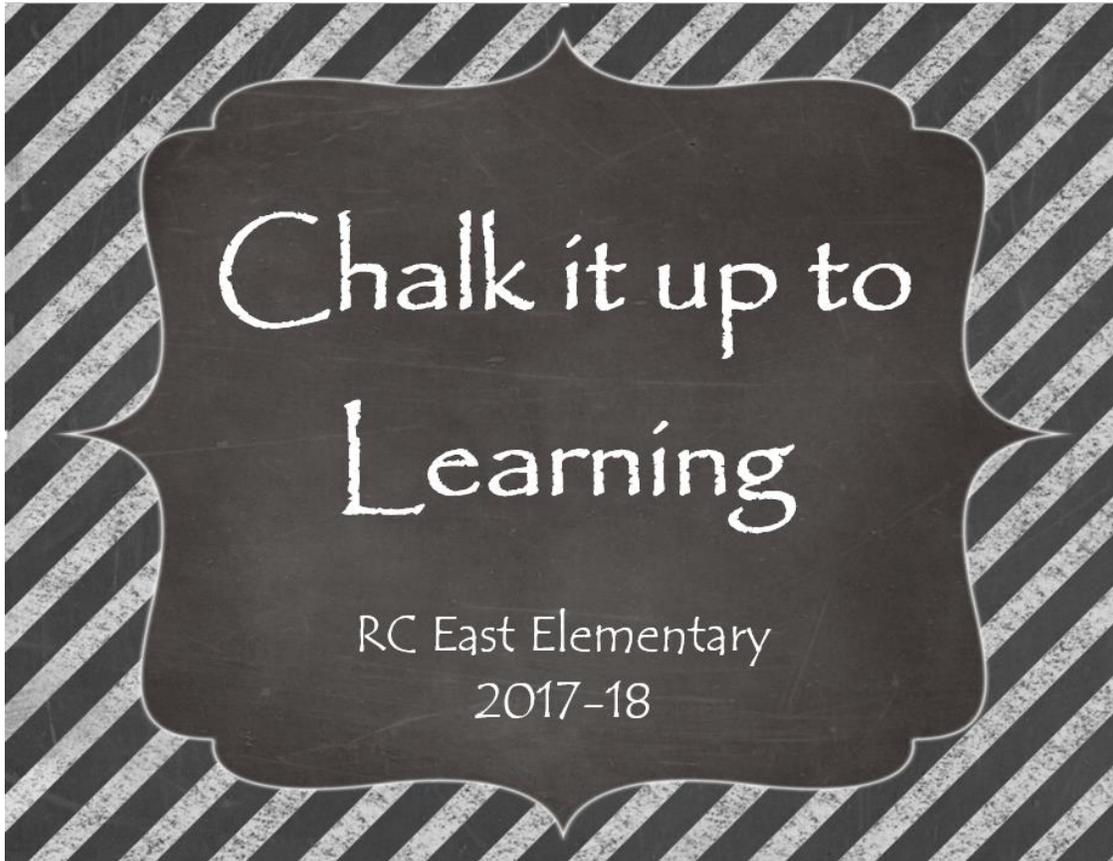


Republic County East Elementary

Parent-Student Handbook

2017-18



East Elementary
1811 O Street
Belleville, KS
785-527-2330
www.usd109.org



TABLE OF CONTENTS

Animals and Plants in School.....	25
Asbestos in our Schools	32
Attendance	11
Bicycle Rules and Regulations.....	19
Board of Education & Administration	3
Breakfast & Lunch Schedule and Prices	13
Building Safety Drill.....	18
Bullying Policy	21
Bus Note Policy	22
Custodial & Paraprofessional Staff.....	4
Directory Information	30
Discipline for Weapons Possession.....	32
Drug Free School Policy	27
Elementary Discipline Report Form.....	26
Faculty & Secretarial Staff.....	4
Family Educational Rights and Privacy Act.....	29
Fire Drill	17
Grade Card Procedure.....	14
Homework/Schoolwork Arrangements	12
Human Sexuality/AIDS Education Curriculum	29
Inoculations.....	31
Insurance Coverage.....	31
Internet.....	33-34
Invitations and Party Notes	24
Keeping Students After School.....	16
Library Book Replacement/Repair Fees	24
Parent-Teacher Conferences	14
Personal Appearance Code.....	16
Philosophy of Education	6
Physical Education & Music Classroom Rules	20
Picking Students up Early	12
Playground Regulations	15
Positive Reinforcements, School Rules, Procedures	19
School Breakfast & Lunch Program	12-13
School Calendar	5
School Hours.....	10
School Medication Policy	35
School Safety	18
School Telephone.....	15
Severe or Hazardous Weather	14
Sexual Harassment.....	28
Special Education Information Available.....	29
Special Treats in The Classroom.....	24
Special Use of School Bus and Riders	22
Student Conduct and Behavior Code	18
Student Entrances, Student Arrival & Pick Up	10
Student Health Assessments.....	30
Student Transportation and Bus Safety Rules	22-23
Technology Fee.....	10
Textbook Rental.....	10
Tornado Drill	16
Truancy	11
U.S.D. 109 Mission Statement	6
U.S.D.109 Goals & Objectives	7-9
Uniform Grading System	14
Use of Trained Dogs to Search	25
Welcome, East Motto , Equal Opportunity Statement	2

WELCOME

Dear East Elementary Students and Families,

Welcome to the beginning of an exciting school year at East Elementary! The USD 109 Board of Education, Administration and Faculty looks forward to partnering with you to successfully educate our students. Whether you are returning or new to Republic County, we are excited to have you as part of the team. Our goal is to communicate to all families the expectations at East Elementary. One way of communicating those expectations is by providing this handbook, which should answer many questions about the daily happenings for students and their families. The school will communicate in a variety of methods this year, including papers coming home in your child's book bag or by phone calls. Please help us by keeping contact information current in the office. If you have any questions regarding the policies, procedures or operations outlined in this handbook, please give the office a call at 785-527-2330. We would be happy to answer any questions that you may have.

As the year progresses, we will continue to do our best keep you informed about student progress, school events and classroom activities. Please feel free to contact your child's teacher with any questions regarding the classroom. I personally am looking forward to working with the students and families at East Elementary. Please contact me at any time regarding your child's education!

Sincerely,

Katie Struebing, Principal
East Elementary

EAST MOTTO

Teaching and Learning. . .Partners In Success

USD 109 EQUAL OPPORTUNITY EMPLOYER

USD 109 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

BOARD OF EDUCATION

Mr. Brian McCartney	Member
Mr. Chris Pacht	Member
Mr. Clay Aurand	Member
Mr. Kevin Milner	Member
Mr. Loisann Brown	Member
Mr. Daryl Rieke	Member
Mr. Clay Siemsen	Member
Mrs. Darice Wilkinson	Clerk
Mrs. Resi Valek	Accounts Payable Clerk

ADMINISTRATION

Mr. Michael Couch	Superintendent
Mrs. Katie Struebing	Principal, East Elementary
Mr. Alan Sheets	Principal, Republic County Junior/Senior High School

