

Atchison County Community Schools
Unified School District # 377



Parent & Student Handbook



“Measuring Success One Student at a Time”

2015-2016

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Welcome to Atchison County Community Elementary School



“Measuring Success One Student at a Time!”

As principal of ACCES I would like to welcome you to Atchison County Community Elementary school for the 2015-2016 school year! We are excited to have the opportunity to work with you and your child in their educational journey.

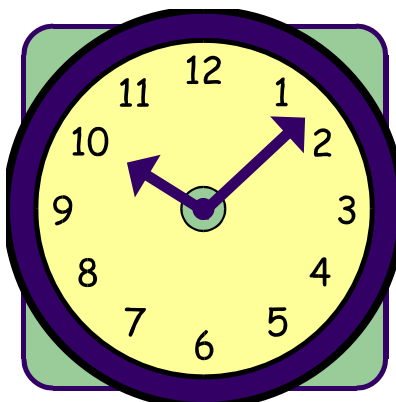
The staff is eager to begin working to provide your student a quality education. We want to work with you and for you to ensure that we do what’s in the best interests in helping your child learn and grow. We will work hard every day to find what works best to help your student learn and be successful. Together we can make a difference!

Please take some time and read through this handbook with your student. The policies and guidelines will help you understand what we are about. If you have any questions please contact your child’s teacher or the school office about the information.

Feel free to contact my office at ACCES by phone (913-833-4420) or email (wallisch.cy@usd377.org), with any questions.

Sincerely,

Cy Wallisch



Address:

607 8th St
Effingham, KS 66023
Phone: 913-833-4420
Toll Free: 877-854-4689

The school's mailing address is:

306 Main Street
P.O. Box 289
Effingham, Kansas 66023

Fax:

913-833-5210

Office Hours:

7:30 a.m. – 3:45 p.m.
August 1 – June 15

Elementary Office

913-833-4420 (School)
wallisch.cy@usd377.org

Preschool & Kindergarten

Located at Central Office
306 Main Street

-FACULTY-

Cy Wallisch	Principal	Room 29A
Joshua Snyder	Assistant Principal	Room 23
Lindsey Wilmoth	Counselor	Room 23
Kelly Marsh	Pre-School	Central Office
Brandee Falk	Kindergarten	Central Office
Natalie Brammer	Kindergarten	Central Office
Anita Stutesman	1 st Grade	Room 13
Stephanie Lowmaster	1 st Grade	Room 12
Courtney Schmit	2 nd Grade	Room 14
Wanda Small	2 nd Grade	Room 15
Jennifer Dobbs	3 rd Grade	Room 28
Charlotte Michel	3 rd Grade	Room 24
Stacie Scherer	4 th Grade	Room 26
Mandi McMillan	4 th Grade	Room 25
Joyce Thompson	5 th /6 th Grade	Room 27
Eileen Montgomery	5 th /6 th Grade	Room 31
Joseph Forbes	5 th /6 th Grade	Room 32
Sheila Chalfant	5 th /6 th Grade	Room 34
Justin Sloop	PE	Gymnasium
Pam Liewer	PE	Gymnasium
Rita Eckert	Math Coach	Room 21
Alison Ostertag	Reading Coach	Room 9
Susan Erickson	Librarian/Keyboarding	K-12
Amy Eckert	Music	ES/JSH
Alicia Kerwood	Band/Music	ES/JSH
Jo Logan	K-3 IRC	Room 10
Abby Strathman	4-6 IRC	Room 30
	School Psychologist	ES/JSH
Kara Mitchell	Speech/Language	Room 51

-SUPPORT STAFF-

Jaime Swendson	Head Secretary	Elementary Building
Jane Halling	Secretary	Elementary Building
Tammy Ricketts	ES Sec/Transportation Sec	Elementary Building
Cheri Hawk	School Nurse	ES/JSH
Sara Hinz	Title I Aide	Elementary Building
Rhonda Thorpe	Title I Aide	Elementary Building
Dee Scherer	Title I Aide	Elementary Building
Jan Falk	Title I Aide	Elementary Building
Katie Lanter	Title I Aide	Elementary Building
Corey Bartlett	Title I Aide	Elementary Building
Drew Johnson	Art/Title I Aide	Elementary Building
Ernest Bautista	Custodian	Elementary Building
Annette Heineken	Custodian	Elementary Building
Angela Webster	Custodian	Elementary Building/JSH
Richard Drennon	Custodian	Elementary Building
	Food Service	Elementary Building
	Food Service	Elementary Building
	Food Service	Elementary Building

Central Office: 833-5050

Steve Wiseman	Superintendent	Central Office
Theresa Cattrell	Food Service Director	Central Office
Kathy Enzbrenner	Accounts Payable	Central Office
Megan Gracey	Board Clerk	Central Office
Kristi Wiseman	Technology Facilitator	Central Office
Dan Coder	Maintenance Supervisor	Central Office

Bus Garage: 833-2035

Jeff Henning	Transportation Supervisor	Bus Garage
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"I promise you every day your children will learn something.
Some days they will bring it home in their hands.
Some days they will bring it home in their heads.
And some days they will bring it home in their hearts."
--Valerie Welk

USD 377 GOALS

1. The student will be able to set personal goals, exhibit self-reliance, and be motivated to be a lifelong learner.
2. The student will be able to communicate effectively.
3. The student will have basic skills and knowledge obtained through an integrated and multi-faceted education.
4. The student will have positive self-esteem and confidence to make responsible decisions and set realistic goals.
5. The student will be a responsible citizen and show respect for society and the environment.
6. The student will be able to live in a changing society and be self-sufficient.
7. The student will use critical and creative thinking skills to be an effective problem-solver.

Standards of Excellence (The 5 E's)

ESTEEM – Respect others and myself

EMPATHY – Treat others as you wish to be treated

EXPECTATIONS – Be responsible and think before you act

ENVIRONMENT – Protect and respect

EXEMPLARY – Always do my best

Atchison County Community Schools



U.S.D. 377, Atchison County Community School District consists of two schools. A Pre-School, K-6, and a Junior/Senior High School (7-12), all located in Effingham, Kansas.

Unified School District 377 Central Office:

Superintendent: Mr. Steve Wiseman
306 Main Street
PO Box 289
Effingham, KS 66023
Phone: 913-833-5050

Junior/Senior High School:

908 Tiger Road
Effingham, KS 66023
Phone: 913-833-2240
Toll Free: 877-854-4615

Elementary School:

607 8th St
Effingham, KS 66023
Phone: 913-833-4420
Toll Free: 877-854-4689

Pre-School:

8:00 a.m. - 11:15 p.m.
12:15 p.m. - 3:15 p.m.

