

# Unified School District #363

## Holcomb Elementary School

2020-21

### Student / Parent Handbook



# Unified School District #363, Holcomb, Kansas

## WELCOME!

Welcome to our Elementary Schools! The following pages contain information which will aid each parent and student in preparing and planning for this school year. Please take this opportunity to read this handbook carefully with your child for information concerning policies and procedures in effect at our elementary schools. All of the information in this handbook has been reviewed and approved by the USD 363 Board of Education and are part of the Board of Education policies.

To accomplish our mission statement, all our schools must function under certain guidelines and regulations. We expect everyone attending our elementary school or being a part of it as a parent or guardian to recognize these regulations, to understand them and to abide by them. It is also important for students and their parents to become acquainted with our routines, services and activities which are outlined in this handbook.

### **Board of Education**

Jill George  
Ryan Schreibvogel  
Matt Jones  
Curtis Peterson  
Kasey Robinson  
Ryan Ruda  
Sean Sheets

### **Central Administration**

Dr. Scott Myers, Superintendent  
Robin Witzke, Board Clerk  
Mike Davis, Board Treasurer  
Norma Spangler, District Office Secretary  
Julie Nemechek, Software Support

### **Mission Statement**

The mission of Holcomb Unified School District #363 is to provide an opportunity for all students to acquire skills needed to become productive and successful citizens.

### **Vision Statement**

“Our vision is to provide a happy, caring and stimulating environment where all children will recognize their value as a person and achieve their fullest potential, so that they can make their best contribution to society. Children will learn to respect others and embrace diversity. We also value the partnership which exists between school, parents and community and the part it plays in realizing this vision”

### **Holcomb Elementary School Goals**

Provide a safe learning environment where students will have the opportunity to learn, to develop, and to practice those academic skills and interpersonal skills needed to be productive and successful citizens in a changing democratic society.

Strive for varied and flexible instructional and learning procedures that individual learning styles require for creative thinking and high self-esteem.

Provide systems of communication for parents, students and staff to better understand the school goals.

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**Holcomb Elementary School**  
**2020-21 Personnel**

Principal		Randi Thyne
Counselor		Melanie Gifford
Holcomb Elementary School Secretary		Mary Rivas
School Nurse		Stacy Cundiff
3 <sup>rd</sup> Grade Teachers	Brooke Bayer, Shelly Eslinger, Keali Shelton,	Emma Wager
4 <sup>th</sup> Grade Teachers	Shannon Caffrey, Martika Crockett, Jennifer Sanders,	Haley Sabourin
5 <sup>th</sup> Grade Teachers	Mary Jo Castillo, Heather Seirer, Tammy Wallace	
K-5 Physical Education		Ty Walker
K-5 Vocal Music		Debbie Tidwell
5 <sup>th</sup> Grade Band		Jonathan Yust
K-5 Librarian		Kona Errebo
Holcomb Elementary Library Paraprofessional		Kate Autry
Holcomb Elementary Title I, ESOL, Migrant		Kelly Tichenor, Karie Roth
Holcomb Elementary Title I, ESOL, Migrant Paraprofessionals	Sherry Grimm, Rachel Shultz, Mishaela McVey	
Speech / Language Pathologist		Amanda Ruda
Speech / Language Paraprofessional		Deborah McVey
3-5 Interrelated Teacher		Allison Wilkins
3-5 Interrelated Teacher		Larrilee Loeppke
Interrelated Paraprofessionals	Jacob Bynum, Kandie Brungardt, Ariana Wheet, Shaina Lundblade, Martha Mendoza	
Food Service Clerk		Kristi Calkins
Custodial Supervisor		Alex McCormick
Grounds Maintenance		Lance Cornelsen
Buildings Maintenance		Tom Case
District Transportation Supervisor		Sam Mesa

## ENROLLMENT

### Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in grades 3-5 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record sheet with a student's legal name as it appears on the birth certificate, or as changed by a court order and the student(s) social security number. It must also have the name, address (both street and mailing), and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of the Department for Children and Families, a certified transcript of the student, or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, local law enforcement officials will be notified.

### Assignment to Grade Level or Classes

Assignment to a particular grade level or classes shall be done by the building principal. Parent requests for a particular teacher will not be permitted.

### JBC Enrollment

1. Parents and students are responsible to know what the district boundaries are and to know this policy. Failure to inform USD #363, of non-resident status may result in immediate dismissal of student(s) from Holcomb schools.
2. No out-of-district students are allowed to attend Holcomb USD #363 except as noted:

### **ADMISSIONS INTERDISTRICT TRANSFERS – USD #363**

DATE ISSUED: 8/7/2007 - REVISED: 05/10/2010

#### ADOPTED:

#### **Authority:**

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, gender, disability, national origin, or ancestral language.

#### **Transfer Requests:**

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

#### **Factors:**

In approving transfers, the Superintendent or designee shall consider the availability of space and instructional staff, the student's disciplinary history, and attendance records. No transfer shall limit the educational opportunities of resident students.

Students currently attending who remain in good standing from year to year will be given first priority as a transfer student. An application for a

sibling of an out-of-district student in good standing will also be given priority when enrolling and re-enrolling.

#### **Revocation of Transfer:**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement. Written notification of any transfer revocation shall be sent to the school district of residence.

#### **Tuition:**

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

#### **Waivers:**

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent or guardian.

#### **Nonpayment:**

The District may initiate withdrawal of students whose tuition or fee payments are delinquent.

#### **Appeals:**

Any appeals shall be made in accordance with local grievance procedure, as appropriate.

#### **Class size limitations:**

The district reserves the right to set class size numbers.

- **USD #363 employees** whose employment requires at least 630 hours of work per school year and full time High Plains Educational Cooperative employees who are based at Holcomb schools, may have their children attend USD #363 even if they do not live in the district. Students may be asked to leave when employment terminates.
- **Children of those parents/guardians** who are employed by the district as regular part-time bus drivers, driving four or five hours per day, may enroll their child/children in one or any of the district's schools. This does not include children of substitute bus drivers.
- **If parent(s) or guardians** move out of the USD #363 school district, the student may finish the current semester only. USD #363 must be notified when parents or guardians leave the district. Failure to notify USD #363 of a move out of the district may result in immediate dismissal from Holcomb School.
- **Students who live** outside the USD #363 school district boundaries may be required to provide their own transportation to and from school.
- **Students who will** establish residency in the district after school has commenced in the fall due to the completion of residence, may enroll in one or any of the district's schools only after proof of completion date, building contract and loan approval has been presented to the superintendent of schools.

## **1:1 CHROMEBOOK INITIATIVE**

### **General Information:**

Students in grades 3-5 will be issued a Chromebook at the beginning of the school year which will be kept at school. Most students find that after a few days they are comfortable with using the touchpad on the Chromebook. If you feel you must use a mouse contact the IT team. Students are responsible for the safety and care of their Chromebook. The school has monitoring systems in place to discourage students from accessing unacceptable sites. Infractions will be dealt with appropriately. A Few Rules:

Students are responsible for any flagrant damage to the Chromebook. The Chromebooks are configured to work with our school settings. Keep your Chromebooks away from liquids and foods. An unattended Chromebook is a violation. It is the student's responsibility to keep it safe.

