crayola Twistable colored pencils; 12- #2 Ticonderoga pencils; 1 pink eraser; 12 pencil top erasers; 8 - Elmer's small glue sticks, purple, dries clear, washable; 8 - Expo black fine tip, dry erase, low odor markers; 1 - Sterilite pencil box with lid; poly 2-pocket folders without clasps (red, blue, orange, green); 1 - steno book, Gregg rule, 80 sheet, 6 x 9, white paper; 1 composition notebook; 2 boxes of Kleenex tissues, 200ct; 1 set Earbuds **or** 1 set of Headphones. **Please do not label the school supplies with the student's name.**

Grade 3: 2 - highlighters, yellow, fine; 1 - 12 ct Crayola Twistable Colored Pencils; 12 - #2 Ticonderoga pencils; 2 pink erasers; 24 pencil top erasers; 2 Elmer's small glue sticks, dries clear, washable; 4- Expo black, dry erase, low odor markers; 1 pencil box with lid; 4 pk poly 2-pocket folders without clasps (with 3 hole capabilities), red, blue, orange, green; 1 package Post-Its, 3 x 3 sticky notes; 2 -1 subject spiral notebooks, 70 sheet, wide rule; 2 boxes Kleenex tissues, 200ct; 1 set Earbuds **or** 1 set of Headphones.

Grade 4: 1 - 24 ct Crayola Colored Pencils, full length, pre-sharpened; 12 - #2 Ticonderoga pencils; 1 pink eraser or 12 pencil cap erasers; 2 Elmer's small washable glue stick; 2 Expo black, chisel tip, dry erase, low odor markers; 1 cloth pencil bag, preferably no plastic; 4 poly 2-pocket folders without clasps, (red, blue, green and purple); 2 box Kleenex tissues, 200ct; 1 Composition notebook; 1 Sharpie ultrafine point marker; 1 set Earbuds **or** 1 set of Headphones. **Due to limited desk space, please bring only those items on the list.**