

**Dodge City Public Schools
USD 443**

**BEESON ELEMENTARY SCHOOL
STUDENT
HANDBOOK**

(BOE Policy EDA/BDC/JAA)
2018-2019



Martha Mendoza
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Reaching  Higher
Excellence, Equity, Excitement



Welcome from the **Principal**

Dear Parents/Guardians:

Welcome to Beeson Elementary! I am energized and deeply committed to making a positive difference in the lives of children.

Allow me to share a little about myself. I was born in Durango, Mexico and came to the United States as a second grader. School became my first love, and I credit my second grade teacher for the person I am today. I am a Dodge City High School graduate and have been employed by this amazing district since 1993. I have served students as a tutor, paraprofessional, substitute, teacher, interventions coordinator, assistant principal, and now as a proud Beeson principal. I am married and have three children. Spending time with my family is definitely my favorite hobby.

It is my intent and will work diligently to continue to move forward with our schools' Mission and Vision.

Mission: Beeson Elementary instills a love of learning in a safe and diverse environment where we connect our students with their futures to create responsible and productive global citizens.

Vision: We learn and grow as we teach our students so that their experiences at Beeson help them learn and grow to change the world.

During the elementary years, it is the perfect time to embrace the love of reading and mathematics-two subjects fundamental to lifelong learning! We have many exciting learning opportunities planned for our students. However, we do need your help! We invite you to become an active participant in our school community. Research tells us that children are more successful when parents/guardians are actively involved in their child's school life.

Beeson Elementary School will continue to be a safe learning environment. Visitors and volunteers will be asked to sign in at the office and wear a name tag while at Beeson. Building, lunchroom, and playground rules are included in this handbook. Please read and discuss the discipline section with your student. Classroom rules and procedures will also be discussed in their classrooms.

It is our desire to keep you informed of all that is taking place in school. Please make sure your address, email, phone numbers and emergency contact numbers are up to date. This year you may also find out what is happening at school via texts and alerts through the USD 443 app. You can also find us on Facebook-Beeson Elementary and on Twitter-@BeesonBulldogs.

I am looking forward to meeting all of you! Please feel free to call or visit if you have any questions, comments, compliments or concerns. We are here for you!

Sincerely,

Martha Y. Mendoza, Principal

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Beeson Elementary School Mission Statement

Beeson Elementary instills a love of learning in a safe and diverse environment where we connect our students with their futures to create responsible and productive global citizens.

Staff List for 2018-2019

Lastname	F.name	Position
Ackerman	Heidy	613 Para
Aguilar	Elizabeth	Para
Alarcon	Angeles	Kitchen
Alberry	Theresa	Fifth Grade Teacher
Amaro	Rhonda	Para
Armstrong	Dawniel	First Grade Teacher
Axman	Whitney	Third Grade Teacher
Bowen	Sarah	Psychologist
Braddy	Amanda	613 Para
Castillo	Maria Luisa	Clerk
Ceron	Marlene	Para
Clowdis	Michelle	Fifth Grade Teacher
Cruz	Joseph	613 Para
Davis	Cynthia	First Grade Teacher
Dewell	Jill	Second Grade Teacher
Dios	Gladys	613 Para
Escobedo de Enciso	Veronica	Para
Garcia	Blanca	Translator/ Family Liaison
Garcia	Jose	Night Custodian

Guerrero	Yadira	Nurse
Hernandez	Fabiola	613 Para
Hiatt	Tessa	First Grade Teacher
Hubbell	Tonya	Speech Teacher
Kelley	Mark	Counselor
Kemmerer	Chris	PE Teacher
Kennedy	Alana	Fifth Grade Teacher
Klenke	Janell	Kindergarten Teacher
Lawrence	Carolynn	Third Grade Teacher
Lesser	Ashley	Kindergarten Teacher
Lesser	Amanda	Am Music Teacher
Macias	Sahira	613 Para
Marboeuf	Luz Maria	Para
McCullough	Rachel	613 Teacher
Mendoza	Ana	613 Para
Mendoza	Martha	Principal
Millershaski	Kerrie	Psychologist Intern Para
Neifert	Krista	Music Teacher
Nemeth	Joy	613 Para
Nolte	Jalynn	613 Teacher
Ontiberos	Alyssa (Lisa)	Kitchen Manager
Pena Chavez	Maria E.	Kitchen
Pendergast	Gwen	Second Grade Teacher
Peterson	Ashley	Fourth Grade Teacher
Peterson Sr.	Darrel	Playground & Gym Supervisor
Ramirez	Catalina	Kitchen
Reyes	Jhoni	613 Para
Richter	Sheri	613 Teacher
Rodriguez	Clint	Night Custodian
Schminke	Diane	Second Grade Teacher
Slattery	Chelsea	Kindergarten Teacher
Snodgrass	Betty	613 Para
Stevenson	Susanne	Fourth Grade Teacher
Strobel	Crystal	Fourth Grade Teacher
Temblador	Diana	Instructional Coach
Thomas	Ty	PM PE Teacher

Turrubiates	Aurelia	Head Secretary
Vierthaler	Nancy	Librarian
Williams	Sarah	Third Grade Teacher
Wright	Megan	Para

SITE COUNCIL

The purpose of the Site Council is to provide advice and counsel to the school in a variety of ways, including managing the school fundraising treasurers. The council serves as a liaison between the school, school organizations, the community and the local Board of Education by collecting and disseminating information about school improvement. An annual report is sent to the Board of Education every year.