## **1 TO 1 CHROMEBOOK INITIATIVE**

USD #363 is committed to providing the students of Holcomb High School with a 21st century education and giving them the opportunity to learn important technology skills in order to be productive and successful citizens. All students attending Holcomb Elementary School will be provided with a Chromebook to use as an educational tool. The use of the technology tools provided by USD #363 is a privilege, not a right. The privilege of using the technology resources provided by USD #363 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions in this policy, Chromebook and/or school network privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

### **User Terms and Conditions:**

1. The use of the district owned Chromebook must be for educational and/or research purposes consistent with the mission, goals, and objectives of USD #363 along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may search school computers and monitor school email accounts at any time to maintain system integrity and to ensure that users are using the system responsibly. Users have no expectation of privacy with regards to anything stored on school computers or networks will be private.
3. Chromebook violations include but are not limited to:
  - a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - b. Downloading or transmitting multi-player game, inappropriate music, or video files using the school network.
  - c. Vandalizing, damaging, or disabling property of the school or another individual or organization.

- d. Accessing another individual's materials, information, or files without permission.
  - e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
  - f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
  - g. Promoting or soliciting for illegal activities.
  - h. Attempting to hack, repair, remove or install hardware or software components reserved for an authorized service technician.
  - i. Violating copyright or other protected material laws.
  - j. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
  - k. Intentionally wasting school resources.
  - l. Use of another student's Chromebook, account or passwords.
  - m. Leaving Chromebook unattended
  - n. Leaving Chromebook in locker room
4. An Acceptable Use Agreement must be on file with student and parent signatures before a Chromebook will be checked out to the student.
  5. Parents and/or students must pay the District Technology fee before a Chromebook will be checked out to the student.
  6. USD #363 emphasizes the Chromebook is an educational tool that will change the instructional model and allow students to benefit from a technology-rich education. Students and/or parents do not have the option whether they want a Chromebook or not. Teachers will be designing instruction that uses the Chromebook as the basic platform for learning and all students will need one in order to be successful and involved with the regular class.
  7. Widespread student body misuse may result in all students checking their Chromebooks in for an extended period of time until the administration feels students can use the tool as intended while demonstrating responsibility and maturity.
  8. Students should not give out their password information to any other student.

### **CHROMEBOOK VIOLATIONS: (not limited to)**

- Inappropriate Use – Range from Detention to OSS
- Intentional Damage – 3 days ISS, student pays for damages or payment contract signed before student gets Chromebook back
- Unattended Chromebook – Multiple-day detention
- Pornography – 3 days of ISS with OSS consequences, loss of internet privilege for ninety school days

The teacher has the right to assign a detention or reduce a student's grade for a student's non-educational use of Chromebook during instructional time.

The administration reserves the right to modify any of the above consequences based on the nature and severity of the infraction.

## **BICYCLES**

Bicycles are to be parked in the bike rack when you arrive and left there until you leave. Do not bother other students' bikes. Bikes will not be ridden on sidewalks and playground when there is a danger of running into other students. This would be 8:00 to 4:00 during school hours. Walk your bike off the playground and across the marked crosswalks. Enter the street cautiously making sure you follow proper traffic rules. Careless riders will be asked to leave their bicycles at home.

advance, you are required to have it done or take the test when you return.

## **SCHOOL DAY**

In order to better facilitate instruction, parents are asked to become acquainted with the following schedules and encourage punctuality. The school day consists of approximately six hours of classroom instruction plus an allotted amount of time for lunch and recesses. All core subjects, plus music and P.E., will be taught.

### **Arrival and Departure Times for HES**

Students eating breakfast at school may arrive at 7:35 am.

Holcomb Elementary School Hours	7:45 am – 3:20 pm
HES Breakfast	7:35 am – 8:00 am

## **ATTENDANCE POLICY**

The Holcomb School District will adhere to the Kansas compulsory attendance law. K.S.A. 72-1111 and K.S.A. 72-1113.

USD 363 has developed the following attendance guidelines:

1. An absence is defined as a day of school missed not related to school activities.
2. Students may accumulate up to seven (7) excused day-long absences or 56 total periods per semester. Students missing more than 7 days in a semester will be required to provide a doctor's note. Failure to do so will result in an unexcused absence being recorded.
3. An extended hospital stay or illness may be counted as one day in regards to the allowable days missed. The family must arrange this with the principal and include valid documentation.
4. After seven excused absences, any unexcused absence will result in a phone conference with the parent..
5. If a student knows in advance that he or she will be absent, the student should notify the office and the teachers in advance in order to get assignments. An excuse, written or oral, from a parent or guardian must be provided within two school days of the absence. On the third (3) day following the absence when no valid excuse was provided, the absence will be designated an unexcused absence.
6. Once the student enters the school and school classroom attendance is taken, all correspondence for leave should go through the office.
7. For make up work, the student will be given the number of days absent plus one additional day. Additional time for make-up work will be given on extended illnesses or other circumstances that require it, if requested by the parent or guardian and approved by the building administrator. Make-up work is strictly the responsibility of the student. If you have an assignment or test that you know about in

**All excused absences must be confirmed with a phone call or note from the parent/guardian to the office.**

## **ATTENDANCE COMMUNICATION**

To help keep parents informed, communication will come from the office in the following way regardless of the reason for absences:

- A letter will be sent at or close to 3 absences or 24 missed periods.
- A letter will be sent at or close to 5 absences or 40 missed periods.
- A letter will be sent and a phone call will be made at or close to 7 absences or 56 missed periods.

These letters are not an indication that truancy will be filed with DCF. They are a courtesy to you so that through awareness, truancy never becomes an issue.

### **Prearranged Absence:**

If a student is going to be gone from school, arrangements with the school office and the student's teacher should be made regarding makeup work.

### **Prolonged Absence During The School Year**

Prolonged absence taken during the school year is discouraged. In class instruction is important, and a student misses out on this instruction when gone. At those times when a student must be absent, not due to a medical condition, for an extended period of time during the school year such absence may be excused, provided each of the following conditions are met:

1. Absence of the student must be arranged a minimum of one (1) week before the scheduled absence, except in the case of emergencies.
2. The student must be in good standing in classes.
3. No student that has demonstrated previous attendance problems will be excused for an extended absence. His/her attendance rate must be at least 85%.
4. Class work/homework will be assigned by the teacher(s) prior to the absence.
5. Prearranged class work/homework assignments are due the day the student returns to school following the absence. For class work/homework that must be performed in the school building, such as lab assignments or research, etc., the student will be allowed two school days per day of absence to make up such assignments. The student must make arrangements with the teacher(s) to complete these assignments on their own time, such as before or after the school day.
6. If a student does not attend school after the approved time of the pre-arranged absence, further action will be taken, such as a truancy report being filed with the Department for Children and Families (DCF).
7. Pre-arranged prolonged absences may not exceed ten (10) consecutive school days. Absences longer than ten (10) consecutive school days may result in a truancy report being filed.
8. All class work/homework assignments are due the day the student returns to school following the absence. Any assignments not

completed may be graded as a "0" for that assignment by the teacher(s).