Meal Schedule:

Breakfast

Breakfast is served from 7:30 to 8:00 a.m. If buses arrive late, children can still eat breakfast. The school office should be notified before 9:00 a.m. if an adult wishes to eat at school that day

Lunch

11:00 a.m. - 11:30 a.m. (K-1)
11:35 a.m. – 12:05 p.m. (2-4)
12:30 pm. – 1:00 p.m. (5-6)

Enrollment: (Available online)

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records (JBC).

Students enrolling for the first time and students transferring to Kansas schools from another state must present a child health assessment that has been completed within the sixth months prior to school admission. Any student who fails to provide this documentation as required by law may be excluded from school by the superintendent or his designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/guardian as prescribed by law.

The principal shall forward evidence of compliance with health tests and the inoculation law to other schools when requested by such schools or the student's parent/guardian. All students enrolling in any district school must provide the principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements.

2015-2016 Immunization Requirements:

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school.

- Diphtheria, Tetanus, Pertussis (DTaP): Five doses required. Four doses are acceptable if dose 4 is given on or after the 4th birthday. A single dose of Tdap is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.
- Poliomyelitis (IPV/OPV): Four doses required. Three doses are acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- Measles, Mumps, Rubella: two doses required.
- Hepatitis B: three doses required grades K-12.
- Varicella (chickenpox): two doses required for grades K-12 or history of varicella disease documented by physician. Detailed school immunization requirements by age group are listed on the 02/2015 version of the Kansas Certificate of Immunization (KCI).
http://www.kdheks.gov/immunize/download/KCI_Form.pdf
- Meningococcal (MCV4): one dose recommended at 11 years with a booster dose at 16 years of age; not required for school entry.
- Human Papillomavirus (HPV): three doses recommended at 11 years of age; not required for school entry.
- Influenza: yearly vaccination recommended for all ages > 6 months of age; not required for school entry

Non-Resident Students:

Since schools are maintained for the primary residents of the district, non-resident students will be required to satisfy application procedures through the district office. Out of district students must apply for admittance and receive a recommendation from the principal (JBC).

Homeless Information:

If your family is in a temporary or inadequate living situation due to loss of housing, your child might be eligible for certain education rights and services under the McKinney-Vento Act. For information concerning eligibility, contact our local liaison (Mr. Steve Wiseman, Supt. or the State Coordinator, Tate Todeman at 785-296-6714.) Helpful websites: KSDE Homeless Info – <http://www.ksde.org> and National Center for Homeless Education – <http://center.serve.org/nche/>

Assignment to Classes:

The building principal shall be responsible for assigning students to classes. In the elementary school the principal may take into consideration previous schooling of the child, but may assign the student to a lower or higher grade level, if the best interest of the student would be served (JBC).

School Day:

Students should arrive at school no earlier than 7:30am unless they are riding on a bus. Parents should make arrangements for before school care if they cannot keep their children at home prior to the start of the school day.

The school breakfast program begins at 7:30am and serving ends at 8:00am. Lunch begins at 11:00am with classes rotating and ends at 12:45pm.

Elementary School: 8:05am – 3:15pm
Junior/Senior High School: 8:10am-3:20pm

School start and dismissal times are staggered to allow for bus transportation. School dismissal begins with walkers, parent pick-ups, and then bus riders.

A significant part of a school day is if a student misses two or more hours of the school day. This shall be considered a significant part of the school day.

Attendance Policy:

The state of Kansas has a compulsory attendance law. This law's main purpose is to ensure equal opportunity for all youth to receive a sound education. Active and regular attendance in class is a valuable and integral part of the student's total education. **The parent/guardian of a student who is absent should call the school between 7:30 and 9:00 a.m. on the day of the absence.** If the office is not notified of an absence, we will call the student's home or parents' work numbers for verification (JBD).

Tardy Information:

A student will be considered tardy in the following instances: if not seated in classroom at 8:05 am., are late to class without a pass, or does not have proper materials needed for class. If a student is more than 15 minutes late to any class they will be marked as absent and unexcused for the entire period. A Detention will be assigned after they have accumulated 3 tardies in one semester. Additional tardies will be treated as repeat violations and result in after school detention or being assigned to Saturday school to an in school suspension.

Excused Absences:

This type of absence includes absences due to:

- 1) Personal illness
- 2) Death in the immediate family
- 3) Administrative approval in advance (example: vacation, etc.)

Students with **five excused absences** during any nine-week grading period will be required to **bring a doctor's note** for any additional absences. If we do not receive a doctor's note, it will be recorded as an unexcused absence.

If a student's excused absences become excessive (**5 days during a nine-week grading period**) a parent/principal conference will be held to resolve the problem. The administration reserves the right to establish disciplinary measures as they relate to the resolution of any attendance problem. **The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.**

Unexcused Absences:

When students are absent without a parental call or note, or have reasons which are unacceptable, their absence is unexcused. Unexcused absences include absences of which the parent is unaware, oversleeping, skipping school, and shopping. If a student is not in school, he or she is considered absent.

Truancy:

Truancy is defined as any **three consecutive unexcused absences**, any **five unexcused absences in a semester** or **seven unexcused absences in a school year**, whichever comes first.

School year means the period from July 1 to June 30. Prior to reporting to Social and Rehabilitative Services (SRS), or the county attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. (JBE)

Release of Student during the School Day:

Students who leave during the school day must check out through the office. Parents must come in, call or send a written notice to confirm the reason for leaving. Students will not be allowed to leave the building without parental permission (JBH).

School Visitors:

All persons visiting Atchison County Community Elementary School buildings must check in at the first floor office in the main building. The following procedures must be followed:

- All persons will sign in and out at the first floor office.
- All persons must identify the reason they are visiting the school and the location they wish to go.
- **All persons will wear a visitor badge at all times.**
- **Parents picking up students will wait by the first floor office for the student.**
- Visitors wishing to meet with faculty or staff will be sent to the main office on the second floor.
- A building representative will meet and direct them to their location.

All persons who are not employees or officials of the school district are visitors. Failure to report to the school office for a visitors permit may result in a charge of trespassing being filed against that person.

Visitors during the school day are not permitted. However, parent/guardian visits to the classroom/lunchroom will be allowed per district policy. Please see the appropriate building level administrator to set up a visit.

Security Systems:

All attendance centers are equipped with security cameras outside the main entrance. Doors are locked and visitors will be buzzed in after visual confirmation from the secretary.

Withdrawal from School:

When a student must withdraw from school, the office should be notified as soon as possible. All books and items belonging to the school should be returned and bills paid. **Parents should come to the office to formally withdraw the child from school.** The following reimbursement schedule of student's fees will be followed: end of first quarter-75% of fees; end of semester-50% of fees, end of 3rd quarter- 25% of fees; end of second semester-no reimbursement. All students who plan to transfer to another school district are encouraged to give advance notice. Records will be sent to the new school upon their request.