FACULTY

Miss Ashley Collins	Kindergarten
Mrs. Sarah Richecky	Kindergarten
Mrs. Sharon Strnad	Kindergarten
Mrs. Misty Reynolds	Grade One
Mrs. Pat Stindt	Grade One
Mrs. Tina Holton-Rice	Grade Two
Mrs. Mary Parry	Grade Two
Mrs. Amanda Strnad	Grade Two
Mrs. Ashley Pierson	Grade Three
Mr. Colton Grove	Grade Three
Mrs. Pam Gallion	Grade Four
Mrs. Connie Reedy	Grade Four
Mrs. Jennifer Wheeler	Grade Four
Ms. Jennifer McCarty	Grade Five
Mrs. Brenda Ritterling	Grade Five
Mrs. Kerry Johnson	Title 1 & At Risk & MTSS
Mrs. Deb Anderson	Library Assistant
Mrs. Portia Schiltz	Recorders and Vocal Music
Ms. Chris Garner	Physical Education
Mrs. Susie Jelinek	Guidance Counselor
Mrs. Jody Bures-Helton	School Psychologist
Mrs. Penny Massing	Resource Room
Mrs. Shelly Haskins	Resource Room
Mrs. Karen Miller	Resource Room
Mrs. Sherry Skinner	Early Childhood Special Educator
Mrs. Jessie Doll	Speech & Hearing Pathologist
Mrs. Leigh Gritten	Gifted Facilitator

SECRETARIAL STAFF

Mrs. Carol Monsanto	Secretary
Mrs. Paula Hoops	Secretary

LUNCHROOM MONITOR

Mrs. Marsha Gerber	Lunch Monitor
Mrs. Lynett Percell	Lunch Monitor
Mrs. Kristle Johnson	Lunch Monitor

CUSTODIAL STAFF

Ms. Debbie Jones	Custodian
Mr. Curtis Lewellyn	Custodian

PARAPROFESSIONAL

Mrs. Debra Strnad	Special Education
Mrs. Marsha Gerber	Special Education
Mrs. Pam Reynolds	Special Education
Mrs. Pat Bergstrom	Special Education
Mrs. Lynda Cates	Special Education
Mrs. Dawn Havel	Special Education
Miss Beth Strnad	Academic Asst. & Computer Lab
Mrs. Mandi Sandberg	Title I
Mrs. Kristle Johnson	Title 1
Mrs. Jan Davis	Title 1
Mrs. Sarah Kunc	At Risk
Mrs. Marti Wilber	At Risk

**REPUBLIC COUNTY USD #109
SCHOOL CALENDAR
2017-2018**

JULY 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days Taught: 00.0

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days Taught: 11

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days Taught: 20

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days Taught: 21

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days Taught: 18

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days Taught: 14

AUGUST

3, 4 - ENROLLMENT
11 - NEW TEACHER ORIENTATION
14, 15, 16 - FACULTY/STAFF IN-SERVICE
17 - FIRST DAY OF CLASSES - FULL DAY

SEPTEMBER

4 - NO SCHOOL - LABOR DAY
20 - 2 HOUR LATE START-COLLABORATION

OCTOBER

13 - END 1ST QUARTER - 41 DAYS
16 - NO SCHOOL - 1/2 DAY COLLABORATION - 1/2 TEACHER WORK TIME-

NOVEMBER

2 - JR/SR HS PTC - EAST PTC-1:30-8:30 PM
SCHOOL WILL DISMISS AT 12:30 PM
3 - NO SCHOOL
15 - 2 HOUR LATE START-COLLABORATION
22, 23, 24 - NO SCHOOL - THANKSGIVING

DECEMBER

13 - 1 HOUR LATE START/COLLABORATION
20 - SCHOOL DISMISSED AT 12:30 P.M. - END 2ND QUARTER - 43 DAYS
21-31 - WINTER BREAK - NO SCHOOL

JANUARY

1 - WINTER BREAK - NO SCHOOL
2 - 1/2 IN-SERVICE - 1/2 WORK DAY - NO SCHOOL
3 - SCHOOL RESUMES
15 - NO SCHOOL-IN-SERVICE

FEBRUARY

7 - 2 HOUR LATE START/COLLABORATION
12 - NO SCHOOL-IN-SERVICE
22 - JR/SR HS PTC-EAST PTC-1:30-8:30 PM -
SCHOOL WILL DISMISS 12:30 PM
23-NO SCHOOL

MARCH

8 - END 3RD QUARTER - 44 DAYS
9 - 1/2 DAY COLLABORATION/ 1/2 TEACHER WORK TIME
19-23 - NO SCHOOL - SPRING BREAK
30 - NO SCHOOL - GOOD FRIDAY

APRIL

4 - 2 HOUR LATE START/COLLABORATION

MAY

20 - RCHS COMMENCEMENT
23 - LAST DAY OF SCHOOL DISMISS AT 11:30 AM
NO LUNCH SERVED
*END OF 4TH QUARTER - 47-DAYS
24 - TEACHER IN-SERVICE

TOTAL DAYS

DAYS IN TEACHERS CONTRACT
Student contact days - 175
Parent/Teacher Conf. - 2
Inservice/Work days - 9
Total Teacher Contract days - 186

LEGEND:

	School Not in Session
	End of 9 Week Grading Period
	Parent-Teacher Conferences
	Teacher Inservice/Workday/Collaboration
	LATE START/COLLABORATION
	1/2 Day School
	Other Important Dates

Makeup Days:

March 9, May 24, May 25

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days Taught: 20

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Days Taught: 18

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days Taught: 15

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days Taught: 21

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days Taught: 17

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days Taught: 00.0

Adopted: March 13, 2017

PHILOSOPHY OF EDUCATION

A philosophy is a theory or viewpoint; a system of values by which one lives. As such, a philosophy may be reduced to a set of beliefs indicative of this theory or system of values. In defining the philosophy of this school district, the Board of Education recognizes the following beliefs:

WE BELIEVE:

1. Our schools exist to meet the needs of students.
2. Each student will be given equal educational opportunities, fair and consistent treatment in a safe and orderly environment.
3. Society has an obligation to provide the resources to ensure a quality education for all students.
4. All students will become productive, responsible citizens with a desire for lifelong learning.
5. In an atmosphere in which students will treat staff and each other with respect.
6. A positive attitude and self-image will be developed by treating students in ways, which emphasize success and potential.
7. Students must be provided with the opportunity for training in desirable moral and ethical values essential for living in our society by staff members who are positive role models.
8. A well-defined K-12 curriculum with continuity is an integral part of the teaching/learning process.
9. High expectation by teachers and society bears a direct relationship to high student achievement.
10. That home and school cooperation is related to school achievement.
11. That frequent monitoring of student progress is related to high student achievement.
12. Educational leadership at all levels is fundamental to the direction and effectiveness of our schools.
13. That extracurricular activities should be provided to compliment the curriculum.
14. Students must view the school, both by precept and example, as a democratic atmosphere, which gradually expands the opportunities for student participation in school decision-making.
15. A relationship exists between consistent daily attendance, active learning time, and achievement.
16. Students must be encouraged to appropriately express their individuality and creativity.

U. S. D. 109 MISSION STATEMENT

USD 109 shall provide a safe environment for all students in which they have the opportunity to develop and maximize their individual abilities so that upon graduation they are adequately prepared to live as responsible citizens whether they go to college, vocational training, enter the work force, or take other paths in local and global communities.

U. S. D. 109 GOALS & OBJECTIVES

In prescribing courses of study for the students during each year of the district's educational program, the board of education subscribes to the following goals and objectives, which were developed in priority order, by a representative committee of people from the school district area during October and November of 1988.