9. This procedure does not apply to students missing a prolonged period of school because of a medical condition that prevents them from attending.

### **Unexcused Absence:**

An unexcused absence is simply an absence occurring after your 7th absence in a semester. A truancy report will be filed with the DCF office for any student under 13 years of age with three (3) consecutive unexcused absences, five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year.

### **Tardiness:**

Being on time to class is considered very important for the student and for the class he/she is attending. When your child comes in late, it interferes with other student's learning, the teacher's right to teach, and your own child's learning.

The reasons for having your child to school on time go beyond just the interference. By law, children of all ages who are enrolled in USD 363 must attend school. Attending school means being to school and picked up on time every day.

A student is considered tardy if he/she arrives any time after the morning bell rings at Holcomb Elementary at 7:45 am. A tardy will be given for time gone up to 25 minutes after the beginning bell. Any time beyond this will be considered an absence for **those periods missed**. Students who are tardy more than five (5) times during a semester may be required to stay after school to make up academic time missed in the classroom.

### **TARDY COMMUNICATION**

Communication from the office concerning tardies will be handled in the following way:

- A letter will be sent at or close to 4 tardies.
- A letter will be sent and a phone call will be made at or close to 6 tardies.
- A letter will be sent and a meeting will be set at or close to 7 tardies.

After the meeting is held, if the student is tardy, he/she will serve time after school. Every minute the student is late will result in staying 2 minutes after school. *Example: 15 minutes late = 30 minutes after school*

Students with a high tardy or absentee rate may result in disciplinary action.

A student leaving early **will be counted absent for the final period of the day.**

Any recorded tardies or absences will result in the student not qualifying for perfect attendance.

### **ASSESSMENTS**

Wiley & Holcomb Elementary School administers various assessments during the school year to determine student progress in their learning and for the purpose of reporting results and information to the State Department of Education. Following is a list of the various assessments

that are given during the year. If parents have questions about or would like to see the results of any of these they are encouraged to contact the school.

FAST Benchmark Testing:  
~ 3rd Grade ~ 5th Grade

State Assessments:

~ 3rd Gr -5th Gr ELA, Math, Science (5th Grade). State Assessment Information may be found on the USD 363 Website under the District Information tab, down to "District Report Card". You may contact the school counselor for your child's scores. Also, reports are sent home to parents.

KELPA:

~ ESL PK - 12th Grade

### **BREAKFAST/LUNCH**

Breakfast Hours:

**HES ~ 7:35 ~ 8:00 am**

Cost of breakfast is:

**Students ~ \$1.75**

Adults ~ \$2.40

Parents are welcome to eat lunch with the students, but a phone call by 9:00 am the morning of is required for the lunch count. Call the office for specific grade level lunch times.

### **Cost of a hot lunch for grades**

**Kinder ~ 5<sup>th</sup> Grade are: \$2.70**

Adults are: \$3.90

Extra milk is: \$.45

Free and reduced lunch applications are available at the school office.

Students who bring their lunch to school will eat in the lunchroom with their class.

Please don't ask the school to refrigerate or reheat lunch items. It is suggested that children not bring pop and candy in their lunch.

**School District Policy:** Students in need who qualify for free or reduced price meals are encouraged to apply. Students who do not qualify for free or reduced price meals must pay full price.

### **No charge policy and alternative lunch**

The USD 363 food service program uses an automated system for meal purchases. Meals for breakfast and lunch can be purchased by the month, semester, or for the school year. The system is designed to inform patrons once there are five or less meals left on a student account. The system will generate a payment notice. There are no charged meals. In the elementary buildings this notice is forwarded to the student's teacher so it will be sent home with the student. In middle school and high school, the notice is given to the student to take home. If the

account is in a negative balance, an alternative meal will be provided for a few days until the account is brought back to a positive balance.

### **Carry in lunches during school lunch**

The USD 363 food service program provides patrons the opportunity to have their child bring a sack lunch from home instead of eating a school meal. The meal that is provided from home shall not be a commercial fast food meal brought in the vendor's bag or box according to food service regulations. Students who have been at an appointment and bring a commercial sack lunch to school will not be permitted to eat this lunch in the school cafeteria. Parents who bring commercial fast food to eat with their student should check in the school office as to where to eat their lunch.

### **BUILDING RULES**

In order to maintain a safe and positive learning environment for all students, general rules must be followed throughout the building. Our common Class/School rules are:

Longhorn Stampede

**H** - Honest

**O** - Own It

**R** - Respect

**N** - Nice

**S** - Safe

Each acronym will be taught as it pertains to the expected behavior in each area of the school. E.g. lunchroom, hallway, classroom, etc.

### **Playground**

When the wind chill factor is below 25° F, students will be indoors for play periods. Please dress your student accordingly.

#### **Playground Rules:**

- Play safely and fairly.
- Stay where an adult can see you.
- Never leave the playground without permission from a teacher.
- No tag on the equipment.
- No balls, jump ropes, toys, etc. in the playground equipment area.
- Do not throw wood chips or rocks!
- No walking and/or climbing on top of the tubes, benches, slides or fence.
- Slides ~ Feet first, on pockets only.
- Swings ~ on pockets only, swing forward and backward only, no jumping out of swings.
- Tire Swing ~ Sit with feet inside, hang on with both hands, one person pushes from the outside only, no more than 3 on at a time.
- Football ~ Touch/flag only! No tackling or pushing.
- Jump Ropes ~ are for jumping only.
- Monkey Bars ~ go across one bar at a time, no sitting or standing on the top.

Consequence for Violation of Playground Rules:

Walk the rest of recess.

### **Lunchroom**

1. Use good manners.
2. Sit correctly in chairs.
3. Visit quietly.

### **BULLYING (JDDC)**

Bullying of any type is prohibited in the school setting. The Holcomb USD 363 school district will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, electronic or written interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student performance.

The School Board expects administrators and supervisors to make it clear to students that bullying in the school building, on school grounds, on the bus, or at school-sponsored activities and functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students. USD 363 maintains records of bullying incidents within student files. Students who commit crimes at school, on school property, or at a school sponsored events will be reported to law enforcement.

#### **Actions Which Constitutes Bullying:**

- Continued intentional hurt to another specific person
- Persistent offensive, abusive, intimidating behavior, abuse of power which makes the recipient feel upset, threatened, humiliated or vulnerable which intimidates their self-confidence and which may cause them to suffer stress.

#### **Bullying can be:**

- Social ~ being unfriendly, excluding, tormenting, threatening gestures
- Physical ~ pushing, kicking, hitting, punching or any use of violence
- Racist ~ racially motivated taunts, or racially offensive graffiti
- Sexual ~ unwanted physical contact or sexually abusive comments
- Verbal ~ name calling, sarcasm, spreading rumors, teasing
- Cyberbullying~ by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

#### **Our Aim:**

- To prevent bullying so we can create a safe, peaceful and respectful atmosphere in and around school.
- To encourage everyone at our school to take responsibility for stopping and preventing ALL bullying.
- We want our school to be bully free, where people cooperate with one another.
- We want our school to be a welcoming and happy place, where no student dreads coming to school.

