

# LEONARD C. SEAL ELEMENTARY--STUDENT HANDBOOK

School Hours: Monday- Thursday 8:10 to 3:30pm Breakfast 7:40am  
Friday- (Late Start) 9:10 to 3:30pm Breakfast 8:40am

Principal: Kim McCune [kmccune@usd396.net](mailto:kmccune@usd396.net)

**Seal Main Office Phone—747-3350**  
Secretaries: Sara Plett & Theresa Mabie

**Transportation Phone—747-3370**  
Director: Terry Page

## **SEAL ELEMENTARY MOTTO**

Seal Elementary is a safe place where we respect each other. We are here to learn.

## **STUDENT EXPECTATIONS**

Be Responsible, Be Respectful & Be Safe!

All students will be expected to behave in a responsible manner. Fighting, threats, and bullying will not be tolerated, and will be taken seriously. Parents will be contacted if the problem persists. Actions, which are violent in nature, can result in suspension. Actions involving anything related to guns will not be tolerated and will result in consequences issued by the principal.

## **SCHOOL-WIDE POSITIVE BEHAVIOR SYSTEM**

Seal Elementary implements a hybrid of Positive Behavior Supports System designed to recognize students who consistently exhibit positive behavior choices and provide consequences when needed. Positive Behavior is taught and recognized through our Building Better Bulldogs System (B3).

Teaching Behavior Expectations & Strike Cards: At the beginning of each school year, teachers will explain and teach the school-wide procedures and expectations using the Behavior Matrix. The Behavior Matrix (See Behavior Matrix appendix) will be reviewed at least every 9-weeks.

After being taught behavior expectations and procedures, students will be issued a Strike Card. Students who do not follow expectations/procedures after warnings will earn a Strike, and the teacher will contact parents. If a student fills their Strike Card (3 Strikes), they will visit the principal in order to discuss their behavior choices. The principal will coach the student and encourage better choices, and the student will be excluded from the monthly "extra recess" incentive.

Monthly Extra Recess Incentive: Positive behavior is recognized during monthly "Extra Recess". Students who have not received 3 Strikes are invited to attend the extra recess. New Strike Cards are issued to all students the day after the recess occurs.

Mystery Bash: There will be a "Mystery Bash" held each quarter for all students who have earned each monthly extra recess in the quarter (never earned 3 strikes in a month).

## **Dog Bone Rewards**

Dog bones are a positive reward used to immediately reinforce desired behaviors such as being respectful, responsible and safe. Dog bones may also be given when a student exhibits targeted skills - FLOPS (following directions, listening, organization, perseverance, & study skills). They may be issued by any staff member and will be redeemed in the office in the form of a small item chosen by the student.

## **Building Better Bulldogs (B3) Class**

B3 is a formally structured class focusing on college and career readiness skills, as well as, social, emotional and character development skills. Evidenced based curriculums and locally created lessons will be utilized in this class to enhance and

explicitly teach interpersonal skills. Some resources used for B3 class include: Lions Quest, Mind Up Curriculum, and 7 Habits of a Happy Kid. B3 class will take place every other week. On off weeks, classroom teachers will reinforce the prior lesson by doing a 10-20 minute activity on the topic students have learned. B3 objectives will also be reinforced through morning Monday Meetings with the principal. Monday Meetings will be held each Monday in the gym before class begins.

**\*\*If a student receives a Major Office Referral, as determined by the principal, the student will not attend that month's Extra Recess and will receive appropriate consequences as determined by the principal.**

**\*\*If a student is consistently unable to keep their Strike Card, an individual plan will be developed through the Student Intervention Team and monitored by an adult mentor.**

### **CLASSROOM BEHAVIOR SYSTEMS**

In addition to the school-wide behavior system (Building Better Bulldogs), each grade level will determine a classroom behavior system to manage/recognize behaviors in the classroom. Some of the classroom systems used in the building include offering "Fuzzies", ClassDojo online system, and the classroom economy system. Each grade level will explain to students and parents the system that is used in their classrooms.

### **EMERGENCY SAFETY INTERVENTION**

The USD 396 Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of ESI as defined by Board Policy GAAF and K.A.R. 91-42-1. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques and positive behavioral intervention strategies. To see the full policy and parent rights, please visit [www.usd396.net](http://www.usd396.net) and click on the Parents link.