Volunteers:

Volunteers can really make a difference in serving the varied needs of our students. If you have time, talents, hobbies or experiences to share with our school, please contact us. We would like to invite parents, grandparents, and district patrons to participate in the education of our children. School volunteers work under the school staff's direction with the principal's and Board's approval. An application must be submitted for approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation, and are not covered by workman's compensation (KFD). Volunteers are always welcome, their assignment or duties will be on a day-to-day basis.

Make up Work:

It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the school work lost during the absence.

Academic Programs:

Atchison County Community Elementary School provides a balanced K-6 literacy program (Harcourt's Story Town) supported by guided reading for grades 3-6. In guided reading, students read books that are designed for the student's instructional level. As the students' progress, they read more difficult books. Reading lessons are delivered in whole and small group instruction. The K-2 program is also supported through Pathways to Reading (PTR). The primary focus of PTR is the foundational knowledge and skills needed by teachers to teach beginning reading and what beginning readers need to develop phonemic awareness, phonics and fluency. Math, science and social studies are aligned to state standards. Development and alignment of curriculum and the development of assessments (tests) are ongoing district projects.

Teachers and administrators K-12 are provided time for in-service meetings during the contracted school year to address the curriculum needs of the district to ensure a continuity of experiences. Teachers and administrators attend district in-services in various content areas and attend local, state, regional and national workshops and conferences to update skills and information relating to the classroom experience.

Teachers use a variety of materials, resources, speakers, study trips and hands-on activities to teach their lessons. Textbooks are just one of many resources. At times you will find your students working cooperatively in groups and at other times working individually.

Assessments:

During the school year, various tests will be given to check student progress and to help evaluate our academic programs. Assessments include the Dibels, EasyCBM Math, A+ Learning, local district assessments, and State Assessments in Grades 3-6.

Special Education:

Special education services are provided by the Keystone Learning Center. Services for Learning Disabilities, Behavior Disorders, Hearing and Visual Impaired, Speech and Language, as well as others, are provided to the school by certified teachers and trained paraprofessionals, a school psychologist and social worker.

Special education services are provided through the inclusion model within the regular classroom or as pullout with services provided in a separate classroom called the resource room. The decision on how services are to be provided is jointly arrived at in a meeting of educators and parents. Individual Education Plans (IEPs) are written for each child in Special Education.

Gifted Program:

A certified teacher from the Special Education Service Center delivers services for students who are identified through testing as gifted and talented. Special projects and study trips are often part of the curriculum.

Title I Program:

ACCES receives federal funding for a Schoolwide Title I Program which provides assistance to children who need extra help in reading and math. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement. Schoolwide programs allow staff in schools to redesign their educational program to serve all students.

- Parents may request information regarding the professional qualifications of their child's classroom teachers, Title I Aides, and paraprofessionals.
- Every Title 1 school should have a school-parent compact which is a written agreement of shared responsibilities.
- Parents are given information on their child's level of achievement throughout the year through Progress Reports and Grade Cards. Parents may request access to their student's state assessment scores
- Parents may access the District and Building Report Card through the KSDE website (www.ksde.org Building Report Card under Topics) and the USD 377 website under the Parent tab.

Multi-Tier System of Supports (MTSS):

MTSS is the guiding framework for school improvement activities to address the academic and behavioral achievement of all students.

MTSS is a set of evidence-based practices which are implemented across a system designed to meet the needs of all learners. They include a continuum of increasingly intense research-based interventions provided to students to respond to their academic and/or behavior needs. This continuum is a self-correcting cycle that includes ongoing monitoring of the effectiveness of the interventions provided to ensure that each Kansas student achieves to high standards.

The goal of MTSS is to provide an integrated systemic approach to meeting the needs of all students. This means using resources in the most effective and efficient way to enable every student to be successful.

Promotion and Retention:

What does retention mean?

Retention does not mean that the child has failed. It does not mean that the teachers or parents are not working hard enough. It does mean that the child needs more time and help to catch up in an identified academic area (reading/mathematics).

Purpose of Retention:

The purpose of retention is to give children who have substantial deficiencies more time and the intensive instruction they need to catch up in a core academic area (reading/mathematics).

JFB Promotion and Retention JFB

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Enrichment Activities:

All students and teachers participate in a variety of activities throughout the school year that enrich the school experience.

These activities include:

- Character Education: a character education program that teaches children about 6 character traits: respect, responsibility, fairness, caring, trustworthiness, and citizenship.
- Book Fairs: an opportunity for parents and students to purchase books and benefit the school.
- Study trips to businesses, farms, wildlife areas, museums, and other points of educational interest.
- Special guests and community resources that are brought into the classroom or to special assemblies.
- Jump Rope for Heart.
- Classroom programs and celebrations.

Academic Dishonesty:

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to, and including, suspension and expulsion.

Study Trips:

Study trips are **planned educational activities** that are an important part of the curriculum. Local trips of short duration generally do not require parental chaperones. Parents will be notified of the nature of the trip, departure time, expected return time, mode of travel and anticipated costs. Parents may ask that their child be excused and state the reason for the requested exemption. Permission slips need to be signed by a parent/guardian and returned to the office before the student can participate in a trip. However, permission slips are not necessary for in district travel to assemblies etc. Students, teachers, and aides are required to ride in school district transportation. When space allows, all authorized field trip participants will be required to ride in school district transportation, unless prior administrative approval has been granted. Students who are behind in class due to poor attendance, lack of effort, or inappropriate behavior may not be allowed to attend study trips at the discretion of the principal. Trips are for the students; children not enrolled in school should not participate.

Study trips are just that—a chance for students to see and learn about their curriculum in the outside world. They are considered an **academic activity (same as a school day)**, not family outings, although parents are often invited to attend.

- The teacher plans the trip and is in charge of all activities and decisions before and during the trip.
- The teacher decides how to group the students.
- Parents who are invited to chaperone agree to supervise a small group of students at all times—during the presentations, at the restrooms, during lunch, and on the bus. They are under the direction of the teacher. Any problems or concerns should be immediately reported to the teacher.
- Parents who do not want the responsibility of supervising other children may simply accompany their child.
- Parents who attend study trips will not purchase treats or gifts for anyone other than their child, unless they are providing it for every student in the class, and have the teacher's approval prior to the trip. This is a fairness issue.
- Parents may not bring other children with them. The trip is a special activity for the child in the class.
- All students ride to the destination on the school bus or in a school vehicle. They may be signed out to their parent at the end of the trip if there is no expectation of having class on returning to school. Parents may also sign permission in advance for their child to go with another parent at the end of the trip.
- Parents are responsible for their own lunch and entrance fees to events. Parents who chaperone are expected to ride the bus. Other parents may ride the bus if there is room.
- Parents should avoid cell phone conversations that disrupt the students, teachers, or the activity.
- We welcome your participation in study trips and hope that the day will be enjoyable for all.