#### **How can our school prevent bullying?**

- By treating allegations of bullying seriously

- By promoting positive attitudes towards each other
- By punishing students exhibiting bullying behavior to show it's unacceptable and by helping them to change their behavior.
- By everyone following the same guidelines.

**As a student of our school I can...**

- Expect to be treated with respect and be safe from persistent bullying.
- If I see someone being bullied, I'll help them and not ignore it.
- Tell a teacher if I see someone being bullied.
- Become a friend to the person being bullied to show a bully it is not acceptable.
- Expect that a serious action will be taken against me if I bully others.

**As a victim of bullying, there are a number of things I can do...**

- Expect help if I am bullied.
- Tell my friends to help share the burden.
- Tell my family.
- Speak to my teacher.
- Speak to the principal.

**If I bully someone, I can expect...**

- My teachers to be aware that I am bullying.
- To be spoken to and dealt with by the principal.
- Help towards changing my behavior and attitude so I can stop myself in the future.
- The incident to be investigated and appropriate action to be taken against me, verbal warning, and parents informed, detentions, in school suspension, out of school suspension (depending on the seriousness and number of incidents).

**Staff is expected to deal with the situation by...**

- Intervening as early as possible
- Recording exactly what was seen, heard, pupils involved, date and time.
- Using the no blame approach. Hear both sides- there may be more to it than what is perceived.
- If necessary, record the incident on the appropriate discipline form and return it to the office.
- Reporting to the Principal.
- Speaking with the bully so they are aware that the teachers know what is happening.

**BUS STUDENTS**

When school is dismissed, bus students are to go directly to the bus loading area. Good conduct is expected while waiting in line for your bus. Students must follow the bus rules and the instructions of the driver at all times.

Bus transportation will be provided by the school district for all students who live on regularly established bus routes. Students living within a 2 block radius of school will not be bused.

We endeavor to operate all school buses as nearly on schedule as weather permits. Students should be ready to board the bus when it arrives. If you live in the country and your child is not riding the bus,

please watch for the bus and wave it on. **Students who ride the bus to school in the morning are expected to ride it in the evening unless a written request or phone call by the parent or guardian is sent to the school office in a timely manner.** Students will not be allowed to ride the bus home with a friend without permission of the parent or guardian. If you wish to pick up your child in the evening, you should notify the bus driver or school office.

**Bus Conduct:** A list of bus rules will be posted in each bus and reviewed by each driver. Students who violate these rules of bus conduct will be referred to the principal's office by a written misconduct report, and appropriate action will be taken. Continued misconduct or a violation of safety rules by a student may result in suspension of riding privileges and/or other disciplinary action. The school bus is an extension of the school, and students are held to the same code of conduct thereon as they would be at school.

**Mud and Snow Routes: Please** meet the bus at the nearest all-weather road. If undecided about the conditions, please contact your bus driver or call the school bus garage (765-5680).

**IN CASE OF INCLEMENT WEATHER, PLEASE LISTEN TO LOCAL RADIO OR T.V. STATIONS FOR INFORMATION.**

**CLEANLINESS**

Students are expected to take pride in helping to keep all areas clean and in order. Waste paper and other trash will be put in proper containers in classrooms, restrooms, or any other area. Floors should be kept clean and free of trash, books, or other personal items. Show citizenship and pride in your school by keeping the desks, walls, and other areas of the school free of marks or other damages. Walk only on the sidewalks and pavement during muddy weather. Shoes are to be reasonably clean before entering the building. Cleaning tools and solutions will be used only after asking the custodian.

**CIVILITY POLICY**

Possible language for newsletters, handbooks, staff and student orientation and articles or opinion pieces in the local newspaper. The board of education requires mutual respect, civility and orderly conduct among district employees, parents and the public. The intent of this approach is to maintain a safe harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community.

The board expects school and district personnel to treat parents and other members of the public with courtesy and respect. Parents and visitors will treat teachers, administrators and other district employees with courtesy and respect.

Administrators have full authority delegated by the board to support civil and orderly behavior. Visitors, staff and students who chose to violate the board policies and/or Kansas law will be asked to correct their behaviors and, if necessary, administrators shall exercise their authority to correct the situation. This authority includes reporting all crimes committed at school, on school property or at school activities to law enforcement. Interested parties are directed to the following board

policies for additional guidance: EBC, Safety and Security and KN, Complaints.

### **COMPLAINT PROCEDURE**

Disagreements should be discussed with persons directly affected. Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

### **COMPLAINTS ABOUT DISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor or another certified staff member.

### **COUNSELING PROGRAM**

The Holcomb Elementary School counseling program has four goals: define, deliver, manage, and assess. The school counselor can help all students to apply academic achievement strategies, manage emotions and apply appropriate coping skills, and also plan for postsecondary options.

Each grade level classroom will meet with the counselor on a regular basis for whole group lessons. Assessments and referrals for group services will be done throughout the year. If your student is referred for a group, a permission slip must be signed and returned in order to participate due to confidentiality. Students may see the school counselor if referred by a teacher, a parent, administration, or self.

School counselors are certified/licensed educators with the minimum of a masters' degree in school counseling and are uniquely qualified to address the developmental needs of all students through a school counseling program addressing the academic, career, and social/emotional development of all students. School counselors generally offer short-term solution focused services through individual, small group, and classroom guidance. If longer-term counseling services are needed, the counselor can assist families in finding outside resources.

### **DISCIPLINE/CONDUCT**

Good student behavior is what is expected at Holcomb Elementary Schools. Students will be expected to show respect by their words and actions to teachers, parents, other adults, and fellow students. Holcomb Elementary School recognizes that discipline in the school must be maintained so that an atmosphere conducive to learning will be present for all students.

Discipline is a joint responsibility of the student, parent, all teachers associated with the student, in addition to the homeroom teacher and the principal.

We believe there are appropriate methods that can be used to discipline students other than corporal punishment. Those methods include, but are not limited to: the loss of privileges, after school detention, in-school suspension, out-of-school suspension and/or expulsion. The principal will assign detentions and suspensions. A teacher can assign after school detentions and use less severe methods as they deem appropriate. The school principal can and will deny the right to attend and/or participate in school activities to students whose behavior is improper. This behavior may occur before, during, or after the school day while under school jurisdiction, or at school activities or functions.

### **Disciplinary Procedures**

Each time a student is in the office for disciplinary reasons, an electronic report will be made, and will be kept on file. Types of disciplinary action for misconduct (after teacher intervention has failed) may be enforced. They are as follows:

### **Conference**

The student and the principal will have a visitation about the matter of misconduct the student was sent to the office for after the teacher has gone through the classroom discipline procedures. The student will be made aware that, if misconduct continues, further disciplinary measures may be assigned. If the reason is a minor offense, then a warning will be given; but if it is more serious, more severe discipline may be assigned immediately.

### **After School Detention**

Detention will begin at the end of the school day and last for the determined amount of time. When assigned a detention, it will be served the next day so parents may arrange transportation for the student, unless the student and parent wish to have the detention served that day and this option is acceptable with the teacher. A detention will be served with the teacher that assigns it unless other arrangements are made. Parents will be notified about all detentions either by mail or a phone call. If a student misses a detention, then it will double.