### **SCHOOL BULLYING POLICY**

#### **Seal Elementary bully definition:**

Bullying is a **repeated**, conscious, willful and deliberate **aggressive** behavior that is intended (not accidental or done in fun) to induce fear through an **imbalance of power or strength**. The behavior may be physical, written, verbal, relational or electronic.

#### **Prevention:**

##### *Student Instruction/Awareness*

With the support of staff and parents, students at Seal Elementary will do the following to help prevent bullying:

- Be respectful, responsible and safe
- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students that are being bullied and be a friend
- Include all students that want to be involved in games, especially those that are often left out
- **REPORT BULLYING TO AN ADULT**

##### *Staff Awareness/Action*

Staff at Seal Elementary will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens

- Respond quickly and use the **SEAL** response to bullying
  - S- Support and Report
    - Support the student and assist them in filling out a report form
  - E- Engage in follow up actions
    - Follow -up with the target to assure that the bullying behavior has stopped
  - A-Action plan
    - Assist the target in developing an action plan of how they will address the bully if behaviors continue
  - L-Listen
    - Listen to what the target has to say. Ask for specific behaviors that occurred
- School administration requires all staff members who observe, or become aware of an act of bullying, to follow the SEAL steps
- Continue professional learning regarding bullying
- Character and bully education will be taught in the classroom

### **Reporting:**

A communication box will be placed in both the social worker's office) and counselor's office. Report forms are located beside the box, online, in the office, and with the classroom teacher. Every individual wishing to report bullying behavior will fill out a form and place it in one of our communication boxes, this includes teachers and parents. When completing the form, the report may be anonymous or students may ask an adult for assistance.

The report form will be a front/back document, a bullying behavior report on one side and a positive behavior report on the other. This provides an opportunity for students to report both positive or kind behaviors, as well as bullying type behaviors. This will also assist in maintaining the confidentiality of making a report.

Once the bully report form is placed in the box, the report will be reviewed and handled accordingly.

### **Investigation and Discipline:**

All reports will be taken seriously and the investigation process will begin within 24 hours of the report being placed in the box. Based upon the information provided, staff will meet with all parties involved, the target, bully and bystander(s). If the report is found to be substantiated, and the student is found to be exhibiting bullying type behaviors as defined by the Seal Elementary definition, the parent of the student exhibiting these behaviors will be notified. Depending on the severity and nature of the incident, the following consequences may occur. These consequences may or may not occur in sequential order, and all disciplinary actions may be amended by administration.

-Warning issued

-Detention or loss of school privileges

-In school suspension

-Out of school suspension

-Expulsion

In cases of severe or repeated bullying, the student may be suspended or expelled under Douglass USD 396 school board policies. (JDDC)

Supports for the target may include, involvement of the school social worker or counselor, recommended outside counseling supports, and monitored or adjusted settings.

**Retaliation:**

Retaliation against anyone reporting bullying will be handled in a serious manner with disciplinary actions. This will not be tolerated at Seal Elementary by students or adults.

**SUSPENSION**

Any student may be sent home for misbehavior or sufficient reason by the principal. Suspension will be for such a time, as administration deems necessary for proper adjustment. A conference may be necessary for student, parents, and school officials so that a proper understanding is reached concerning the student's continued attendance, subject to H.B. 2004 passed by the 1970 Kansas State Legislature.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Definitions and examples of what constitutes sexual harassment are found in District Policy JGEC. (Robert D. Reynolds, 921 E 1<sup>st</sup> Street, Douglass, KS 67039, 316-747-3300) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator. For information about complaint procedures see Board Policy KN.

**GROUND RULES**

1. Do not leave the grounds without the permission of a school official.
2. School begins at 8:10 am and ends at 3:30 pm.

**(Please do not drop your students off before 7:40 a.m.)**

**PHONE USE/TEXTING**

Student use of personal cell phones during the day will not be permitted. Cell phones must remain off and inside the student's backpack. If a cell phone is used during school hours it will be confiscated. If it is confiscated by a teacher/administrator during the day, the cell phone will be kept in the office until the parent can pick it up. We are not responsible for lost or damaged cell phones. \*\*\*Smartwatches may not be used for texting during the school day. IMPORTANT – If a student must contact a parent during the school day for an important issue – the office phone may be used. Likewise, parents should contact the school office if they need to get a message to their child. These rules are established to protect the learning environment and time on task.