Textbooks:

Textbooks will be provided by Atchison County Community Schools on a rental basis to each student. The student is expected to take care of his or her books. Any book that is lost or damaged beyond reasonable wear will be replaced by the student. The cost of a student book can be as high as \$75 each.

Parent/Teacher Conferences:

Parent/Teacher Conferences will be conducted during the first and third quarters. Additional conferences may be scheduled any time during the school year if deemed necessary from either the parent's or the teacher's standpoint.

Report Cards:

Grades K through 6 will have progress reports at the end of first and third quarter. Report cards are issued at the end of each semester. These provide information on your child's progress on the district curriculum and on state standards.

Students in grades K-3 may be marked "Below Grade Level Standards", "Approaching Grade Level Standards", and "At Grade Level". The standards and benchmarks for each core area are listed. More information in terms of Guided Reading levels, Assessments, and Strategies that may be in place for your child, are included.

Students in 4th, 5th and 6th grade receive progress reports utilizing an A-F grading scale.

Every effort will be made by school personnel to keep parents informed of student's progress.

School Supplies:

A list of needed supplies is provided to parents and local businesses. School supplies that promote the use of alcohol, tobacco, or drugs, or that use profanity or sexually suggestive messages are not allowed. If the supplies cause disruptions or distractions to the learning process, they will be deemed inappropriate and sent home.

Assemblies:

From time to time assemblies may be held for individual classes and/or the entire student body. When we have assemblies where we bring in all elementary students, they are usually held in the gymnasium. Parents are welcome to attend and will be given notice as soon as possible as to the time, location and topic of the assembly.

Physical Education/Health:

Physical Education/Health is provided to all students K-6. The Wellness Policy recommends 100 minutes of P.E. a week. Classes are held in the gymnasium or on the playground. Human sexuality and AIDS education is part of the district curriculum. Notice will be given before these classes commence.

Students who need to be excused from physical education activities for medical reasons must have a note from the doctor.

Gym Shoes:

All students at the Elementary School are required to change into athletic shoes for physical education. Outside shoes may cause damage to the gym floor. Shoes with Velcro straps are encouraged for kindergarten students.

Vocal Music:

All students in grades K-6 will have Music class during the week.

School Cancellations:

Severe weather is one of the most serious potential dangers to the safety of our school children. With the distances that school buses have to travel, it is conceivable a bus could begin its route in relatively clear weather and yet be caught in a severe storm before its route is ended.

In case of school cancellation due to bad weather or other emergency situations, USD 377 announcements will be broadcast on local radio stations KNZA (103.9 FM) Hiawatha, and KAIR (93.7 FM, 1470 AM) Atchison, and TV channels 13, 27 and 49. These announcements will be made as early as possible on the day concerned.

On bad weather days (snow and ice) when school is in session, buses will start about 15 minutes early. Students at the beginning of the route may expect the buses early, middle of the route about on time, and end of the route may be a little late.

Schools will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents or guardians may have their child dropped at an emergency drop site if approved in advance by the building principal. If the site is not approved, parents or guardians may submit another drop site for approval. This emergency drop site should be listed on the transportation form. The early school dismissal schedule is as follows: Elementary School dismissal is the time announced. The Junior/Senior High School dismissal is five minutes later. PK and Kindergarten (at the Central Office) dismissal is ten minutes later.

Fire Drills:

Fire drills are held monthly. The sounding of the fire alarm is the signal for a fire drill. At that time, students must file out of the classroom in a prearranged route and usually exit out the nearest door. The exit routes for individual rooms are practiced each month. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building. All students must move quietly and as quickly as possible. There must be absolutely no running.

Tornado Drills:

Tornado drills are held once in the fall and twice in the spring. Intermittent rings of the bell or using a handheld horn will signal a tornado drill. The school makes every effort to participate in the county-wide emergency preparedness drill in March. Students are to move quietly to their designated safety location as quickly as possible.

Evacuation Procedures for Disabled Students:

The teacher, teacher's aide, or a para-educator will take any student who is disabled (whether permanently or temporarily) out the closest exit to the area in front of the building or to the playground. During a tornado or tornado drill, disabled students will be taken to a designated tornado refuge area. Students in wheelchairs will be removed from their chairs and placed on the floor in proper position with para-educator assistance.

CODE OF CONDUCT at USD 377 Schools:*Mission Statement: "Empowering Individuals to Dream, Achieve, and Succeed"*

- 1. We treat each other with courtesy and respect at all times.**
 - a. We listen carefully and respectfully as others express opinions that may be different from ours. We do not argue.
 - b. We share our opinions and concerns without loud or offensive language, gestures or profanity. We speak respectfully.
 - c. We ask others about ways we may help them. We don't wait to be asked.
- 2. We treat each other with kindness.**
 - a. We treat each other as we would like to be treated.
 - b. We speak words of encouragement to everyone.
 - c. We do not threaten or cause physical or bodily harm to another person.
 - d. We do not threaten or cause physical damage to the property of another person or to any school facility.
 - e. We do not bully, belittle, or tease another person, and we do not allow others to do so in our presence.
 - f. We do not demean and are not abusive or obscene in any of our communications (oral, written, and body language).
- 3. We take responsibility for our own actions.**
 - a. We share information honestly.
 - b. We refrain from displays of temper.
 - c. We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
 - d. We apologize when we have wronged someone by our actions or words.
 - e. We do not blame others for our behavior. No one can make us do anything or make us angry. Our actions and words are our choice.
- 4. We cooperate with one another.**
 - a. We obey school rules and procedures for access and visitation.
 - b. We respect the legitimate obligations and time constraints we each face.
 - c. We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
 - d. We respond, in a positive way, when asked for assistance.
 - e. We understand that we do not always get our way.
 - f. We respond the first time, in a positive way, to requests and directives given by any adult or supervisor.
 - g. We do not argue with another person in front of a group. We seek a time when we can conduct a positive discussion in a private setting.
- 5. We complete our tasks in a timely manner and give our best effort to our work.**
 - a. We turn in assignments on or before the due date.
 - b. We build a habit of giving our very best effort to all tasks we undertake.
 - c. We work and act in a manner that brings pride to our school, our families, our community, and ourselves.

Parent/Guardian Signature_____ Student Signature_____

Discipline:

Discipline shall be defined as all of the actions that support and guide student activities within a school and establish a climate designed to achieve the purposes and objectives in the most effective manner. Appropriate discipline shall be administered based upon the seriousness of the inappropriate behavior. Consequences shall include, but not be limited to, the training and strengthening of student self-control in such a way as to contribute to the academic and social growth of each student.