### **Lunch Detention**

A student may be assigned a lunch detention by a teacher or principal for disciplinary reasons. The student serving the lunch detention will eat their lunch apart from all other students. This may be in the lunchroom or in the office.

### **In-School Suspension**

In-School Suspension may be used as a step before out-of-school suspension. When a student is assigned an in-school suspension, the student will have the right to do class work, but the student will be:

- ◆ Assigned to the office for the period of the suspension; and
- ◆ Removed from class or classes and isolated from all students for the duration of the in-school suspension.

### **Out-of-School Suspension**

In cases where student behavior results in a severe disruption, the child will be sent immediately to the principal. Misbehavior will be considered severe if a child:

1. Willfully assaults another child or school employee;
2. Displays gross disrespect toward school personnel;

3. Engages in gross disorderly conduct, i.e., behavior which severely or continuously disturbs the peace or good order of the school environment and the rights of others to obtain an education;
4. Engages in vandalism or theft; or
5. Continuously refuses to abide by classroom and/or out-of-classroom rules. Students who have caused severe disruptions are subject to suspension from school for a one to ten day period of time and may be subject to an out of school suspension or expulsion. Students who maliciously destroy or deface school property or personal property of others will be expected to make payment in full to replace or repair the property and are also subject to suspension, expulsion, and possible police referral.

### **DRESS CODE**

Appearance does affect the learning atmosphere of a school. Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. **Clothing should be appropriate for the weather.**

To aid students and parents in determining acceptable school dress, the following guidelines have been developed.

1. Everyone must wear shoes. Shoes with "cleats" on the soles are not to be worn to school.
2. Hats, caps, and other forms of headgear are not to be worn in any district building. This includes during home and away activities of the elementary, middle, or high schools.
3. Tank tops and sleeveless shirts that expose the upper body will not be allowed to be worn in school unless worn with a shirt underneath. **Spaghetti strap tanks and/or spaghetti strap dresses are not permitted in school.**
4. Transparent clothing and fishnet shirts that expose the body and two piece outfits that expose the bare midriff are not acceptable at school. Short shorts will not be allowed.
5. Non-prescription sunglasses will not be allowed to be worn in the school buildings of the district.
6. Pants, shorts, and skirts must be worn on or above the hips. Shorts and skirts and dresses must be at or below the index finger when shoulders and arms are in the relaxed position.
7. No gang symbols or gang-affiliated attire will be allowed to be worn at school or any school activity. Examples: Overall straps must be over shoulders, no sagging pants, no excessive oversized clothing, no brown or black lipstick, bandannas, exposed boxer shorts, hanging belts. Our district will use the Finney County Law Enforcement Center for references.
8. No wallet chains of any length will be allowed.
9. Students are not permitted to wear or possess any items that describe in picture, word, or inference; profanity, obscenity, alcohol, drugs, or tobacco.

10. Personal grooming should be done in the restroom only.
11. Because of safety hazards involved in some class activities (i.e., projects, field trips, etc.) students in these activities must dress suitably to the conditions as the instructor requires.
12. Any student, who represents the school in extracurricular activities, must dress in accordance with the sponsor's requirements, subject to prior approval of the administration.
13. Pierced earrings worn in the ear(s) is the only acceptable form of body piercing that will be allowed.
14. No Heelies (shoes with wheels).

If the student's behavior or other attribute is in violation of these provisions, the principal or his designee will request the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

### **FIELD TRIPS**

Each year students take various field trips to enhance their education. Parents/guardians sign a field trip permission form and medical consent for treatment form at enrollment which allows the student to go on field trips for the current school year. Students that do not have a signed permission slip and medical release form from the parent/guardian will not be allowed to go on a field trip outside the city limits. In extreme circumstances a verbal permission from the parent/guardian may be allowed. A student that does not represent himself/herself, parents, or the school in a positive manner may be denied the privilege of attending field trips. Students may also be denied attending field trips if they have several discipline referrals during the school year or if they are not pursuing an education and completing class work in a timely manner. All students are required to ride school provided transportation to and from the field trip location. There may be an exception made in the case of extraordinary circumstances that could prevent the student from using school transportation. In this case the parent should contact the building principal and teacher before the field trip to discuss the circumstances and make other arrangements if necessary. **When parents are requested to send money for field trips, cash only should be sent as the school is unable to cash checks. There is no cash available in the school office.**

### **HEALTH**

#### **MEDICATION**

Students at school are exposed to viruses and upper respiratory infections in the school population.

Guidelines were developed for administration of medication during school time with the health and safety of the student in mind. The following guidelines address family/school cooperation and are in compliance with state law and USD #363 Board Policy (JGFGB Administration of Medication):

1. Written request on a USD 363 medication form from the physician or dentist must accompany all prescription medication to be administered at school. "Over-the-counter drugs" such as aspirin, Tylenol, and cough

medicine must also be accompanied by written parent/guardian authorization to be given at school. All medications are to be kept in the office and administered by the office or nurse.

2. Written request from the parent/guardian should accompany all medication.
3. The official prescription container should accompany all medication. Two containers, one for home and one for school can be requested from the pharmacist.
4. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless a prescription is provided along with written permission to administer.

Please follow these guidelines when considering the health care of your child. Thank you for your help in this area. If you have any questions concerning the administration of medication at school please call our school nurse, Stacy Cundiff, R.N. A USD 363 Medication/Health Care Services Permission Form must be filled out by the student and on file with the school nurse. This must be updated by a licensed health care provider at the beginning of each school year.

Students are prohibited from giving drugs of any type to other students. Students in possession of prescription drugs which have not been prescribed for the user by a physician or dentist are in violation of the Board of Education Policy on drugs.

The responsibility for fulfilling a physician's prescription rests with the student and the parent. The school is responsible only for providing an opportunity for them to carry out the administering of the prescriptions.

### **IMMUNIZATIONS**

Immunizations are required to attend any Kansas school. You must provide a current immunization record at the time of enrollment as well as provide an updated record with each immunization your child receives. Immunization is tracked by our state through WebIZ and USD 363 uses this service.

\*\*\*Your signature acknowledging your receipt of this handbook allows us to track your immunizations.\*\*\*

Students not having proper immunizations may be excluded from school. JGCB KASB Board Policy: Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

### **SUMMARY OF ILLNESS POLICIES**

**\*\*ALL CHILDREN WITH A FEVER MUST STAY HOME FOR A MINIMUM OF 24 HOURS AFTER THEY ARE FEVER FREE WITHOUT THE USE OF FEVER REDUCING MEDICATION.\*\***

When you call the school to report your child's absence, please inform the secretary of the reason. For example Pink eye, Lice, Chicken Pox, Flu, Stomach issues, or Fever, so that the school nurse may be informed.