1. DEVELOP SKILLS IN READING, WRITING, SPEAKING, AND LISTENING
 - A. Develop ability to communicate ideas and feelings effectively
 - B. Develop skills in oral and written English
2. DEVELOP SKILLS IN MATHEMATICS AND SCIENCE
 - A. Develop ability to apply skills in real-life experiences
 - B. Develop a fund of information and concepts
 - C. Develop special interests and abilities
3. DEVELOP GOOD CHARACTER AND SELF-RESPECT
 - A. Develop moral responsibility and a sound ethical and moral behavior
 - B. Develop the student's capacity for constructive discipline in work, study, and play
 - C. Develop a moral and ethical sense of values, goals, and processes of free society
 - D. Develop standards of personal character and ideas
4. DEVELOP PRIDE IN WORK AND A FEELING OF SELF-WORTH
 - A. Develop a feeling of student pride in achievements and progress
 - B. Develop self-understanding and self-awareness
 - C. Develop the student's feeling of positive self-worth, security, and self-assurance
5. DEVELOP A DESIRE FOR LEARNING NOW AND IN THE FUTURE
 - A. Develop intellectual curiosity and eagerness for lifelong learning
 - B. Develop a positive attitude toward learning
 - C. Develop a positive attitude toward continuing independent education
 - D. Learn to use the computer as a basic tool and become computer literate
6. LEARN HOW TO EXAMINE AND USE INFORMATION
 - A. Develop ability to examine information constructively and creatively
 - B. Develop ability to use scientific methods
 - C. Develop reasoning abilities
 - D. Develop skills to think and proceed logically
 - E. Develop an understanding of the computer as an information, computation, and communication device
7. LEARN HOW TO BE A GOOD CITIZEN
 - A. Develop an awareness of civic rights and responsibilities
 - B. Develop attitudes for productive citizenship in a democracy
 - C. Develop an attitude of respect for personal and public property
 - D. Develop an understanding of the obligations and responsibilities of citizenship

8. LEARN TO RESPECT AND GET ALONG WITH PEOPLE WITH WHOM WE WORK AND LIVE
 - A. Develop appreciation and respect for the worth and dignity of individuals
 - B. Develop respect for individual worth and understanding of minority opinions and acceptance of majority decisions
 - C. Develop a cooperative attitude toward living and working with others

9. LEARN HOW TO BE A GOOD MANAGER OF MONEY, PROPERTY, AND RESOURCES
 - A. Develop an understanding of economic principles and responsibilities
 - B. Develop ability and understanding in personal buying, selling, and investment
 - C. Develop skills in management of natural and human resources and the environment

10. UNDERSTAND AND PRACTICE THE SKILLS OF FAMILY LIVING
 - A. Develop understanding and appreciation of the principles of living in the family group
 - B. Develop attitudes leading to acceptance of responsibilities as family members
 - C. Develop an awareness of future family responsibilities and achievement of skills in preparing to accept them
 - D. Develop appropriate knowledge and attitudes concerning human sexuality.

11. UNDERSTAND AND PRACTICE DEMOCRATIC IDEAS AND IDEALS
 - A. Develop loyalty to American democratic ideals
 - B. Develop patriotism and loyalty to ideas of democracy
 - C. Develop knowledge and appreciation of the rights and privileges in our democracy
 - D. Develop an understanding of our American heritage

12. GAIN INFORMATION NEEDED TO MAKE JOB SELECTIONS
 - A. Promote self-understanding and self-direction in relation to student's occupational interests
 - B. Develop the ability to use information and counseling services related to the selection of a job.
 - C. Develop a knowledge of specific information about a particular vocation.

13. LEARN ABOUT AND TRY TO UNDERSTAND THE CHANGES THAT TAKE PLACE IN THE WORLD
 - A. Develop ability to adjust to the changing demands of society
 - B. Develop an awareness of and the ability to adjust to a changing world and its problems
 - C. Develop understanding of the past, identify with the present, and the ability to meet the future
 - D. Develop an understanding about the world of computers and related technologies

14. PRACTICE AND UNDERSTAND THE IDEAS OF HEALTH AND SAFETY
 - A. Establish an effective, individual, physical fitness program
 - B. Develop an understanding of good physical health and well being
 - C. Establish sound personal health habits and information
 - D. Develop a concern for public health and safety

15. DEVELOP SKILLS TO ENTER A SPECIFIC FIELD OF WORK
 - A. Develop abilities and skills needed for immediate employment
 - B. Develop an awareness of opportunities and requirements related to a specific field of work
 - C. Develop an appreciation of good workmanship
 - D. Develop the skills needed to use the computer for personal and work-related purposes

16. LEARN HOW TO RESPECT AND GET ALONG WITH PEOPLE WHO THINK, DRESS, AND ACT DIFFERENTLY
 - A. Develop an appreciation for and an understanding of other people and other cultures
 - B. Develop an understanding of political, economic, and social patterns of the rest of the world
 - C. Develop awareness of the interdependence of races, creeds, nations, and cultures
 - D. Develop an awareness of the processes of group relationships

17. APPRECIATE CULTURE AND BEAUTY IN THE WORLD
 - A. Develop abilities for effective expression of ideas and cultural appreciation-fine arts
 - B. Cultivate appreciation for beauty in various forms
 - C. Develop creative self-expression through various media-art, music, writing, etc.
 - D. Develop special talents in music, art, literature, and foreign languages

18. LEARN HOW TO USE LEISURE TIME
 - A. Develop ability to use leisure time productively
 - B. Develop a positive attitude toward participation in a range of leisure time activities-physical, intellectual, and creative.
 - C. Develop appreciation and interests which will lead to wise and enjoyable use of leisure time.

SCHOOL HOURS

Students should arrive at school not more than 15 minutes before the first bell rings unless they are eating breakfast at school. Breakfast is served from 7:45 am to 8:10 am. Students arriving at school later than 8:15 a.m. will be tardy and need to be signed in at the office. Grades K - 5 start class at 8:15 am and are dismissed at 3:20 pm.

SCHOOL ENTRANCES - STUDENT ARRIVAL & PICK UP

When bringing your child to school by personal vehicle you should be aware that "O" Street is a one-way street that flows from south to north on the west side of East Elementary. This is the street the school buses use for unloading and loading students. Reminder: Kansas Law requires that you must stop and not pass a school bus with the stop sign out and flashing lights on. Violators are subject to a traffic fine.

The recommended method of bringing your child to school by personal vehicle is to use the north door #B1 on 18th street or the west door A2 by the office. If you use the west door by the office #A2, remember to wait and do not pass the school buses. If you use the north door, please pull into a parking stall on the north side of the building and drop off or pick up your child/children. This method is the safest and will also keep traffic congestion to a minimum. **To maintain a higher level of safety, all entrances will be locked, during the school day.** When picking students up after school is dismissed at the end of the school day, all entrances / exits may be used to leave the building. During the school day, go to door #A2 and press the button to get approval to enter the building and report to the office; you will sign in as a visitor and receive a visitor's badge.

Parents will be expected to wait outside the building at the end of the school day to help with over-crowding the hallways at dismissal time. This will help school staff keep track of students prior to them leaving the school building and finding their ride home.

DISTRICT TECHNOLOGY FEE

The Technology Fee for each USD 109 K-2 students is \$10.00 per year and for 3-5 students is \$20.00. This fee is charged to assist the school district in the continued effort of maintaining the districts technology applications for our students and teachers.

TEXTBOOK RENTAL

The textbook rental fee for the 2016-2017 school year is as follows:

Kindergarten through Grade 5-----\$35.00

A waiver for free textbooks may be available. Please inquire at the school office.

The price is figured according to the cost of the books and an estimated amount for repairs, prorated for the adoption period. Workbooks are included in the textbook rental program.