**DRESS CODE GUIDELINES**

1. Shorts of a reasonable length may be worn. (Reasonable length is defined as: shorts/skirts must be at fingertip length.)
2. No meshed shirts. Shirt straps must be at least 1" wide at the smallest point.
3. Hats will not be worn in the building, except as an earned reward or specified hat days for charity.
4. Apparel that displays pictures or phrases that are considered distasteful shall not be worn on the school grounds.
5. Shoes will be worn on the school grounds and in the building. SHOE SKATES ARE NOT ALLOWED.
6. Pants and shirts will be worn at the waist.

A phone call will be made to parents for clothing that does not meet the dress code guidelines and the student will be asked to change.

**STUDENT INFORMATION POLICY**

The U.S.D. #396 Board of Education designates the following student information categories as directory information to become public records (i.e. honor rolls, team rosters, student directory, and yearbooks):

1. Name, address, and telephone number
2. Parents(s) or guardian
3. Date and place of birth
4. Picture and yearbook information

5. Date of attendance or grade placement
6. The most recent educational agency or institution attended by the student
7. Major field of study
8. Honors and awards received
9. Weight, height, and participation in and eligibility for activities and sports

Under the Student Data Privacy Act, Parents must submit a form to Seal Elementary School in order for this information to be published.

### **HIGHLY QUALIFIED / SCHOOL-WIDE TITLE I**

As of the 2010-2011 school year, Seal elementary is a Schoolwide Title building. Scores from AIMSweb, the state assessment, and grade level benchmarks are used to monitor progress made by students. Those students not meeting set benchmarks receive Tiered instruction.

As a parent of a child in a Title school, you have the right to request the following information:

- Whether the teacher has met State qualification and licensing criteria for the grade level and subject they are teaching;
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications;
- Whether a child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified;
- Your Child's performance on standardized assessments.

### **TITLE I PARENT INVOLVEMENT POLICY**

1. An annual meeting is held where all parents are invited to learn about our schoolwide Title program. At this meeting, the Title I program, objectives, and program evaluations are discussed. Parent suggestions are solicited regarding changes or improvement to the Title I program.
2. Parents of students served through Title programs are provided with AIMSweb assessment data and information regarding their child's Tier support time. Parent-Teacher conferences are held twice a year. At these conferences, the student's progress is discussed and parents are given ideas they can use at home to compliment the student's school time instruction.
3. A Parent/Student/School Compact is required each year. This is an agreement signed by the parent, student, teacher and principal, which states each party's responsibility for a successful experience at school.
4. All teachers are highly qualified, and they are readily accessible to parents for help and suggestions. In the event that a teacher was not highly qualified, parents would be notified in writing.
5. Seal Elementary will provide opportunities for regular meetings of parents to gather parental input into our school programs. The elementary site council, school family nights, Meet the Teacher Night, SIT meetings, and parent-teacher conferences are all opportunities we use to gather parental input.
6. All parents may observe classes at any time. We ask that you check in at our school office in advance.
7. Parents are made aware of parental involvement requirements and other relevant provisions of the program in the handbook and through our annual meeting.
8. Seal Elementary will provide reasonable support for parental involvement activities.
9. Title policies will be made available to all parents and are posted on our school website.

### **VISITORS IN THE BUILDING**

Visitors are welcome in the building, however, **all visitors must sign in at the office**. Visitors will be asked to wear a visitor's sticker. If someone is in the building without a sticker they will be asked to sign in at the office. Visitors to the school may be required to provide a photo ID. This is simply another measure to keep our students safe in the building.

## **ATTENDANCE GUIDELINES**

Good attendance is very critical in the education of children. Being chronically absent puts students at risk for not graduating high school. The attendance of elementary age children is primarily the responsibility of parents.

1. Students are expected to be present and punctual for all classes.
2. In the event of an absence, the parent must call the school office. The absence will be considered unexcused without parental notification.
3. Students arriving late or leaving school during the day must be signed in or out of the office by the parent or guardian.
4. Excused absences are listed in BOE policy and are as follows; personal illness, a death in the immediate family, emergencies verified as such by the principal, doctor or dental appointments that cannot be scheduled outside of the school day, participation in school-sponsored academic or extracurricular functions, educational activities when verified by parents and arrangements made with the principal in advance. Please note that these absences WILL STILL affect perfect attendance!