Every student shall have an opportunity to attend school and receive an education without fear of harm or injury to person or property. No person shall be allowed to endanger the safety of students or district staff, damage property, interfere with the educational process, or attempt to close the schools.

Staff shall develop and enforce fair, firm and consistent behavioral expectations within the school. Behavioral expectations for students shall be age appropriate and shall be made clear to students, staff, and parents. Positive school citizenship shall be encouraged and reinforced within the entire school community.

Severe disruptions will result in an immediate referral to the building principal and parent notification. Corrective measures for unacceptable behavior shall be described to the students in advance. Those measures may include, but are not limited to, the following: counseling, conferencing, parental involvement, detention periods, exclusions from class, in-school and out-of-school suspension, and expulsion.

Suspensions and Expulsions:

District policy is followed in regards to suspension and expulsion. Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation.
- Conduct which substantially disrupts, impedes, or interferes with school operation.
- Conduct which endanger the safety or substantially impinges on or invades the rights of others.

5 Keys to Success Expected by All Students:

1. Students will address adults with Mr./Ms. or Sir/Ma'am. Students should answer questions using complete sentences when appropriate.
2. Students will stand with their hands behind their backs and not talk when in the hallway, lined up for recess or lunch. "Zip and Clip"
3. Students will learn the importance of being organized and prepared. They should keep their desk clean and only get out what is needed when working in class.
4. Students will be responsible for all school work and have completed by due date.
5. Students will be "on-time" to school and class

Bullying:

Bullying of any type shall not be tolerated in the school setting. U.S.D. 377 will endeavor to maintain learning and working environment free of bullying.

Definition of Bullying: Bullying is when someone, or a group of people, upset or create a risk to another person's health and safety - either psychologically or physically - or their property, reputation or social acceptance on more than one occasion.

3 Roles in Bullying Behavior: 1) Person with bullying behavior; 2) Victim; 3) Witness/by-stander

Person with Bullying Behavior: a) Intend to hurt their targets; b) Want power – strong need to dominate others; c) Take their problems out on other people; d) They are often aggressive toward adults, including teachers and parents; e) They may not feel good about themselves; f) They may be modeling parents, brothers, sisters, others

Victim/Target: a) Have a difficult time standing up for themselves; b) Are made to feel “different” from peers; c) Suffer when being picked on; d) Are OVERLY quiet, sensitive, withdrawn, passive

Witnesses of Bullying: a) Observe bullying situations; b) Make up the majority of students; c) Have the power to prevent bullying; d) Are a key player in all this.

The school board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

The district is actively engaged in a whole school campaign to address bullying and harassment in our schools. This involves strong commitment and a willingness to work together on the part of everyone involved. The plan incorporates the training and professional development of all school personnel, students and parents.

The following are elements of the plan:

- Code of Conduct
- Supporting an Environment of Reporting All Instances of Bullying
- Coaching Students On What To Do
- Training and Staff Development
- Developing Positive Relationships
- Character Education Program
- Developing A Common Language

(EBC, GAAB and JDDC)

Drug Free Schools:

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school-sponsored activity is prohibited. (JDDA)

**State Safety Hotline:**

Help keep your school safe! Report any information that might threaten the safety of school or students. Call 1-877-626-8203.

A statewide hotline is available 24 hours a day and 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.

Dress Code:

A student's appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. This code is not intended to cause a financial hardship upon any student or family. We realize with changing fashions, it is impossible to state exactly all types of apparel that can or cannot be worn. The staff and the administration reserve the right to determine if clothing is suitable for classroom wear. This code will be in effect during all school hours.

The following points should be observed:

- A student's appearance should be neat and clean.
- Torn clothing is not acceptable.
- Shirts must have a 1" strap, no low armholes that over-expose. No "spaghetti" straps for girls or shirts for boys that are considered undershirts.
- Midriffs shall not be exposed.
- No sleep pants shall be worn to school.
- When shorts are worn, care must be taken to ensure that they fit properly and are of sufficient length and at fingertip length. All pants should fit at the waist.
- Footwear must be worn at all times.
- Shoes should be appropriate for recess and P.E. activities, such as running. Flip-flops and hard-soled cowboy boots are not appropriate for recess or P.E.
- Any style or type of clothing or accessory that causes disruptions or distractions to the learning process will be deemed not appropriate.
- Clothing that promotes the use of alcohol, tobacco, drugs, or gangs, or that uses profanity or sexually suggestive messages is not allowed.
- Hats are not to be worn in the building.

- Students who are wearing inappropriate clothing will be given the choice of wearing an item of clothing provided by the school if available or calling home for a change of clothes.
- Unnatural hair colors are prohibited.
- Face piercings are prohibited which includes but is not limited to: Nose, Lips, Cheeks, Eyebrows, Tongue.

Possession of Weapons:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school property or at a school-sponsored event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (JCDBB)

Sexual Harassment:

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district.

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

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. (JGEC)

No Tobacco Policy:

The use of tobacco products in any form is prohibited on school grounds, in any school buildings, owned, leased or rented by the district used for pupil attendance purposes. The use of tobacco products in any form is prohibited in any school vehicle. (JCDA)

Loss or Damage to School Property:

Students will be expected to return books checked out in their care at the end of the school term. Abusive care, beyond normal wear and tear, given to school-owned books, supplies or equipment will result in students being charged repair or replacement costs for the item.



Transportation:

Arrival and Departure:

Many supervision problems occur when pupils arrive at school or the bus stops too early. There is no need for a student to be at school prior to the time buses arrive. When elementary students arrive at school, they should come directly into the building. **PK and Kindergarten students will be dropped off at the elementary building in the morning for breakfast. The district will transport them to their classrooms at the Central Office. Pick up will be at their classrooms at the end of the day.**

For your child's safety, please notify the office if someone other than the parent/guardian is picking up your child. The office may ask for identification.

If you wish to have your child go somewhere other than home or their usual drop-off point, **please send a note** to the building principal, classroom teacher, secretary, **or call the office by 1:00pm to make transportation arrangements. Without a note, your child will be sent home as usual.** If your child is going home with another student, **both sets of parents/guardians must contact the school.**

BUS SCHEDULE

SCHOOL	ARRIVAL	PICK-UP	SCHOOL DAY
ACCES	7:40-8:00	3:15	8:05-3:15
PK/K	7:40-8:00	3:25	8:05-3:15

Bus Discipline Procedures:

BUS DISCIPLINE PROCEDURES:

All bus conduct offenses will be referred to the school principal and the Code of Conduct will apply.

Offense 1-Driver calls parents and conferences with student-1st referral to office

Offense 2-1 day off of bus + 2nd referral to office

Offense 3-3 days off of bus + 3rd referral to office

Offense 4-5 days off of bus **or** semester suspension from bus privileges

Students who are continually disruptive may lose bus privileges indefinitely. Severe offenses may result in loss of riding privileges with no warning. Examples include but are not limited to: weapons, fighting, swearing at driver.