Students entering school after the start of the year and those leaving before the end of the year will pay or be refunded an adjusted rate according to the percentage of time spent in school. All payments and refunds will be made through the office at East Elementary.

	LEAVING	ENTERING
During the first week of school	100%	100%
Remainder of the first nine weeks	75%	100%
During the second nine weeks	50%	75%
During the third nine weeks	25%	50%
During the fourth nine weeks	No Refund	25%

ATTENDANCE

Students who arrive after the last bell at 8:15 AM are counted tardy. Tardies may be excused or unexcused. A student shall be considered absent for the a.m. session if they arrive after 9:30 AM or miss more than an hour between 8:15 and Noon. A student shall be considered absent for the afternoon session if they leave the school premises for more than an hour between Noon and 3:20 PM, or leave prior to 2:30.

When your child is absent from school please notify the school office by phone or note prior to the start of the school day. Following any absence parent or guardian notification of the absence shall be by written note, personal contact in the building office, or by telephone call. Reasons as to the nature of the absence will be required so that building principals may comply with Kansas statutory requirements which require him to determine whether the absence is excused or unexcused. Failure to provide advanced notice and/or reasons of the absence may result in the absence being treated as an unexcused absence.

Students will not be eligible to participate in school functions unless they attend a full day of school the same day the function is scheduled unless special permission from the principal has been received.

In order to determine whether an absence is excused or unexcused, any student who is absent from school shall be expected to provide notification of the absence as well as the reasons for the absence to the building principal so that a determination as to whether the absence is excused or unexcused may be made.

Excused absences will include:

1. Absence caused by illness or injury of the student. Such absences include medical or dental appointments which cannot be scheduled outside of the school day.
2. Absence required by serious illness or death in the student's immediate family.
3. Other reasons for which the absence is unavoidable or which is in the best interest of the student as determined by the building principal.

Students with more than five (5) absences in a semester may be required to provide documentation from a physician.

Unexcused absences:

Unexcused absences are those absences from school, which do not meet the qualifications for excused absence. Students who are absent from school without an acceptable excuse may be disciplined for their absence.

The above regulations are further detailed in U.S.D. 109 Board Policy JBD and JBD-R.

TRUANCY

The building principal, counselor or superintendent shall report students who are inexcusably absent from school to the appropriate authority. 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. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either D.C.F. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age) 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.

The above regulations are further detailed in U.S.D. 109 Board Policy JBE - Truancy

HOMework/SCHOOLWORK ARRANGEMENTS

When a child is absent from school due to illness, doctor appointments, dental appointments, or an absence arranged by the child's parent or guardian, the East Elementary School office should be called at 785-527-2330. When calling the office please state the reason the child will be gone from school and make arrangements for the child's schoolwork / homework to be picked up or sent home with another students. In most cases the day(s) schoolwork will be in the school office and ready to be picked up at the arranged time. Thank you in advance for helping your child get his or her assignments picked up when absences occur. Picking up the schoolwork and getting it to your son or daughter in a timely manner will help you child stay up to date with their assignments.

PICKING STUDENTS UP EARLY

Parents and Guardians who need to pick up a child for doctors, dental appointments, brothers and sisters activities, and similar situations, prior to the end of the school day, need to report to the school office. After reporting to the school office, please inform the office staff which student or students you need to pick up and why and complete the "sign out form". The office staff will then intercom to classroom and have the child or children come meet you in the office. Thank you for your cooperation and assistance.

SCHOOL BREAKFAST AND LUNCH PROGRAM

The school district operates breakfast and hot lunch programs. The children who participate in the optional breakfast program will eat in the cafeteria. The lunch program is operated on a closed noon hour basis which means that students must stay in the building for lunch. Students may either purchase their hot lunch from the school or may bring their sack lunch from home. **No soda pop is allowed in the school cafeteria at lunch time.** All students will go to the lunchroom during their designated lunch period. Any lunch exceptions will require a letter from a doctor and/or parent documenting any allergies or need of a special diet.

East Elementary uses a breakfast and lunch system called (PowerSchool-PowerLunch). Payment to your child's lunch/breakfast/milk account is to be made in advance through the office.–Reminder notes are sent home to parents when children are running low on breakfast, lunch, or milk account balances. **NOTE: If a students account balance due reaches the negative \$20.00 amount, parents will be contacted and if an acceptable payment plan is not reached, the student will need to bring a sack lunch from home until a payment is received by the school.**

BREAKFAST AND LUNCH SCHEDULE

Breakfast:	7:45 - 8:10
Lunch:	
Kindergarten	11:05-11:30
First Grade	11:15-11:40
Second Grade	11:25-11:50
Third Grade	11:35-12:00
Fourth Grade	11:45-12:10
Fifth Grade	11:55-12:20

BREAKFAST LUNCH AND MILK PRICE

Lunch Grades K - 5	Per Meal - \$2.60
Lunch Adults	Per Meal - \$3.70
Milk Grades K - 5	Per Milk - \$0.35
Breakfast K - 5	Per Meal - \$1.60
Breakfast Adults	Per Meal - \$2.05

Parents, when sending lunch, breakfast, and or milk money to school with your child, please send it in a sealed envelope labeled with the child's name and grade and whether it is breakfast, lunch, and or milk. Please make checks payable to U.S.D. 109 and note in the memo area on the check the amount for breakfast, lunch and or milk.

The breakfast and lunch count is taken the first thing each morning in conjunction with attendance. **Any person who wants to eat a hot lunch at school should decide and notify the office by no later than 8:30 a.m. the day they plan to eat lunch. This will assure everyone gets their meal.** Thank you for your help.

Unpaid Meal Charges – U.S.D. 109 Board Policy EE

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20 to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. East Elementary students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

UNIFORM GRADING SYSTEM

The students in 1st – 5th grade at East Elementary will earn grades according to the following grading scale. (Note: The kindergarten students are graded on a separate skills rating scale. The grading code is S = Satisfactory, L = Your child is learning, N = Needs Improvement, and NT = Not Tested.)

First grade thru Fifth grade all year:

A=	-----100-92
B=	-----91-82
C=	-----81-70
D=	-----69-61
F=	-----60-0

Note: Penmanship grades for 1st, 2nd, 3rd, 4th and 5th grades will be reported using the S+, S, S-, N and U grading scale for the entire school year. Some grade levels teach Science and Social Studies in group lessons and may use the S+ to U grading scale for these areas.

Vocal Music & Physical Education classes will be reported using the A, B, C, D & F grading scale system.

GRADE CARD PROCEDURE

Grade cards will generally go out the Friday following the close of the nine-weeks period. Additional announcements on updates concerning grade cards are published in the U.S.D. 109 Newsletter. Students will be handed their grade card at the close of the school day on the Friday or designated day following each nine weeks period.

Parents, after you have looked over the grade card, **please sign the signature section on the grade card envelope and return the envelope to school. Please keep the grade card, a new card will be sent each 9 weeks.** If the envelope is lost and is not returned to school following the first, second, and third nine-week grading periods, a charge of \$1.00 may be collected and a replacement envelope will be issued.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences will normally be scheduled the week following grade cards, after the first and third nine-week periods. This time has been set aside for the benefit of the students, parents and teachers. Please plan to attend. The parent-teacher conference dates for the 2016-17 school year are published on the school calendar.

SEVERE OR HAZARDOUS WEATHER

If it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be notified by telephone via **Power Announcement. Power Announcement** is an automated voice message service that will call your phone with messages from the school. With this program it is very important for parents to let the school know if and when your phone number has changed. You should also listen to the following radio station: KREP Radio-92.1 FM Belleville or call 785-527-2487 answering machine.