Site Council will meet quarterly. If you are interested in joining us, please contact the office. It is an open meeting and everyone is welcome.

PARENT/TEACHER ORGANIZATION

We are proud of our *Parent-Teacher Organization, the Beeson Bulldog Club (BBC)*. All parents and staff members are welcome. Our parents, in cooperation with school staff, will provide many services for our students. These include, but not limited to: sponsoring school parties, assisting with field trips, fundraising, school t-shirts sales, etc.

We invite you to become involved in this important organization. We meet at the same time as the Site Council.

DAILY SCHEDULE (SCHOOLS HOURS)

8:00 – 3:15 pm

MAKE-UP WORK

Students will be permitted one school day to make up missed school work for each day's absence. In addition, one day "grace" will be added to this make up time. (For example, if a child is absent three school days, he/she will have until the close of school on the fourth day following the absence to make up the work). At the discretion of the teacher make up work can be given before or following a known absence.

TARDIES/EARLY DISMISSAL

To increase student's academic skills, it is important for students to be at school and on time daily. Students who arrive after the start of the day must stop in the office to sign in with date, time and reason for tardiness. Students will then give the tardy slip to the teacher.

Parents requesting release of a student for dental, doctor appointment, or emergencies should let the teacher or office know prior to the appointment. Parents must come to the office to sign out and pick up their child. Please try to arrange appointments after school hours.

ATTENDANCE (Kansas Statute 72-1106 School term)

A school term during which public school shall be maintained in each school year by each school district organized under the laws of this state shall consist of not less than 1,116 hours.

Absences will be recorded for the AM and PM sessions. If students are out of class more than 1 hour and 40 minutes (half of the morning session) the time gone will be counted as a 1/2 day absence. Attendance will be taken in the morning by the teachers. The office staff or nurse checking students in or out will record the half-day/full-day absences during the day, if it changes from the first recorded absence in the morning. Absences will be recorded in Skyward. Tardies will also be recorded in Skyward.

PLAYGROUND RULES

- Follow directions of the adults in charge.
- Stay in the assigned area.
- Keep hands, feet and objects to yourself. Fighting, hitting or throwing of objects (rocks, sand, etc.), is not permitted.
- Swearing, teasing, or obscene gestures, are not allowed.
- Use playground equipment appropriately
- Line up immediately when the bell rings. Enter the building following the direction of the supervisor on duty.
- Practice good sportsmanship and good manners.
- Use all equipment properly and safely.
 - A. Go down slides correctly. Running up the slide is prohibited.
 - B. Swing correctly – do not twist swings, do not run in front or behind children who are swinging and do not pull children out of swings.
 - C. Do not sit on the top of hand walking bars.

BUILDING RULES

- Follow directions. Obey every staff member in the building, not just your own teacher.
- Keep your hands, feet, and objects to yourself. No hitting or fighting.
- No running in the hallways or classrooms.
- Be respectful in your words and actions.
- Treat school property, resources and materials responsibly.
- No bullying
- No defacing of the building in any way.
- No illegal drugs, alcohol or weapons (or look alike toys) will be allowed on school property.

LUNCH ROOM RULES

- Keep hands and feet to yourself while standing in line and at the table.
- Eat only your own food.
- Stay in your seat unless you have permission to leave the table. Raise your hand to ask a question or to get up.
- No throwing of food, napkins, or other objects
- Water is also available along with milk at lunch time.

PHYSICAL EDUCATION RULES

- It is recommended to wear a pair of tennis shoes. (Flip flops or high heels are not safe).
- Listen and follow the teacher's directions.
- No gum or candy in class is allowed.
- You must have a note from a parent to be excused from gym class for that day. For over three days, you must have a doctor's written excuse.
- The P.E. teacher will notify parents if a problem should arise in the classroom.
- Some gym classes will be held outdoors, please dress accordingly.

PICKING UP STUDENTS AT SCHOOL

- If on some rare occasion an emergency arises and the student's ride for after school pick-up has not arrived by 3:15 pm student should come to the office.
- Students are expected to catch their bus on time at the end of the day. However, if a student misses their bus they are to come into the office immediately and notify the secretary or principal. Parents will be called to arrange transportation.

Parking at Beeson Elementary School

Parking of vehicles is not allowed in the following areas:

- Fire Lines
- Any area that is marked in yellow/red or white paint and says "No Parking"
- Bus loading zone
- No double parking

Nurse Notes - Cold Weather and Illness

Please be sure your child is dressed for the cold weather. All students will go out for recess each day weather permitting. Any school cancellations will be announced on the TV and radio stations. We usually go outside for recess when the temperature and wind chill are both above 20 degrees.

With the cold weather, the cold and flu season arrives. Please keep your child home if they are running a fever, vomiting or have diarrhea. If your child is running a fever of

99.6 or higher they should be kept home until free from fever for 24 hours. If your child is experiencing vomiting / diarrhea they should be kept home until they are symptom free for 24 hours. After missing school for 3 days or more they should return to school with a doctor's note.

If your child is ill, please notify the school each day by 9:00 a.m. The school will notify you if your child becomes ill. Update your phone numbers. It is very important to keep the school office updated on any changes in your emergency numbers! That includes change of work numbers, cell phones, etc. Thank you for your help in these matters!



USD 443 Non-Discrimination Statement

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

Grievance Procedure

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the appropriate Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint form is available.
- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such

grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.