STUDENT/PASSENGER CONDUCT RULES - BUS

The following rules, adopted by the Board of Education on June 10, 1996, became a part of the Board's transportation policies and rules relating to student conduct on the district's regular route buses and activity trip buses.

These rules were adopted by the Board of Education to conform with H.B. 2059, which was enacted by the 1981 session of the Kansas Legislature. The requirement of this policy shall apply to all passengers when transported in a USD 377 bus.

1. The bus driver shall be in charge of all passengers while they are riding, loading or unloading from the bus. Bus drivers will wait one minute for home student pick ups.
2. **The bus driver shall have the authority to assign a seat to each passenger.**
3. Passengers shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Passengers shall not extend any part of their body out of the bus windows.
5. Passengers shall not get on or off the bus or move about while the bus is in motion.
6. Possession or use of tobacco inside the bus shall be prohibited.
7. Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried in a bus.
8. Animals shall not be transported in a bus.
9. No weapons of any type, except side arms carried by law enforcement, shall be transported on a bus.
10. **Classroom conduct shall be observed on district buses at all times. Ordinary conversation in a normal tone will be permitted but unnecessary noise, profanity, crowding, pushing or fighting will not be tolerated.**
11. Passengers are not to converse with or in any way distract the driver while the bus is in operation.
12. Passengers who must cross the road after disembarking from the bus shall pass in front of the bus.
13. Passengers will not be permitted to leave the bus other than at their designated destination without parental/guardian permission in the form of a note or telephone calls to the building principal, or the bus driver.
14. **Eating or drinking will not be allowed on the bus.**
15. Displaying or use of an open flame on the bus is prohibited.

Permission to Ride:

Passengers wanting to ride any bus/route other than that assigned must have permission signed by their parent/guardian and approved by the building principal, or a telephone conversation with the principal or building office that day.

Communication Channels:

Communication between parents/patrons and the school is of vital importance. Most problems can be solved through proper communication channels and by beginning with those closest to the problem.

If a problem develops and involves a particular teacher, **please contact that teacher**. Atchison County Community Elementary School teachers are willing to discuss any problems or concerns that parents and students may have. A conference will be held if necessary.

If, after visiting with the teacher, a problem still exists, then please arrange for a conference with the building principal. This conference may include the teacher involved.

If, after this conference, you still feel a problem exists, please schedule a conference with the Superintendent of Schools. The conference with the superintendent may include the building principal and the teacher.

If a parent/patron follows these lines of communication and still feels unsatisfied with these results, he/she may contact the superintendent to be placed on the agenda of a regular board meeting. No action can be taken on any items, unless put on the agenda.

Board members have been instructed to relay any comments made by parents/patrons concerning students, employees, District Policy, etc. back to the proper administrator.

Please keep the above in mind should a problem arise during the year. It will make for a much smoother situation for all parties involved.

Parents are encouraged to share information and concerns about their children with teachers and the building principal in order to help school workers meet the child's needs.

Information over calendar activities can be found on the district website (www.usd377.org).

Parent Organizations:

All parents belong to the Parent Teacher Organization (PTO) and are encouraged to participate in meetings and functions. The organizations provide room parents and plan parties. They raise money to purchase items not provided by the school district, including transportation and costs involved for Study Trips. Academic Award Parties are organized and conducted by parents. They supply games, prizes, food and drink. Parties will be held one hour before dismissal. Monthly meetings are open to all parents or guardians of students.

Parent Teacher Organization (PTO) meetings will be utilized as an opportunity for parents to give input and feedback over school improvement and school activities. Information may be found on the elementary website pertaining to the monthly meetings.

Student Privacy Rights:

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitative Services (SRS) interventions, Social Security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district, will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including termination.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Student Directory Information:

In compliance with Public Law 98-380, as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register, the Atchison County Community Schools designates the following information as directory information:

1. The student's name, address, telephone number, date and place of birth;
2. Name, address, and telephone number of parent or guardian;
3. The student's major field of study and grade level classification;
4. The student's participation in officially recognized activities and sports;
5. The weight and height of members of athletic teams;
6. Date(s) of attendance, date(s) of enrollment, withdrawal, and/or re-entry;
7. Diplomas, certificates, awards, and honors received;
8. The most recent previous education agency or institution attended by the student.

This information is considered public information, which may be released by the school district without the prior consent of the parent(s), or eligible student. A parent or eligible student has ten (10) days from the date of annual notification to inform the principal in writing that any or all of the directory information pertaining to such student should not be released without prior consent of the parent(s) or eligible student, except as provided by law.

Food Service:**Meal Prices for Students**

		Breakfast	Lunch	Extra Milk
Attendance Center				
Elementary	K-6	\$1.40	\$2.25	\$.30
JSH	7-12	\$1.50	\$2.50	\$.30

Breakfast, Lunch, and Milk Accounting:

USD 377 uses a computerized meal accounting system. Parents will be notified when their child's account has \$5.00 left in it. Reminders continue to be sent out with negative balances.

Birthday Treats and Invitations:

Before sending birthday treats to school, PLEASE CHECK with the classroom teacher. The teacher can inform you of allergies or other restrictions children in her room have, as well as the number needed. **If invitations are brought to school, each child in the class must receive one.** We will not allow students to hand invitations or treats out to only part of the class. Any gifts, (flowers, balloons, etc.), sent to a child, will remain in the office until dismissal. The student will be notified to stop in and pick up the item at the end of the school day.

Student Illness and Medication:

If a student becomes too ill to function in the classroom, a parent or guardian will be notified as soon as possible. Under the Kansas Nurse Practice Act, 65-1113, we cannot give any medication at school without the proper authorization (JGFGB). This involves any medication whether given as a prescription or an over-the-counter medicine such as Tylenol, aspirin, allergy medications, or cough preparations.

The diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and will not be practiced by any school personnel.

Parents need to be aware of these guidelines. The best procedure for giving medication to students would be to adjust the dosage schedule to non-school hours. In certain circumstances, when medication is necessary in order for a student to remain in school, the school will cooperate with the parent in the administration of medicine, with the proper authorization on file. The official prescription container should accompany all medication. Medication brought to school not meeting the above requirements will NOT be given.

Additionally, if your child has any specific health problems, please notify both the teacher and the office of the condition.

Atchison County Community Elementary School follows the Kansas Statutes for School Health Services.

Student Illness and Activity:

If your student is absent from school or leaves early from school due to an illness or medical condition, then s/he **should not attend** any after school activities (i.e. music programs, after school program, athletic events, school carnivals, etc.).