If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made over the radio station listed above. Power Announcement calls may also be made in situations like this.

PLAYGROUND REGULATIONS

Always use common sense and proper safety procedures when on the playground. Please follow the playground teacher's requests. If you follow these statements, you will have the privilege to continue to play on the playground equipment.

1 EXPLORATION STRUCTURE

- A. Enter & Exit at the approved locations. (Teachers will point these locations out to the children)
- B. Play tag on the ground---not on the playground equipment.
- C. Use this equipment for the purpose it was designed.

2. SLIDES

- A. Only one person at a time on the steps or going down the slide.
 - B. Go down the slide in a sitting position facing forward.
 - C. Do not attempt to catch people at the bottom of the slide.
 - D. Do not play on the support poles of the slide.
- 3. Preschool playground equipment is reserved for the preschool students.
 - 4. No snowballing on school property!
 - 5. Jump ropes are to be used for jumping or for line games, never around the neck or body.
 - 6. Football shoulder pads or helmets are not to be worn at school. Play touch or flag football only.
 - 7. No bicycle riding, no skateboards, scooters, roller blades and roller skates on the playground during school hours.

8. SWINGS

- A. One person per swing & remain seated while you swing.
 - B. Swing front and back, not sideways.
 - C. Do not jump out of the swing while it is in motion.
- 9. Stairs and railings are not play equipment; please use them for the purpose they are intended.
 - 10. If a ball goes over the fence into the bus driveway or street the child must get permission from the playground teacher before going to get the ball.
 - 11. Porches, steps and the driveway are not part of the play area.
 - 12. Tetherball may be played according to the rules. Note: The last group outside for recess is responsible for bringing the Tetherball into the building after the last recess of the day.
 - 13. **Playground items from home must be approved by the classroom teacher prior to use on the school playground.**
 - 14. To maintain a higher degree of safety, students are expected to wear tennis shoes, boots or similar footwear while playing on the playground. **NOTE: Flip Flop type of shoes are not to be worn on the playground.**
 - 15. If the temperature is 15 degrees Fahrenheit or below, or the wind chill is 10 degrees Fahrenheit or below students will have indoor recess.
 - 16. The playground will be closed to the public when BASP is in session from 3:30-5:30 pm.

SCHOOL TELEPHONE

The main school telephone is located in the office and is a business telephone and should be used for business calls and emergency calls only. We want you to call when necessary and we will be glad to take a message to your child or your child's teacher. If a reply telephone call is necessary the child or teacher will call from the classroom telephone or office telephone only when there is free time. Class time will not be used unless there is an emergency.

KEEPING STUDENTS AFTER SCHOOL

If a student is to be detained after the close of the school day for longer than 10 minutes the parents will be contacted. The policy is not to detain bus riders without prior parent notification. If detaining a bus student after school would put a hardship on the parents, then the student should make plans to stay after school the next evening. The student would also need to make arrangements for transportation home.

PERSONAL APPEARANCE CODE

Students should appear in school in a manner, which will allow him/her to function at the best level possible without interfering with the learning process of other students. Students should dress in a manner, which is appropriate for their age and the weather conditions. Any time during the school year when the weather is warm, shorts of appropriate length and style may be worn to school. During colder weather conditions; jackets, coats, snow boots, caps, gloves, and etc. should be worn to school.

No obscene clothing, no clothing with inappropriate slogans and no clothing advocating illegal drugs or alcohol will be worn at school.

If a student's appearance interferes with his/her learning, or the learning process of others, or constitutes a threat to his/her safety or others health, the student will be dealt with on an individual basis. No personal appearance code can be made to cover all situations.

TORNADO DRILL

We are required by law to have at least three tornado drills per year. The signal for a tornado drill will be a siren or yelping sound from a battery operated megaphone. Upon hearing the signal, teachers will immediately move their students to a designated area in the lower level at the south end of the building. Students should sit down facing the wall with their head lowered to their knees and their hands covering their eyes or clasp over the back of their head.

Each teacher will check to make sure all students are accounted for and will remain with their class until the all clear is sounded.

FIRE DRILL

In accordance with state law, fire drills will be held every month during the school year. The drill consists of a continuous signal of the fire alarm, which can be heard throughout the building. Students should never stop to get books or school materials or personal belongings.

Everyone should move promptly but with no running or pushing to their designated evacuation exit. The teacher will follow their class out and make sure their door is shut and that all students are accounted for.

FIRE DRILL EXISTS

Room 8	North Gym Door
Room 7	North East Door
Room 9	North East Door
Room 3	North Door
Room 4	North Door
Room 6	North Door
Room 13	North Door
Room 14	North Door
Room 25	West Office Door
Room 27	West Office Door
Room 28	West Office Door
Room 15	West Ramp Door
Room 16	West Ramp Door
Room 21	West Ramp Door
Room 23	West Ramp Door
Room 24	West Ramp Door
Room 117	South Door
Room 217	South Door
Room 317	South Door
Room 18	South Door
Room 19	South Door
Room 22	South Door

Alternate Exits: In the event that the regular exit is impassable, use the closest passable exit as an alternate exit.

Children who are in the library, restroom, or in the hallway at the time a fire drill is signaled, should use the correct exit and find their class as soon as possible. If you are outside for recess go to the designated meeting area for your class. If you are in the lunchroom eating lunch, leave the lunchroom and exit the building in the following order: Kindergarten and 1st grade exit via the north door, 2nd grade exit via the east door, 3rd grade exit via the west door, 4th grade exit via the east door and 5th grade via the west door.

BUILDING SAFETY DRILL

There may be specific situations that arise which cause a heightened level of concern for the safety of students and staff in the building. If these situations occur, the safety drill will be announced by the intercom. School staff will guide the students to their assigned safety area and wait for further instructions.

SCHOOL SAFETY

The safety of a child is of extreme importance to parents and school personnel. The importance of safety is taught to the children in an ongoing process at school. Parents can assist a great deal in teaching proper safety practices, which would apply near the school grounds. Some of these are as follows: (1) Cross the street at the corners not other locations; (2) Remind your child about the one way street on the west side of the building; (3) Explain the traffic signs at the corners of the school grounds. (4) Parents, when you drive your child to school please pull into a parking stall on the north or south side of the building and drop off or pick up your child/children. This method is the safest and will also keep traffic congestion to a minimum. Do not let children off on the north side of the street and expect your child to cross in the middle of the street. Use the crosswalk area at the corners.

The issue of safe passage to and from school by children who walk to school or ride their bicycle is a concern of parents and school personnel. To attain a higher degree of safety we would like to ask that the following guidelines be followed:

1. Establish a set route to and from school for your children.
2. To avoid operating on the assumption that your child has reached school safely, or that your child is ill and not able to attend school, we request that each time your child is absent due to illness or other reason, please notify the school office by phone or note prior to the start of school. If we have not been notified that your child will be absent from school, we may be calling to verify that the children are safe and at home. This is not intended as a hardship for parents. It is an attempt to better ensure that our children are safe.

STUDENT CONDUCT AND BEHAVIOR CODE

Students are encouraged and expected to treat fellow students, school personnel, and parents with respect and courtesy. The mutual respect attitude is one we try to encourage at school. If a student chooses not to follow classroom rules, school rules, or school district policies, disciplinary action will be enforced. The school board policy which would apply to this area is JCDA and JCDA-R Behavior Code.