\*\*\*If a student is absent because of a doctor or dentist appointment, a doctor's note is required to excuse the absence. Notes can be faxed to (316) 747-3359 in the event that you forget to request one during the appointment.

5. Skipping school, with or without parental approval, will be considered an unexcused absence, and the student may face further disciplinary action.
6. Work missed for excused absences may be made up, but the student and his parents should realize that any absence is a detriment to the student's progress.
7. A student will be counted absent from school if he is not present for regular class schedule except when on activities sponsored by the school.
8. If a student is going to be home for an extended number of days, please inform the teacher in advance.
9. The principal or counselor will contact the parent when excessive absences occur. Failure to respond to corrective measures, as mandated by the law, will result in reports being filed with the DCF. State law requires schools to report students as truant if they have excessive absences and/or when a student has unexcused absences three days in a row, five days in a semester or seven days in a year.
10. Excessive tardies and absences could cause a student not to be promoted.
11. The state considers any student who misses 10% or more of the school year for any reason to be chronically absent and requires that we report them.

## **MAKE-UP WORK--DUE TO ABSENCES**

The office receives many calls during the course of the year for work that is missed due to student absence. **If a student is only going to be absent 1 day, homework will be given to the student when they return to school.** When a student misses two or more days and homework is needed, please call the office by noon.

## **PERFECT ATTENDANCE & OUTSTANDING ATTENDANCE RECOGNITION**

Students with perfect or outstanding attendance will be recognized during semester assemblies. A positive incentive activity will be planned to celebrate students' effort to attend school regularly.

Perfect attendance awards will be given to students who attend every minute, every day that school is in session.

Outstanding attendance awards will be given to students who miss no more than 1 day a quarter. The school day runs from 8:10 a.m. – 3:30 p.m. If a student receives a tardy, absent, or must leave early for any reason (even excused), they will not receive a perfect attendance award. This includes students who leave school for appointments and return afterwards.

Students with perfect attendance will receive a certificate and incentive reward by the principal at the end of the school year.

## **GRADE CARDS**

Grade cards will be sent home at the end of each 9 weeks period.

## **HOMEWORK GUIDELINES**

Seal Elementary Pre-K – 2<sup>nd</sup> Grade teachers believe that the purpose of homework is to provide practice and review skills learned in the classroom. Although homework is assigned and parents are encouraged to support its completion at home, it will not be graded. However, completed homework turned in on time will be rewarded.

Homework will focus on the following skills:

- Reading (decodable books, Book-It)

- Sight words and Popcorn words
- Spelling and vocabulary words
- Math skills - Math home connection page
- Math Facts – Addition, Subtraction & Multiplication
- Speaking - Show-and-Tell tied to concept being learned in class
- Practicing and Demonstrating character traits
- Tip of the Week ideas in the newsletters (read newsletter with parents)

Seal Elementary 3rd-5<sup>th</sup> Grade teachers believe students should be able to complete unfinished classroom assignments independently. Any work sent home is to be completed and returned the next school day for a grade. Unfinished or poorly completed work will be re-done for half credit. Additional skills practice may be sent home. Skill practice will not be graded, although its completion may be rewarded. Individual communication from teachers about additional skills and projects will be communicated throughout the school year.

Assignments that may become homework include the following:

- Completion of work that isn't finished in class for all content areas
- Reading for Accelerated Reader program
- Correcting or re-doing work that students scored poorly on for half of the full grade
- Special projects which may require support from home and time spent at home
- Newsletter suggestions for skill work at home that includes reading, spelling, and math facts

Parent support with this important home practice is greatly appreciated by the Seal Elementary staff. Your support will go a long way in helping your child be successful in school! If unfinished assignments are not easily completed independently, please contact your child's teacher..

### **FIELD TRIP PERMITS**

Any student, who wishes to participate in an activity involving a trip away from the school, must have a signed permission slip from their parent. We will have one permission slip included in enrollment forms for parents to sign that will cover all field trips during the year. Teachers will inform parents of details about trips being taken. Students must ride the bus to events with their class in order to be counted present at school. If parents wish to take their child with them after attending a field trip, arrangements must be made in writing prior to the trip.

