

**Dodge City Public Schools  
USD 443**

# **Soule Elementary School Student Handbook**

**(BOE Policy EDA/BDC/JAA)**



**Home of the Cowboys**  
*"Where the Legends Begin"*  
2019-2020

Dear Parents:

We are approaching another new school year and I want to take this opportunity to say welcome. Thank you for partnering with us to make this school year a wonderful success for your son or daughter. To all, we constitute a pledge of continued efforts to provide the best possible education for our children.

Our school takes pride in our highly qualified and dedicated faculty. Our educators welcome your concerns and they view education as a partnership between home and school. We want to develop a spirit and a tradition that is needed in playing a key role in shaping the students' educational experience.

Soule Elementary School will continue to be a safe learning environment. The outside doors with the exception of the front doors will be locked during the school hours. Visitors and volunteers will be asked to sign in at the office and wear a name tag while at Soule.

In the handbook that has been provided, I urge you to take the time to review our specific policies as it relates to building, lunchroom and playground rules of our school. It is our hope that the students will have a basic idea and understanding of our expectations on the very first day of school. Classroom rules and procedures will be discussed at the Title I Parent Night.

If there is anything we can do to help your child, please do not hesitate to call. The unvoiced problem cannot be resolved, and the missed opportunity rarely offers itself again. Our goal remains to provide the best possible education for each student. We trust that your experience with our school is good and enhances your faith in public education. Your child is worthy of an excellent education and our goal is to provide this.

Sincerely,  
Greg Preston, Principal

**Soule Elementary School Addendum  
USD 443 Student Handbook  
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# Staff List

**Greg Preston – Principal**

**Kim Reimer– Counselor**

**Barbara Nebbeling– Nurse**

**Phoebe Jones - Secretary**

**Kasandra Montoya- Clerk**

**Myrna Peralta- Family Liaison**

**Chelsie Akers – Kindergarten Teacher**

**Kileigh Cossman- Kindergarten Teacher**

**Nancy Hascall – Kindergarten Teacher**

**Carla Medrano – Kindergarten Teacher**

**Jessica Armijo - 1<sup>st</sup> Grade Teacher**

**Sarah Austin – 1<sup>st</sup> Grade Teacher**

**Sheila Demoret – 1<sup>st</sup> Grade Teacher**

**Christina Griffin - 1<sup>st</sup> Grade Teacher**

**Kimber Barry– 2<sup>nd</sup> Grade Teacher**

**Rana Dinkel – 2<sup>nd</sup> Grade Teacher**

**Misty Busch - 2<sup>nd</sup> Grade Teacher**

**Kylie Cherry – 3<sup>rd</sup> Grade Teacher**

**Sarah Plante - 3<sup>rd</sup> Grade Teacher**

**Cindy Venard – 3<sup>rd</sup> Grade Teacher**

**Margo Morton - 4<sup>th</sup> Grade Teacher**

**Edgar Roman – 4<sup>th</sup> Grade Teacher**

**Annel Velez- 4<sup>th</sup> Grade Teacher**

**Evangeline Hollingsworth- 5<sup>th</sup> Grade**

**Matraca Hutton- 5<sup>th</sup> Grade Teacher**

**Patrick Stanley – 5<sup>th</sup> Grade Teacher**

**Rose Kerns – PE Teacher**

**Adam Castillo– PE Teacher**

**Tabitha Richins – Music Teacher**

**Kasie Varner– Music Teacher**

**Gail Kay – TMH Teacher**

**Ruthann Ralstin – TMH Teacher**

**Dillon Shouse- Interrelated Teacher**

**Bryan Smith – Interrelated Teacher**

## **SITE COUNCIL**

The purpose of the Site Council is to provide advice and counsel to the school in evaluating performance goals and objectives. They determine methods which could be used by the school to meet the goals and objectives. 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.

## **PARENT/TEACHER ORGANIZATION**

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

We invite you to become involved in this important organization. For more information, contact the school office.

## **DAILY SCHEDULE (SCHOOLS HOURS)**

8:00 a.m. – 3:15 p.m.