We believe all the students can behave appropriately in their classrooms and all locations at school. Our goal is to have no student stop the teaching process and/or keep any student from learning. To reinforce appropriate school behaviors we will recognize the students who demonstrate positive behaviors and related qualities. We plan to work as a team in the best interest of your child's education.

POSTIVE REINFORCEMENTS

When the school rules are followed:

The students will have a positive school environment, which will promote learning and support the teaching/learning process. The students who follow school rules will receive verbal praise, good news notes sent home, stickers and a variety of other types of positive reinforcements. They will also maintain all their school privileges.

SCHOOL RULES

East Elementary Kindergarten through Fifth Grade SCHOOL RULES

1. Cooperate and respect others and their property.
By: Keeping hands, feet and objects to yourself.
By: Walking and talking quietly in the classroom, hallway, lunchroom and restroom.
By: Using appropriate language.
2. Do your best by following instructions and setting a good example for others.
3. Signal appropriately (Raise your hand) if you need help or want to answer a question.
4. Respect school property and use it correctly.

PROCEDURES

If the school rules are not followed:

The student will be warned about his or her inappropriate school behavior and given the opportunity to improve their school behavior.

If the student chooses not to change for the positive or continues to display inappropriate behavior, additional appropriate disciplinary procedures will be used as necessary. A discipline report form will be completed and sent to the parent or guardian in some situations as determined. The discipline report form will describe the problem and action taken.

Disciplinary procedures will be implemented as consistently as possible while attempting to address the uniqueness of the situation and individual(s) involved.

SPECIAL NOTE: Severe disruptive behaviors will cause the student to be sent to the principal immediately.

BICYCLE RULES AND REGULATIONS

In accordance with board policy JGF and JGF-R following are the rules and regulations concerning the use of bicycles at East Elementary:

Children who ride bicycles to school should obey the city traffic laws and be cautious of the one way street on the west side of the building. The one way flow of traffic is from the south to the north. When arriving on the sidewalks at school, do not ride your bicycle on the sidewalks. Walk your bicycle on the sidewalk and park your bike in the bicycle rack located at the southwest side of the building.

CELL PHONES

If East Elementary students have cell phones at school, it is expected the cell phone will remain in the students backpack turned off or set to silent. If the cell phone becomes a distraction, the student will be referred to the principal. In rare cases, the principal can grant exemptions to this policy.

PHYSICAL EDUCATION CLASSROOM RULES STATEMENT

Classroom Rules:

1. When you hear the whistle during activity time, please stop what you are doing and listen for instructions.
2. Do have fun in gym class but always follow the safety procedures that have been taught.

If The Rules Are Not Followed:

1. The procedures listed in the school rules section "if the school rules are not followed" will be used.
2. If a student's behavior causes him/her to complete a discipline form in one physical education class, the student will run for 1 to 5 minutes during gym class or another appropriate action will be taken. The amount of running or other activity time will be determined by considering the severity of the behavior and the age of the student.

MUSIC CLASSROOM RULES STATEMENT

Classroom Rules:

1. Follow the teacher's instructions and sing or play instruments only when directed.
2. We will use instruments and music equipment in a manner which has been demonstrated by our teacher.

If The Rules Are Not Followed:

1. The procedures listed in the school rules section "if the school rules are not followed" will be used.
2. If a student's behavior causes him/her to complete a discipline form in one music class, the student will have 1 to 5 minutes of "time out" in a designated area of the music room. The amount of time in the "time out" area will be determined by considering the severity of the behavior and the age of the student.

POLICY FOR BULLYING

Bullying is any repeated, intentional act by people who perceives himself or herself as more powerful, which causes embarrassment, pain or discomfort.

Bullying on school property, in a school vehicle or at a school-sponsored activity or event is not acceptable. Bullying hurts everyone, not just the bully and his or her victim but also the bystanders who witness the violence, intimidation and the distress of the victim. Everybody has the right to be treated with respect. Training for staff and students on bullying prevention will be arranged as needed by the school administration.

<u>Peer to Peer Aggression Rubric</u>				
OFFENSE	FIRST	SECOND	THIRD	FOURTH
Teasing, exclusion, put-downs sarcasm, jokes, taunting, gestures, written notes, graffiti	Written warning	One quiet lunch/inside recess. Student calls parent.	Three quiet lunches/inside recess. Student calls parent.	After three incidents, develop individual plan.
Hitting, kicking, pushing, pinching, vandalizing, or stealing property	One quiet lunch/inside recess. Student calls parent.	Three quiet lunches/inside recess. Student calls parent. Take cell phone & computer privileges away.	One-day classes only. Student calls parent.	After three incidents, develop individual plan.
Severe hitting, threats of violence, or severe harassment.	Three quiet lunches/inside recess. Student calls parent.	One-week classes only. Student calls parent.	In-school suspension.	After three incidents, develop individual plan.
Electronic – Cell phones, computers, cameras; embarrassing photos taken or displayed at school; inappropriate emailing or text messaging or viewing inappropriate web sites.	Written warning. Parent notified.	Three quiet lunches/inside recess. Student calls parent. Take cell phone & computer privileges away.	One-day classes only. Student calls parent. Take cell phone & computer privileges away.	After three incidents, develop individual plan.

Some bullying situations may be significant or severe enough to move to a higher offense level at the discretion of the school administration. Cases of bullying not explained above will be dealt with on an individual basis.

BUS NOTE POLICY

Children who ride the school bus on a regular basis will be expected to ride the bus home each day unless otherwise notified. Anytime your child is not to ride the school bus home after school, please send a note to school with your child or call the East Elementary office at 785-527-2330 and inform the school that your child will not ride the school bus home. **Reminder! If no note or telephone call has been received prior to bus departure time, your child will ride the regular route bus home. Thank you for your cooperation.**

Bus Riders arrival at home:

As part of our bus procedures it is very much appreciated when an adult makes visual contact with the bus driver to let the bus driver know that someone is at home when younger children are dropped off at home. Thank you for your understanding and assistance in these safety matters.

SPECIAL USE OF SCHOOL BUS & RIDERS

Due to insurance reasons and for the safety of all passengers riding in a school bus, only students of USD 109 are allowed to ride in a district owned school bus. (Exceptions see board policy EDDA-3). Only USD 109 students and other participants in cooperative agreement activities or shared field trips with other districts and sponsors for these activities may ride the bus. Exceptions require permission of the superintendent on the Vehicle Rider Permission Form.

STUDENT TRANSPORTATION AND BUS SAFETY RULES FOR STUDENTS ON DISTRICT SCHOOL BUSES

1. Passengers are to remain in their seats until the destination has been reached and the bus is stopped.
2. If seats are assigned by the driver, the assigned seat must be occupied until permission is given to make changes.
3. Passengers are to remain facing forward at all times while the bus is in motion.
4. No person will be permitted out of his seat while the bus is in motion.
5. Students are not to talk with the driver while the bus is in motion.
6. Talking is permitted in a low conversational voice to those in the same seat, but loud talking or calling to people in other sections of the bus is forbidden. Classroom conduct is to be observed at all times.
7. Obscene or vulgar talk is absolutely forbidden.
8. Paper is to be kept off the floor. The cleanliness of the bus depends upon the cooperation of every student riding the bus. Under no circumstances is anything to be thrown out of the bus windows.
9. For the safety of all concerned, students are not permitted to have hands or heads out of the windows at any time.
10. Any person willfully damaging or marring a bus will be held responsible for such action.
11. Students will not be permitted to carry pets, animals or live specimens of any kind on the bus.
12. Smoking or the use of tobacco products inside a bus shall be prohibited.
13. Intoxicating liquor, alcohol, or illegal drugs shall not be consumed or carried in a bus.
14. The bus driver is in charge at all times when students are on the bus.