Head Lice Policy:

The regulations by KDHE changed allowing students to remain in school while nits/eggs are present in the hair. Only students with live/crawling lice are required to be sent home for treatment. Treatment entails treating the head and hair with an appropriate anti-parasitic shampoo/medication and removal of the nits. Once a child is sent home with live lice, they are required to be checked in by the nurse the following morning. The student is allowed to stay at school if **only** nits or eggs are present. Daily removal of nits is required to break the cycle and to stop lice infestation. If the child has repeated bouts of live lice, the district has implemented a new policy for those situations. That policy is such that if a child is sent home three consecutive times for live lice, on the fourth incident that live lice are found, that child will not be allowed to come back to school until ALL live lice and ALL nits are removed from their hair. This policy was implemented in the hopes to limit the spread of lice to other students.



Influenza:

At this time, Center for Disease Control and Prevention (CDC) recommends the primary means to reduce the spread of influenza in schools by focusing on early identification of ill students and staff, staying home when ill and good cough and hand hygiene etiquette. Decisions about school closure should be at the discretion of local authorities based on local considerations, including public concern and the impact of school absenteeism and staffing shortages.

Recommendations

- School closure is not advised for a suspected or confirmed case of novel influenza A (H1N1) and, in general, is not advised unless there is a magnitude of faculty or student absenteeism that interferes with the school's ability to function.
- **Students, faculty or staff with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptoms resolve sooner.**
- **Students, faculty and staff who are still sick 7 days after they become ill should continue to stay home from school until at least 24 hours after symptoms have resolved.**
- **Students, faculty and staff who appear to have an influenza-like illness at arrival or become ill during the school day should be isolated promptly in a room separate from other students and sent home.**
- Parents and guardians should monitor their school-aged children, and faculty and staff should self-monitor every morning for symptoms of influenza-like illness.
- Ill students should not attend alternative child care or congregate in settings other than school.
- Students, faculty and staff should stringently follow sanitary measures to reduce the spread of influenza, including covering their nose and mouth with a tissue when coughing or sneezing (or coughing or sneezing into their sleeve if a tissue isn't available), frequently washing hands with soap and water, or using hand sanitizer if hand washing with soap and water is not possible.

Medical Appointments:

Medical and dental appointments should be made after school hours or on Saturdays if possible.

Gifts to Staff Members:

Just as it is unethical for any member of the Board of Education to accept personal gifts for personal service from businessmen and taxpayers, so does the Board discourage attempts on the part of students and parents to present gifts to teachers and other school personnel (GAJ).

Lockers:

The locker is the property of the school district and can be opened by the principal or designated staff at any time. Students wishing to use locks must provide the classroom teacher and office with the combination, or a copy of the key. Students should have no expectation of privacy with their locker. Students should respect their locker. Please do not decorate lockers with stickers, which are difficult to remove (JCAB).

Searches of Property:

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items. (JCAB)

Recess Guidelines:

Students need fresh air and the opportunity to expend some of their energy in physical activity outdoors. Students will have daily recess and should dress appropriately for the weather conditions. Teachers will use their good judgment to decide if it's too wet, too cold, or too windy to take children outside. Parents may send a note to the teacher each day a child is too sick to go outside. For most children, a few minutes of fresh air is not going to cause harm if they are dressed for the weather.

Bicycles:

Students are allowed to ride bicycles to school provided they honor the following rules:

1. Bicycles must be parked in the designated areas.
2. Bicycle locks are recommended.
3. Responsible, respectful behavior at the bicycle racks is expected.
4. Students are to walk their bicycles on the sidewalk while on school property.

Improper use of one's bicycle, or poor conduct may mean that a student will be asked to leave his bicycle at home for a period of time.

Errands or Trips:

Students will not be sent off the school grounds, nor may they leave on their own, once they are on school property on a school day, unless they have a note with parental approval, or permission has been granted by the principal.

After School Hours:

Students are to leave the school grounds and not return until 4 pm to play on the equipment outside of the school. Only students who have a parent on the school campus to supervise may have a child on the playground prior to 4 pm.

Items from Home:

Students must not bring items to school that could cause a disruption to the educational process. Items such as toys, pocket knives, radios, CD players, candy, pop, gum and other snacks should be left at home. **Students who have permission to use CD players, Ipods, MP3 players on the buses must keep these items in their backpack during the day. There is to be NO trading of any items from home such as; trading cards, electronics, games, etc.**

Water Bottles:

Water bottles are allowed with teacher permission.

Knives:

Pocket knives are not allowed. If a pocket knife is discovered, it must be given to an adult who will label it and keep it until it can be returned to a parent/guardian.

Cell Phones:

If parents feel that cell phones are necessary, they are to be kept in the student's backpack, in their locker, and turned off during the school day. **The school is not responsible for the loss or damage to any personal electronic device.**

Plants, Pets, and Wild Animals:

Animals (including vertebrate and invertebrates) and plants may be brought into the classroom for educational purposes. Persons bringing animals into the school must **receive prior permission** from the supervising teacher and the principal. Animals must be appropriately housed, humanely cared for, and properly handled.

School Telephones:

The school telephones are available for school use only. Students will be allowed to use a school phone only in an emergency. Please make certain these items are taken care of before the students come to school.

We need to keep the lines open for parents to call in. Bus students will be sent home as usual and if we need to make changes, we can do so by radio communication.

Lost and Found:

To avoid loss of lunch boxes, backpacks, coats, jackets, hats, umbrellas, and other personal items, **PLEASE LABEL EVERYTHING**. You may contact the school if your child has lost an item. Any article found in the building or on the playground is to be turned into the office to be placed in LOST AND FOUND. Unclaimed articles will be donated or disposed of in the spring.

Outside Activities:

Any organization or person requesting permission for the presentation of a handout to students must fill out the Request for Public Announcement form available at the offices. If persons wish to use the school facilities on nights or weekends, they must make a formal request on the Request for Building Reservation form in advance.

School Pictures:

Individual and group photos are taken each year. Parents are under no obligation to purchase these.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

Webpage:

The district maintains a webpage on the Internet. The address is www.usd377.org. Elementary School information may be located under the School tab. Teacher webpages are located on this site.

Notice of Nondiscrimination:

Atchison County Community Schools, USD 377, Effingham, Kansas, does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Anyone having questions regarding compliance with Title VI, Title IX, American's with Disabilities Act or Section 504 should contact the Superintendent of Schools, 506 Sixth Street, P.O. Box 289, Effingham, Kansas, 66023, Phone number 913-833-5050.

Computer and Device Acceptable Use:

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Parents as Teachers:

A free early learning program for parents of children ages birth to three years. Parents as Teachers is designed to provide children the best possible start in life. Using research based curriculum, parents are provided with the skills and knowledge they need to help them make the best decisions regarding their children's education. The program includes personal visits, group connections, health, vision, hearing and developmental screenings, and supports family connections with other community services. For more information there is a link to Parents as Teachers information on our district website under the ACCES page or you may contact the Certified Parent Educator –Lisa Smith at 913-370-3680 or 785-887-6004 ext. 2 (Keystone Learning Services).