The building will be open to children at 7:30 a.m. Parents may bring their children at that time. School begins at 8:00 a.m. Students may eat breakfast between 7:35 – 7:50 a.m. Students arriving before 7:50 a.m. will go to the gym and wait until they are dismissed for class.

School is dismissed at 3:15 p.m. Students must be picked up by 3:45 p.m. unless special circumstances have occurred and we have been notified. We make every effort to locate and notify parents that their child has not been picked up. At 3:45 p.m., students still at school will be referred to Dodge City Child Services or Dodge City Police Department.

If for some special reason your child must come to school regularly before 7:30 a.m. **please request permission**. This request must include the reason for the early arrival and must be approved by the principal.

To monitor traffic through our school and ensure safety for everyone, all exterior doors (excluding the front north doors) will remain locked during the school day. Visitors to our school are required to sign in at the office and also get a visitors badge.

## **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.

## **BIRTHDAY PARTIES AND TREATS**

Treats brought to school must be commercially packaged and be wellness plan approved. Please talk to the teacher the day before you bring treats to find out the number of students in the class and the best time to bring treats and if the treats meet the wellness plan guide. Bringing treats is optional not mandatory. A book for the classroom or school library in honor of the birthday student is a wonderful gift for the school in place of treats. Party invitations may be brought for distribution if there is an invitation for every child in the classroom.

## **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 make a request to the teacher or office prior to said appointment. Parents must come to the office to sign out and pick up their child.

## **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 2 hours (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 and early releases 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. No fighting, hitting or throwing of dangerous objects (rocks, sand, snowballs, etc.).
- No swearing or teasing. No obscene gestures.
- Use playground equipment appropriately.
- Line up immediately when the whistle blows. Enter the building following the direction of the supervisor on duty.

- Practice good sportsmanship and good manners.
- No bullying
- 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 of children who are swinging and do not pull children out of swings.
  - C. Do not sit on the top of hand walking bars.

## **LUNCHROOM 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.
- No swearing or put downs. No obscene gestures.
- No bullying
- No throwing of food, napkins, or other objects.
- Water is also available along with milk at lunch time, but not as a replacement.

## **PHYSICAL EDUCATION RULES**

- It is recommended to have a pair of tennis shoes to participate.
- No talking when the teacher is talking.
- No gum or candy in class.
- 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.

## **BUILDING RULES**

- Follow directions. Obey every staff member in the building, not just your own teacher.
- Be in school, in your seat, when the bell rings.
- Keep your hands, feet and objects to yourself. No hitting or fighting.
- No running in the hallways or classrooms.
- No swearing or put downs. No obscene gestures.
- No bullying
- No defacing of the building in any way.
- No illegal drugs or alcohol will be allowed on school property.

## **PARKING AT SOULE ELEMENTARY SCHOOL**

The safety of our children is very important to us. Please help us keep your children safe by following these parking lot safety rules!! Parking of vehicles is not allowed in the following areas:

- Any area that is marked in yellow/red or white paint and says “No Parking”
- Bus loading zone
- No double parking
- In marked staff parking area
- Parents are NOT allowed to pick up students in the back parking lot. This area is reserved for staff parking and for busses.
- There is only one lane of traffic for the pick up lane! Please do NOT try to create a second lane!!
- The pick up lane is for PICK UP and DROPPING OFF STUDENTS ONLY! Do NOT park in this lane and get out of your car. This line of traffic should keep moving! When the car in front of you moves up you should also move. This is the only way that the cars in the back of the line can move up!
- Children will not be allowed to run through the parking lot to their vehicle. If you do not want to wait in the pick up lane you MUST park in a designated parking space, walk through the cross walk and get your child.
- Do NOT park in the handicap parking spaces unless you have a tag that gives you permission to do so. This is a legal issue and tickets will be issued!
- Only right hand turns are allowed out of the parking lot during pick up and drop off times. This helps traffic to keep flowing!

If everybody will follow these simple rules the parking lot will be a much safer place!! Thank you for taking the time to read and follow these rules.

### **Non-Discrimination Notice**

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.

### **Section 504 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 2<sup>nd</sup> Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2<sup>nd</sup> 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.