The following administrative procedures will be followed in the event of student violations of the adopted rules and regulations concerning school bus conduct.

1. The school bus driver will talk to the student privately concerning the violation.
2. If the violation persists, the driver will report the incidents to the appropriate building principal in writing.
3. The building principal will attempt to correct the violations and send a copy of the Bus Conduct Report to the parents.
4. If the violation continues, the principal will request the superintendent to remove the student from the bus. It will be the parents' responsibility to provide transportation to and from school as long as the suspension is in effect.
5. Violations, which could endanger the safety of the passengers or the driver, will be immediately reported by the driver by radio communication. The student may be suspended immediately by the principal or the superintendent.
6. If a student is suspended from bus transportation for any reason, the parent or guardian will be notified by letter, telephone or a personal visit by the building principal.
7. In the event of a student suspension, (for improper bus conduct) it will be necessary for the student and parents to meet with the building principal before the student may resume bus transportation.

Student Transportation to Activities

On occasion a student may be allowed to drive, ride with, or be accompanied by, a parent, another student or recognized adult to a school activity. This allowance shall be subject to the discretion of a building administrator and shall be restricted to those times when no school transportation is provided or when special supplemental transportation is required for transporting student projects.

Permission for allowing a student to drive or ride with another person shall be granted only when the following conditions are met:

1. School transportation is not provided or special transportation is required.
2. Written parental permission is received. Such permission shall indicate whether the student is driving or riding and who else, if anyone, will be accompanying the student.
3. No other persons other than those mentioned shall accompany the student to or home from such an event.
4. During the time the student is at the activity the vehicle shall remain parked.
5. The approval of a building administrator is received. A building administrator, may at his discretion, allow a student to drive his vehicle to a point representing a shortened distance to the student's home and allow the student to embark and disembark school provided transportation at that point.

Student Transportation Returning From Activities

Students may be released to return home by other than school provided transportation, subject to the discretion of the activity sponsor in charge. Parental permission shall be required and such practice shall be limited to release to parents or other recognized adults when prior parental permission has been received.

LIBRARYBOOK REPLACEMENT/REPAIR FEES

The policy for payment of books that are lost or irreparable is to charge the cost of replacing the book.

If a library book has minor accidental damage and is repairable, there is no cost for repair.

INVITATIONS AND PARTY NOTES

When a young child receives an invitation to a birthday party it is a happy time. To avoid situations, which would spoil this happy time, the following guidelines have been established:

If “Invitations” and “Party Notes” are distributed at school there must be an invitation or note for all the girls in the classroom for a girl’s party. If a boy’s party, all boys in the classroom must receive an invitation. If the party is for both boys and girls, every child in the classroom must receive an invitation.

In cases where notes are not for all children as described above, the invitations cannot be handed out at school. We suggest the invitations be mailed. With your cooperation no one’s feelings will be hurt. Thank you.

SPECIAL TREATS IN THE CLASSROOM

Birthdays may be celebrated in the classroom with prior permission and coordination with your child’s classroom teacher. Parents are welcome to bring birthday treats and stay in the classroom during the birthday celebration. If a parent is not able to attend, you are welcome to send the treats to school and have them available for your son or daughter to enjoy the treats and celebrate their birthday with his or her classmates.

Special treats or other special celebrations must have advanced communication and prior approval with the classroom teacher.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

RULES

Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane proper treatment of any animal in the classroom.

Teachers must be aware of federal and state laws regulating handling of animals. (Cf. K.S.A. 21-4310)

If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.

All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify students' property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

JASON FLATT ACT

The Jason Flatt Act is legislation enacted by Kansas Legislators in 2016 that requires schools to offer information and resources to teens, teachers, and parents regarding teen suicide. Please see our counselor for specific information, however, here is a link to resources regarding the Jason Flatt Act.

<http://jasonfoundation.com/>

Example of an East Elementary Discipline Report Form:

EAST ELEMENTARY DISCIPLINE REPORT FORM

STUDENT'S NAME: _____

DATE: _____ TIME: _____

TEACHER'S NAME: _____

List or describe what happened that caused you to complete this discipline form.

Was your behavior appropriate? Yes _____ No _____

If you checked yes, please explain why below.

Student's Signature: _____ Date: _____

Teacher's Comments:

Teacher's Signature: _____ Date: _____

Principal's Comments:

Principal's Signature: _____ Date: _____

Parent or Guardian, Please sign below and return to school. A copy will be sent to you after this form is returned to school. Thank You.

Parent Comments - Use back of form.

Parent's or Guardian's Signature _____

DRUG FREE SCHOOL POLICY

JDDA Drug-Free Schools (See GAOB, JGFGB, JGFGBA, and LDD)

JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

A School Administrator has the authority to impose a higher offense level depending upon the nature and severity of the student violation.

1. **First Offense.** A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension;
 - b. Suspension from participation and attendance at all USD 109 student activities for a period of 30 days.
 - c. Before reinstatement, the student and parent/guardian must complete a substance abuse awareness session provided by the district.
 - d. Additional penalties may be imposed at the discretion of the coach/sponsor.
2. **Second Offense:** A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension; ;
 - b. Suspension from participation and attendance at all USD 109 student activities for a period of 120 days or not less than one semester.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
(Name(s) of acceptable programs are on file with the board clerk.)
 - d. Additional penalties may be imposed at the discretion of the coach/sponsor.
3. **Third and Subsequent Offenses.** A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. Punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all USD 109 school activities for a period of 365 days.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program.
 - d. Additional penalties may be imposed at the discretion of the coach/sponsor.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: August 9, 1993
Revised: September 13, 1993
February 9, 1998
July 14, 2008
November 14, 2011
September 10, 2012
May 14, 2014

SEXUAL HARASSMENT

JGEC Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

JGEC-R Sexual Harassment

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. (See KN)

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

HUMAN SEXUALITY/AIDS EDUCATION CURRICULUM

In September 1988, the Kansas State Board of Education mandated that all school districts provide comprehensive instruction in human sexuality, sexually transmitted diseases and especially acquired immune deficiencies syndrome (AIDS).

While the human sexuality/AIDS curriculum was developed upon the premise that education in human sexuality is best provided within the family and supported by the values of parents and the community, the school district has complied with the state mandate and offers a comprehensive curriculum in human sexuality with a special focus upon AIDS education. While the philosophy of the human sexuality program is to enhance the self-esteem of students, provide accurate knowledge about the biological sociological ethical aspects of sexuality and promote wise decision-making, the district further recognizes that the concept of human sexuality has occasionally been a controversial subject.

In full compliance with the State Board of Education mandate, parents are notified that the goals and objectives for the human sexuality/AIDS curriculum are available for examination by contacting your child's building principal. While we believe that the grade level objectives in this program have been designed to promote healthy development of attitudes toward human sexuality, parents who have concerns over this curricular area are invited to make an appointment with their child's principal to review specific grade level objectives included in the program.