Your child must stay home for any of the following:

1. **Chickenpox- (Varicella)** - Until all lesions have formed a scabs or crusts over (usually 5-7 days after the onset of rash).
2. **Pink-eye (Bacterial conjunctivitis)** - Until 24 hours after antibiotic treatment has been initiated.
3. **Influenza- (Seasonal or other)** - Until 24 hours fever free without the use of medication to reduce fever.
4. **Head Lice (Pediculosis)** - Until Prescribed medical treatment has been completed and ALL nits are removed. (Nits, RID, Prescription Sklice)
5. **Ringworms (Tinea)** - Until treatment has been initiated, but must avoid all activities that involve skin to skin contact until lesions are healed.
6. **Shingles (Herpes Zoster)** - Until all exposed lesions have crusted. Cover all lesions you are able to cover.
7. **Mononucleosis** - Until fever is gone for 24 hours without the use of medication. Must have a doctor's note stating when activity may be resumed such as PE
8. **Staph & Strep Infections** - Until on antibiotic treatment and does not have a fever for 24 hours.
9. **Vomiting and or Diarrhea** - until 24 hours free of vomiting or diarrhea and do not have a fever.
10. **Colds and or Cough** - If your child is experiencing severe cold symptoms such as prolonged cough that would interfere with his/her school performance please keep him/her home until they are able to resume normal activities
11. **Rashes-(Hand, Foot, Mouth and 5<sup>th</sup> Disease and any unusual rash).** Return to school after a rash has been determined non contagious by a health care professional, no fever for 24 hours, and the child is able to resume normal activities.
12. **Any diagnosed illness with a recommendation of quarantine from the CDC or KDHE- until the time frame of the quarantine is complete.**

### **HOMEWORK POLICY**

Holcomb Elementary teachers have been discussing our philosophy on homework. We realize that we all live very busy lives and that there are enough incidental items to do for school without homework.

Incidental items include those requirements to prepare your child for spelling tests/other tests, math facts and reading each night for at least 15 minutes.

Reading together as a family is a great way to come together plus research shows that students who read outside of school do better in school. We, as teachers, also realize that learning math facts for fluency is the best way to prepare your child for math success.

We ask that you incorporate these items into your home routine, not spending more than 30 minutes a night. Make this an enjoyable routine so that learning is fun and meaningful!

Notice please that your child will only have homework if he/she chooses not to complete work at school or if it is make up work from being absent.

We appreciate all that you do with your students to build the importance of education. We as educators understand that family time is an important component to your child's growth.

Homework can be sent home at teacher discretion.

We hope that you find this helpful and allows you time to do the incidental items that will enhance learning.

### **LABEL ITEMS**

Students should mark all personal items such as jackets, gym shoes, workbooks, or other personal items which might become misplaced. Please mark with ink or permanent marker. A lost and found box is kept in the office.

### **LEAVING SCHOOL GROUNDS**

No student will be permitted to leave the school area during the day unless the parent sends a note or calls the office giving permission to leave. Parents must sign students in and out at the elementary school office before students will be allowed to leave or return

### **LIBRARY**

The checking out of materials by students represents a contract. The student agrees to borrow the book for a two week period and to return that book in the same condition. If a student fails to return a book or damages the book, then a \$10.00 replacement fee will be charged to replace the book. A \$10.00 fee for a lost book will be refunded only if the book is returned in good condition on or before the last day of school.

The privilege of checking out books will be suspended until this matter is taken care of. Parents will be notified when this occurs. Materials should be returned in good condition for a refund to be made and funds will only be given through the last day of the school year.

### **LOCKERS**

Every student is assigned a locker for use during the school day. These lockers will not have locks on them and will be used as a place to store coats and backpacks while students are in school. Students should take items from their locker home each evening and should never store valuables or food in their lockers. USD363 is not responsible for lost or stolen items.

### **OTHER ELEMENTARY ACTIVITIES**

We are fortunate at Holcomb Schools to have an administration and staff that are committed to our children's welfare on a variety of levels. Refer to the school calendar and website to keep updated on special events. Events may include but are not limited to:

**Fall Fun Day:** A special day is set aside for outdoor physical events that all students are encouraged to participate in.

**Book fair:** This event will be held so children and parents may purchase books, posters, and educational games at this time. Profits from the sales are returned to the school in the form of library materials.

**Author's Showcase:** A special day set aside for students to read their work, created throughout the school year, to parents, grandparents, aunts or uncles.

### **PARENT/TEACHER COMMUNICATION**



ClassDojo: Parent/Teacher classroom communication app

ClassDojo is a communication system that can be used with a computer or an app on your phone. It is used to communicate and share reports between parents and teachers. Teachers track student behavior and upload photos or videos. ClassDojo is used at every grade level at Holcomb Elementary School.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are scheduled twice during the school year. The first is in the fall during the week of October 19 and again in the spring during the week of February 15.

No school will be held on the Thursdays of the above mentioned weeks, nor will there be Preschool classes on the Wednesdays of the above mentioned weeks.

Holcomb Elementary School buildings will be closed on the Fridays of these weeks.

### **PARENT COMMITTEES**

**School Site Council:** The council is responsible for providing, to the board of education, advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods which may be employed at Wiley & Holcomb Elementary Schools to meet those goals and objectives for school improvement. All site council meetings are public meetings and everyone is welcome to attend. Site Council meetings are scheduled and posted on the district calendar.

### **PARTIES**

Parties will be held at each teacher's discretion. These parties will be held the last part of the day when possible. Birthday treats sent to school should be simple so as not to take more than 10 minutes of valuable school time. (Example: candy bars, cookies, cupcakes, or other individually wrapped treats. Please check with the teacher for the best time and details prior to bringing the treats). Do not provide any red colored drinks for parties, as it does not come out of the carpet if spilled. **Please do not send birthday invitations to school and ask that they be distributed, children get their feelings hurt when not invited.** End of year parties are to be coordinated through the classroom teacher. **No** surprise parties!!

### **PETS**

Pets may be brought to school only with the teacher's permission and arrangements made for them to be picked up after sharing. Students and parents are responsible for seeing that pets do not follow you to school. Pets are not allowed to ride the school bus with the student. Shots need to be up to date with the pet.

### **PHYSICAL EDUCATION**

Dress (especially shoes) should be appropriate for activities on P.E. days. Students may be excused from P.E. activities only with a written permit from a parent or doctor. Participation, cooperation, sportsmanship, and the demonstration of effort toward skills being taught will be noted by the instructor.

### **POWERSCHOOL**

Parents may access their child(ren)'s grades and lunch balances from their PowerSchool account. If you do not have a PowerSchool account setup, please copy and paste the link below into the web browser and follow the directions. <http://goo.gl/XVF7Dt>  
The final report card will be mailed home only upon request.

### **PROMOTION / RETENTION**

Under normal circumstances students are expected to successfully complete their school work to be promoted. Students who have failed to complete their work or have excessive absences may be recommended for retention. The lack of effort of a student to pursue the educational requirements for their grade level may result in a recommendation for retention. If the student's teacher determines the student is not prepared to be successful in the next grade level, the student may be retained.

The teacher of record may recommend a student for promotion or retention.

If a student is recommended for either, a notice will be sent to parents, and a SIT meeting will be held. In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal, and parents.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

### **SCHOOLWIDE TITLE I**

During the 2013 school year, Wiley and Holcomb Elementary Schools filed an application with the Kansas State Department of Education, Title Program and Services. The application involved applying to be a schoolwide title school. The application was approved May 7, 2014. August of 2014, WES and HES began the structure process of schoolwide title. The 2015-2016 school year began the implementation stages of schoolwide title.