Copyright Laws:

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws. (ECH)

Adopted: USD 377 BOE – 07/11/13

Four Year Old At-Risk Program

The Four Year Old At-Risk Program is based upon the theory that high quality early learning environments improve a child's skills and knowledge, and therefore better support school readiness and school success for young children as they enter Kindergarten. Programs are required to meet high standards so that the children participating in the learning environments will be successful when they enter Kindergarten. **All children must meet one or more of the at-risk criteria:**

- Qualifies for free lunch program on September 20, 2012
- At the time of enrollment, the custodial parent is unmarried
- SRS referral: The reason for referral must describe the need for the child to attend the 4 year AR program and be documented and signed by the SRS agent
- At least one parent was a teen when the child was born
- At the time of enrollment, either parent lacks a high diploma or a GED
- Child qualifies for migrant status; must be a copy of the Certificate of Eligibility on file
- Limited English Proficiency (LEP) status must be documented. Forms must be in child's file. Process and criteria are found at www.ksde.org under Early Learning. NOTE: ESOL services must be provided by qualified teachers
- Based on appropriate and valid assessment results, the developmental progress of the child has been determined by a trained professional to be lower than typically expected for his/her chronological age, yet above what would be considered eligible for special education services (based on the procedural manual and guidance materials of specific assessment instruments). Scores that fall at or below the 40th percentile indicate 'at-risk'

For more information call the Elementary School Office and ask for Mrs. Stuck or Mr. Wallisch.

CODE OF CONDUCT at USD 377 Schools:*Mission Statement: "Empowering Individuals to Dream, Achieve, and Succeed"*

- 1. We treat each other with courtesy and respect at all times.**
 - a. We listen carefully and respectfully as others express opinions that may be different from ours.
 - b. We do not argue.
 - c. We share our opinions and concerns without loud or offensive language, gestures or profanity.
 - d. We speak respectfully.
 - e. We ask others about ways we may help them. We don't wait to be asked.
- 2. We treat each other with kindness.**
 - a. We treat each other as we would like to be treated.
 - b. We speak words of encouragement to everyone.
 - c. We do not threaten or cause physical or bodily harm to another person.
 - d. We do not threaten or cause physical damage to the property of another person or to any school facility.
 - e. We do not bully, belittle, or tease another person, and we do not allow others to do so in our presence.
 - f. We do not demean and are not abusive or obscene in any of our communications (oral, written, and body language).
- 3. We take responsibility for our own actions.**
 - a. We share information honestly.
 - b. We refrain from displays of temper.
 - c. We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
 - d. We apologize when we have wronged someone by our actions or words.
 - e. We do not blame others for our behavior. No one can make us do anything or make us angry. Our actions and words are our choice.
- 4. We cooperate with one another.**
 - a. We obey school rules and procedures for access and visitation.
 - b. We respect the legitimate obligations and time constraints we each face.
 - c. We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
 - d. We respond, in a positive way, when asked for assistance.
 - e. We understand that we do not always get our way.
 - f. We respond the first time, in a positive way, to requests and directives given by any adult or supervisor.
 - g. We do not argue with another person in front of a group. We seek a time when we can conduct a positive discussion in a private setting.
- 5. We complete our tasks in a timely manner and give our best effort to our work.**
 - a. We turn in assignments on or before the due date.
 - b. We build a habit of giving our very best effort to all tasks we undertake.
 - c. We work and act in a manner that brings pride to our school, our families, our community, and ourselves.

Parent/Guardian Signature_____ Student Signature_____

Atchison County Community Elementary School Parent Involvement Policy

2015-2016

The Kansas State School Board of Education endorses the six National Standards for Family-School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. We are incorporating these standards into our parent involvement as well as the other schools in USD #377.

WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY:

- Office staff will be friendly and willing to help parents and community members in a positive way.
- Student work is shown in halls and exhibited in a user friendly way.
- An annual meeting will be available for all parents to attend to discuss parental involvement and requirements through Title I. Parents will be encouraged to come through letters and food, if budget allows. The Parent Involvement Policy will be discussed.
- Parents and grandparents are invited to lunch throughout the year.
- Title I Family Nights, focused on reading and math, are scheduled during the year.

COMMUNICATING EFFECTIVELY

- Announcements of school activities can be accessed through the USD #377 website (www.usd377.org) on the Title I webpage located under the schools tab.
- Teacher webpages will provide classroom information.
- The school will send out postcards for positive news.
- Teachers are to contact parents by phone, after school and/or at home (around town) with positive news regarding their child(ren).
- Assessment results are offered and shared with parents and community.

SUPPORTING STUDENTS SUCCESS

- Powerschool is available and encouraged for parents to use. They can look up information such as grades and attendance as well as lunch balances and notes.
- Parent Teacher Conferences are held twice a year with progress reports sent quarterly.
- Reading packets are sent home with primary students. Parents are expected to listen to their child read nightly.

USD 377 Atchison County Elementary School Parent Compact

The school-parent compact is a written agreement between teachers and parents. It is a document that clarifies what families and schools can do to help children reach high academic standards. The compact is a written commitment and serves as a clear reminder of each person's responsibility to take action at school and at home so that children can learn what is required of them. The purposes of this agreement are to help parents and teachers come to a consensus on the responsibilities of the individuals influencing student achievement. If the compact is taken seriously and implemented effectively, it will assure that there will be support for the academic success of the student by enhancing effective communications between school and the home.

As a Parent – I promise to:

- Let the teacher know if my child has any problems with learning.
- Use reading and math materials the school sends home each week to help my child.
- Read with my child 20 minutes a day.
- Keep a list of new words, and link letters to sounds.
- Support school discipline efforts and classroom rules.
- Provide a good study environment at home.
- Help my child see how to use reading and math to pursue his/her interests and goals.

As a Student – I promise to:

- Let my teacher and family know if I need help.
- Read on my own and with my family every day.
- Work on my math and reading skills at home, using the materials my teacher sends home.
- Write down assignments, do my homework every day, and turn it in when it's due.
- Be attentive and work hard in class.

As the Teacher – I promise to:

- Create a partnership with every family in my class.
- Monitor student progress in reading and math and update parents.
- Make sure all students get help as soon as it's needed.
- Send home learning materials in math and reading.
- Explain my approach to teaching, strategies so that I can successfully teach all children.
- Assign work that is relevant and interesting.
- Make sure students understand the assignment and what they'll learn from it, and grade it promptly.

Parent Signature

Student Signature

Teacher Signature