SPECIAL EDUCATION INFORMATION AVAILABLE

Sponsoring District USD #333 Concordia and Cooperating Districts USD #108 Washington County, USD #109 Republic County, USD #224 Clifton/Clyde and USD #426 Pike Valley have adopted and implemented policies, practices and procedures for Child Find, General Education Intervention, Evaluation and Eligibility. Policies conform to state and federal statutes and regulations regarding special education. Procedures conform to KSDE Special Education Process Handbook requirements. Practices describe how policies and procedures are actually applied. This information can be found at:

<http://www.usd333.com/vnews/display.v/SEC/Special%20Education/LCNCK>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notification of Rights under FERPA for Elementary and Secondary Schools:

The Family Educational Rights and Privacy Act (FERPA) affords parents of students and students who are 18 years of age or older (eligible students) certain rights with respect to the student's educational records.

DIRECTORY INFORMATION

U.S.D. 109 has designated certain directory information that may be disclosed for a legitimate purpose without parent or student consent.

The directory information includes the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attendance by the student.

For complete information please visit our U.S.D. 109 district web site. The web address for Republic County USD 109 is <http://www.usd109.org>

STATE WIDE HOT LINE

A Statewide hotline is available 24 hours a day 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.

Help keep our school safe! Call the Kansas School Safety Hotline at **1-877-626-8203**.

Report any information that might threaten the safety of students while attending school.

STUDENT HEALTH ASSESSMENTS

A copy of this policy shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

I N O C U L A T I O N S

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students or their parents each fall. The superintendent shall issue a news release each August explaining the required inoculations and booster shots.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

I N S U R A N C E C O V E R A G E S

Liability Insurance

U.S.D. No. 109 maintains general liability insurance coverage for the district. This insurance will cover the school district for incidents which occur which are judged to be the responsibility of the school. The determination of responsibility is made by the insurance company and is related to whether the action of the school was the cause of the incident.

The school district does not maintain insurance for students, employees or visitors for incidents which are not judged to be the district's liability. Medical payments for injuries suffered as a result of an accident which is not the schools direct responsibility is not covered by our insurance. A policy for limited coverage of students is available for purchase through the building offices.

Personal Property

The school district does not insure the personal property of students, employees or visitors. Students who bring valuables to school do so at their own risk. Individuals who wish to insure personal items brought to school should contact their homeowners or renters insurance agent for information on how to do so.

Student Activities

Students who participate in interscholastic activities are covered under policies purchased by the school district from a private carrier and the Kansas State High School Activities Association. These policies will cover medical expenses not covered by the student's insurance carrier up to a limit of \$25,000.

DISCIPLINE FOR WEAPONS POSSESSION

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

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Reference Board Policy JCDBB Weapons

ASBESTOS IN OUR SCHOOLS

The Asbestos Hazard Emergency Response Act (AHERA) requires that parents and students be notified yearly concerning the school district's asbestos plan. Asbestos is an issue which we have been dealing with for many years. The AHERA Act was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos. The problems concerning asbestos center around the potential health risk caused by exposure to airborne asbestos fibers. These fibers may become airborne by release from asbestos containing building materials which were commonly used in buildings prior to 1978. Materials which may be crumbled or pulverized by hand pressure are referred to as friable materials and contain the most risk for release of asbestos fibers. During the summer of 1989 Unified School District No. 427 (now USD #109 as of July 1, 2006) removed all friable asbestos from all district facilities. Nonfriable asbestos, that is asbestos which is impregnated into materials which are not crumbled or pulverized, still exists in some building components throughout the district. An example of items which contain nonfriable asbestos is some types of floor tile. Although this material may contain asbestos, the asbestos fibers are bonded into the composition of the floor tile and are not able to be released. Since the fibers are not released, floor tile and other nonfriable materials do not represent a risk to students and/or employees.

Each district facility has been inspected by an accredited inspector and inspection reports are available in the district administration office as well as in each building. Individuals who are interested in reviewing the asbestos information of the school district may do so by contacting the building principal or the administration office.

I N T E R N E T

U.S.D. No. 109 in conjunction with Republic County will provide access to the Internet for our students. The Internet is an international computer network originally designed for the government, which shares a number of private sector resources as well as numerous resources for education. The Internet connection is provided by Republic County, residents of the county as well as students in school will be able to access the Internet.

Given the wide open nature of the Internet, it is possible that inappropriate material may be present. By way of example, it may be considered like an electronic bookstore. Even though you can easily find the section of the store that has the books you wish to read, you can also find books in the store that you may find inappropriate or offensive. While we will work to ensure that students who use the Internet do so appropriately, both parents and students must realize that in order to continue their Internet privileges, students will be expected to comply with Network etiquette. Finally, since Internet access is changing so rapidly, it may become necessary to revise our rules for use as the year progresses.

The expectations of use for the Internet are as follows:

1. Realize that use of the Internet is a privilege - not a right. If students abuse the privilege, it will be forfeited. Students found accessing inappropriate or obscene information will lose their Internet privileges.
2. Be polite. Do not write or send abusive messages to others.
3. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
4. Do **not** reveal your personal address or phone numbers or that of other students or acquaintances.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. All communications and information accessible via the Internet should be assumed to be private property, which is subject to copyright laws.
7. Do not place unlawful information on the system.
8. Be aware of local space limitations. Do not download large files which affect network operation or save large files on the local network.
9. Do not use the Internet for private business advertising.

While we are excited about the vast information resources available to our students on the Internet, our school district is not able to make any warranties, express or implied, for the service it is providing. We will not be held responsible for any damages you suffer and will not be responsible for loss of data or ensuring the accuracy or quality of information obtained through the Internet. As a system with millions of users and millions of uses, there are unlimited opportunities to enhance educational resources. While we focus on the positive uses of the Internet, there are also disreputable individuals and material on the Internet. In order for the system to be used effectively, parents, students and the school district will need to work cooperatively as we develop use guidelines for the system.

REPUBLIC COUNTY USD NO. 109
INTERNET
GUIDELINES FOR EAST ELEMENTARY STUDENTS

The Republic County Unified School District No. 109 schools provide access for students and staff to computer technology, e-mail and the Internet. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these resources and therefore, all users must agree that they will comply with these guidelines. Students will be permitted to use the Internet at school according to the guidelines set by the teacher. If a parent or guardian does not want their child to use the internet at school, a written note requesting the child not be allowed to use the internet at school will be provided to the principal.

When using the network or the Internet:

1. I will use appropriate behavior.
2. I will be courteous to others on the network and on the Internet.
3. I will use the equipment with care.
4. I will use only software which my teacher has assigned to me.
5. I will connect only to sites which have been allowed by the teacher.
6. I understand that the computers systems have been set up for me and may not be changed in any way.
7. I will use only “school-appropriate” language, pictures, and other data on the computers or network.
8. I will follow the copyright laws which protect programs, data, books, and pictures.
9. I will report problems to a teacher.
10. I will leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for the next user.
11. I will remember to keep all food and drinks out of the lab or computer area.
12. I will help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
13. I will have a teacher’s permission for using the Internet, computer, or lab.

Any user’s computer privileges may be suspended for violating these guidelines.

SCHOOL MEDICATION POLICY

As stated in the U. S. D. 109 school board policy JGFGB "Administration of Medication" oral medicines administered at school shall be in strict compliance with the rules and regulations of the board. The unauthorized administration of aspirin or other nonprescription medications, shall not be practiced by any school personnel.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the administering of medication. For prescription and non-prescription medications to be given at school, a "Republic County USD 109 Permission for Medication" form must be properly completed and given to the building principal prior to medication being given to the child. The completed form will indicate that the school district and personnel are released from any liability as related to the administration of medications.

Forms are available in the school office. Please see a sample of the form below.

REPUBLIC COUNTY USD 109 Permission for Medication

Name of Student _____

Building _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Time of day medication is to be given _____

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date

Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.