The purpose of a schoolwide model is to allow a school to undergo a comprehensive reform of the entire educational program in the school to assist all children, particularly the lowest achieving children, to meet the high state academic achievement standards. Many Kansas schools have combined the MTSS framework and the schoolwide model to focus on the redesign of instructional delivery for all students in a Title I school. (quoted from KSDE.org)

What this means for Holcomb, is all teachers will work as Title I teachers and all students will be given service to meet the needs of enrichment, reinforcement of skills and remediation of skills, depending on the student's needs throughout the school year.

Additional information is provided on the USD 363 website, under Wiley Elementary Title I and Holcomb Elementary Title I tabs.

### **SCHOOL VIOLENCE HOTLINE**

There exists a statewide hotline telephone number that parents or anyone else can call 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Please report any information that might threaten the safety of school or students. The number to call is: **1-877-626-8203**.

### **Statement of Non-Discrimination**

This District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Holcomb School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact Dr. Scott Myers, who has been designated by the Holcomb School District to coordinate the District's efforts to comply with the regulations implementing these laws.

Title: Superintendent of Schools

Location: 305 Wiley St  
Holcomb, KS 67851

Telephone: (620) 765-5650

You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling (785) 296-2424.

### **STUDENT IMPROVEMENT TEAM (S.I.T.)**

The Student Improvement Team (S.I.T.) consists of the parent(s), classroom teachers, school nurse, special educators, school psychologist, counselor and principal. This team provides a structure for dealing with behavioral and academic concerns for all students, and can provide teachers and parents with the support they need for working with most students that may be struggling. This process works well in the prevention of more serious problems developing for the student in school. Students can access the S.I.T. in three different ways: (1) they can be referred by a teacher, staff person, or parent; (2) they can refer themselves to the team; (3) if they violate the student code of conduct and are referred for disciplinary action.

Parents access the process in two ways: (1) they can refer their child if they have concerns; and (2) they can be requested to provide the team with additional information and support in the intervention of their child. For further information about the process of the S.I.T. please contact the school counselor.

### **TELEPHONE**

Students may use the telephone in the office only with permission from a teacher. Except in case of an emergency, pupils will not be called out of the classroom to the phone. Cell phones may be brought to school but must be turned off and left in lockers during the school day. Violation of this rule may result in the cell phone being confiscated and require pick up by parent/guardian.

### **THERAPY DOG**

School Therapy Dogs certified with their owners provide emotional and physical support in the educational setting. These highly trained dogs model good behavior, tolerance, and acceptance. School Therapy Dogs and their owners in the Holcomb School District work to support and positively influence student achievement.

### **School Therapy Dog- definition**

School Therapy Dog - Shall have the same definition as Professional Therapy Dog.

Professional therapy dogs are dogs trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler.

All professional therapy dogs shall receive the following:

\*Temperament testing by a trainer affiliated with an organization recognized as qualified to do temperament testing.

\*Take and pass a Public Access Test administered by a district-approved trainer/evaluator.

\*Handling by a professional educator in the Holcomb School District who wishes to use a professional therapy dog to magnify his/her education program.

\*See on file in the office for Therapy Dog Handler Ethics.

\*See documentation requirements (checklist of information) on file in the office for Professional School Therapy Dogs in Holcomb School District.

### **School Therapy Dog Documentation:**

\*School Therapy Dogs may be used in the school setting on a regular basis when the following documentation is in place:

#### **Administrative Approval**

\*The use of the animal or animals must be approved by the administrators of the building in which the Therapy Dog's handler works.

\*A letter stating this approval should be written and kept on file in the building.

#### **Health Records and Hygiene/Animal Care**

\*The owner/handler must provide a record of annual vaccinations received by the dog and signed by a veterinarian; these records should be kept on file with the school district.

#### **Public Access Test Documentation**

\*A copy of the Public Access Test certificate of completion should be kept on file with the school district.

\*An opt out form is available from the office if you choose to do so.

\*A waiver of liability and liability acknowledgment is available in the office signed by Karie Roth , principal and board of education president.

### **TRAFFIC SAFETY**

If you walk to school, be sure to cross streets at the crosswalks. Do not cross in the middle of the block, and never step into the street or between parked cars. Walk on the left side facing traffic where sidewalks are not available. Bicycle riders must be especially careful when leaving the school grounds, and must obey all traffic laws. Parents are asked to notice and carefully observe all traffic signs in the school area. Bus students being picked up by parents should walk in front of busses making sure the driver can see you. **Never walk between buses.** Students who go to other school buildings need to ride the buses to that school.

### **VALUABLES AND MONEY**

Students should not bring valuables or unnecessary money to school. If it is necessary for a student to bring such to school, it should be kept in the office for safekeeping.

***It is the responsibility of the student to care for their personal items at school. The school will not be responsible for any property owned by the student or parents that is brought to school and is broken or stolen. This includes money, band instruments, toys, valuables, etc.***

**Items That Are Not Allowed During the School Day:** Walkmans, radios, CD players, tablets, Kindle's, iPods, I-Pads, pagers, pocket video games, cellular phones, cellular watches and other electronic devices will not be allowed at any time during the school day. Students are not to carry these devices with them during the school day. If a student has an item that is prohibited during the school day, it will be confiscated, and parents will have to come to the school to pick it up. Consistent violations may result in disciplinary action as well. Should students bring these devices and use them before the school day begins, they do so at their own risk. Social media, taking pictures, and video recording is NOT allowed.

### **VISITORS**

Parents are encouraged to visit the classroom and eat lunch with their child at least once during the year. Visitors who eat at school need to pay the lunch secretary before eating. (Adult meals are \$3.80 per person and child meals are \$2.70 per person). Sorry, we cannot charge any of these meals.

Parents should call the office no later than 9:00 a.m. for lunch so that the cooks can prepare for the extra meals.

### **WEAPONS**

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

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

Possession of a firearm, certain classifications of knives, and destructive devices shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

"Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use

as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

### **USD #363 LOCAL WELLNESS POLICY**

The board shall promote and monitor a local wellness program. The program shall:

- Include goals for nutrition education, physical activity, and other school-based activities designed to promote staff/student wellness in a manner that the board determines is appropriate.
- Include nutrition guidelines for all foods available in each school during the school day; the objective of the guidelines shall be to promote staff/student health and reduce childhood obesity.

### **Student Nutrition Education and Physical Activity**

The Holcomb Public School District will promote healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where students and staff will live healthier and more balanced productive lives; physically, emotionally, mentally, and spiritually.

### **Cafeteria and Meal Time**

USD #363 administrators, teachers, and classified staff will encourage students to start each day with breakfast. They will also encourage students to eat a balanced meal at lunchtime.

### **Environmental/Goal**

Each school will provide a physical and social environment that encourages safe and enjoyable physical activity for all students.

### **Recess**

Students will be encouraged to participate in moderate to vigorous physical activity during recess. If a student is not actively taking part in recess, moderate to vigorous physical activity is encouraged verbally and through supervision with adequate space and age appropriate equipment. It is a physical activity goal for all schools to refrain from letting the students go to recess directly after lunch.

### **Extracurricular Physical Activity Programs**

Students of all ages are encouraged to participate in activities provided by Holcomb/Garden City Recreation Commission and YMCA. Both organizations offer scholarships to those who qualify for free lunches.

### **Family and Community**

Community members are allowed to use the school districts playgrounds, tracks and football fields outside the normal school day. The district's policy concerning safety will apply at all times.

## **Unified School District No. 363** **Food Service Program Policy**

Each student in the district has their own meal service account. **No one** other than the student is allowed to make purchases on that account. Parents, guardians and other visitors **must pay cash** at the time of service if they choose to eat a meal with their student.

All student accounts must be kept at a positive balance. **Charging of meals is highly discouraged.** If your student's meal account balance falls below zero, your student may be denied meal services or offered an alternative meal, depending on their meal account balance/status. Alternative meals will be offered to students for a short time before they will be denied meal services until their account is paid to a positive balance.

You will receive automated messages via Alert V2 system when your students account falls below zero. These automated messages can come as a phone call, text message and/or email. Please keep your contact information current. Account balances may be checked at any time during the school year using your PowerSchool parent account. Please contact Kristi Calkins if you do not have a parent account in PowerSchool.

The Food Service Program is capable of accepting web payments for meal accounts or debit/credit card payments. Online payments can be made through your PowerSchool parent account once you have signed up through RevTrak. Instructions for signing up can be found on the district website, [www.usd363.com](http://www.usd363.com), under Menu>Parents/Students. We also accept cash and personal checks. Please place cash payments in an envelope that **clearly** identifies the student it needs applied to. Please make checks payable to "USD 363 Food Service". Please do not send post dated checks, they will NOT be posted to the student's account until the date written on the check.

### **ALL PAYMENTS MUST INCLUDE:**

- Students first and last name
- Students grade level, teacher's name or school name

If payment is for multiple students, please specify how much to apply to each student's account.

### **NOTE:**

If you qualify for the **Free/Reduced Program**, one full breakfast and one full lunch will be provided at your approved price per approved student, per school day. Snack Milk for younger students is **NOT** covered by the program. Milk only purchases, extra milk purchases and all other A La Carte purchases are also **NOT** covered by the program. The student must have sufficient funds available in their meal accounts to purchase these items or they may pay cash at the time of service.

This institution is an equal opportunity provider.

### **During the School Day**

Students are allowed to have individual water bottles in their classroom. Water will be the only beverage allowed in the bottles.

### **Classroom Snacks**

If teachers feel that classroom snacks are necessary to sustain student achievement, they can be offered 1.5 hours before or 1.5 hours after the lunch meal. Classroom snacks will only be offered once a day and must meet the following guidelines per serving:

- 4 grams of fat or less per 100 calories (35% of calories)
- 9 grams of sugar or less per 100 calories (35% of calories)
- Limit of a total of 200 calories per snack

**This includes treats for birthdays and other classroom parties!**

### **Healthy Snack List**

Here are some Healthy Snacks that can be provided:

- Individually wrapped cheese
- Yogurt
- Baked Doritos
- Low fat Cheetos
- Frozen fruit bars
- Fruit leather
- Individually wrapped sunflower seeds
- Graham crackers
- Cereal bars
- Sugar free gum
- Elfin crackers
- Fresh vegetables and fruits
- Beef jerky

### **CAUGHT YOU BEING GOOD PROGRAM**

HORNS Character Assembly:

The HORNS Assembly, beginning in October through May, recognizes students for positive behavior and perfect attendance for the month. Photos of the students that have earned a 'Longhorn Character Award' will be posted in the "Longhorn Character Showcase" bulletin board at the entrance of Holcomb Elementary School. Teachers will notify parents if their child receives an award. Families are welcome to come to the assemblies.

Longhorn Star:

If a student is "caught" being good by any staff member, showing HORNS behavior, he/she will be recognized as a Longhorn Star. The student will call a parent and receive a paper Longhorn that will be displayed on the "Longhorn Corral" bulletin board in the front hallway. The student's name is announced at Morning Roundup in the gym before school begins the next day.

## USD #363 ~ Holcomb Elementary School 2020-2021 School Supply List

3rd Grade	4th Grade	5th Grade
Standard size plastic school box 24 yellow #2 Pencils Large Pink Eraser 1 package of 24 Colored Pencils 1 Package 24 crayons 1 package 8 classic colored washable markers Scissors 4 sticks of glue 1 highlighter 1 package of 4 dry erase EXPO markers 3 large boxes of tissues 2 composition notebooks 2 two pocket folders 1 ream of 20 lb. copy paper 1 backpack 1 set of headphones (TO BE LEFT AT SCHOOL) GIRLS-Bottle of Hand Sanitizer BOYS-Disinfecting Wipes	Backpack Pencil pouch 1 package #2 pencils 1 pink eraser 1 box of 24 crayons 1 box colored pencils 1 box Crayola Classic Colors washable markers 1 pack highlighters 1 composition notebooks- 60 pg 1 pkg wide lined loose leaf paper 1 ruler 1-1inch binder, 4 pack Expo Dry erase markers Prang or Crayola watercolor paints Scissors 2 plastic folders with brads 1 pocket folder (no prongs) 1 bottle Elmer's school glue 2 large glue sticks 1 reusable water bottle 2 box of tissue 1 ream copy paper 1 set of headphones (TO BE LEFT AT SCHOOL) GIRLS- 1 Container Lysol Wipes BOYS- 1 box Gallon Ziploc Bags	2 boxes of Pencils colored pencils scissors 2 pencil pouches 4 glue sticks 2 composition notebooks 2 pkgs 3x5 index cards (lined) 2 pkg. wide-lined loose-leaf notebook paper 1 pkg. chisel tip low odor Expo dry erase markers 1 pkg. fine tip low odor Expo dry erase markers 5 PLASTIC Pocket folders with prongs 1 each of red, yellow, blue, green, orange 1 string bag or tote bag to carry class to class (NO BACKPACKS) 4 large tissue boxes 2 reams of copy paper (20 lb.) 1 set of earbuds or headphones (TO BE LEFT AT SCHOOL)

**Be sure your name is on everything, including coats!**

**(please use a permanent marker)**

## USD 363 2020 – 2021 School Calendar

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WD (Flex) 12  
 WD 13, 18  
 PD 14, 17  
 19 School Begins Noon Dismissal, PM WD

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day (No School)  
 21 PD (No School)

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 PD/WD (No School)  
 22, 23 PT Conferences (No School)

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25, 26, 27 Thanksgiving Break (No School)

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of Semester Noon Dismissal, ½ WD PM  
 21-31 Winter Break (No School)

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break (No School)  
 4 PD (No School)  
 5 School Resumes

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 PD/WD (No School)  
 18, 19 PT Conference (No School)

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 Spring Break (No School)

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2, 5 PD Release (No School)  
 4 Easter  
 23 Other (HS-MS Track) Elem. No School

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 Last Day of School – Noon Dismissal, WD PM  
 14, 17 Workday (Flex)

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Independence Day