### **TECHNOLOGY POLICY**

The school district provides one to one iPads for student use in PK-2 classrooms and one to one Chromebooks for student use in 3<sup>rd</sup>-5<sup>th</sup> grade classrooms. Additionally, the elementary school has a desktop computer lab used by students during specials rotations. District technology is provided for students to access school-appropriate language, pictures, and data. Students are expected to be courteous to others on the network and internet, and use only the software, which a teacher has assigned. Students will connect only to sites, which a teacher has approved. Computer application or information on district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Use of district computers for personal student e-mail is prohibited. Computer settings, parts, and equipment are not to be changed or removed. Nothing may be downloaded on school devices without approval by the classroom teacher or technology personnel. Students who violate these guidelines could lose computer privilege and face other disciplinary action.

### **STANDARDIZED TESTING**

1. All students will be given summative and formative tests throughout the year. These tests will provide the teaching staff valid data to adjust instruction to meet students' needs. (AIMSweb, iReady, grade level benchmarks, QPS, PAST)
2. Individual Intelligence Tests: These tests are only given when a parent or a teacher requests them and the request has gone through the referral process. The parent must sign a permission form to have these tests given.
3. Kansas state assessments will be given in grades 3-5 during the spring semester. Students will be tested in reading, and math. Fourth grade students take the state social studies assessment and fifth grade students take the state science assessment.

## **MUSIC CONCERTS**

1. Concerts are considered a graded event; therefore a written excuse is needed unless the child was absent from school that day.
2. Unexcused absence results in a significant loss of points, which can be upgraded by writing a paper on a musical subject.

## **SPELLING BEE**

Fourth and Fifth graders participate in an annual classroom spelling bee. Two representatives from each classroom will participate in the school spelling bee held in January.

## **FIRE/TORNADO & OTHER DRILLS**

Fire drills will be conducted according to state guidelines. The fire alarm will sound during these drills. Each classroom has instructions concerning what to do in case of a fire. Students will be expected to exit the building according to the plan in an orderly fashion.

Tornado drills will be conducted according to state guidelines. During a tornado drill the intercom system will sound a message to take cover in the tornado shelter (music/band room). Instructions will be given by the teacher for safety purposes (as recommended by the Office of Civil Defense.)

Other safety drills, such as shelter in place and intruder drills, will be conducted periodically as required by the state. All drills are coordinated by the School Resource Officer and/or administration.

A crisis management kit is available to all classes to use in case of emergency and will be kept with the classroom teacher during all drills (green bucket).

## **HUMAN SEXUALITY/AIDS & OTHER MANDATED TRAININGS**

In compliance with various state mandates and recommendations, U.S.D. 396 presents education and materials in K-12 classrooms. Seal Elementary presents information on safe touch (PK-5), sexual harassment (3-5), bullying (PK-5), puberty (5) and anti-drug use (PK-5). The materials used for these presentations will be subject and age appropriate and are available for parent review. As the students progress through the district, the Middle School and High School teach abstinence and sexually-transmitted disease. If you have any questions or concerns, or wish to exclude your child from this curriculum, please contact the school social worker.

## **POSSESSION OF ILLEGAL ARTICLES**

Students shall not have illegal articles at school, either on their person, in their backpack, or in their lockers. Articles which are illegal include, but are not limited to the following: Drugs, Alcohol, Tobacco and Weapons. Toy guns, water guns, skateboards, scooters, cell phones, and pagers are also banned during school hours. Violations of this policy could result in suspension, and notification of proper authorities.

## **MEDICATION AT SCHOOL**

The Douglass School Board policy states that medication cannot be given at school without a Medical Permission Form, which is available in the nurse's office. This policy is in place to protect the student and to protect the school from liability. Medication is defined as prescribed drugs from a doctor and dispensed by a pharmacist, as well as **over-the-counter** medicine. This would be a drug such as cough and cold medicine, Tylenol, Advil, ointments, and even cough drops. Antibiotics ordered **three times a day** should not be given at school. Most doctors and pharmacists agree that parents can give the medicine before and after school and before bedtime. Antibiotics ordered **four times a day** can be given before and after school, at mealtime, and before bedtime. All medication, including over-the-counter, must be labeled and in the original container.



## **POLICY FOR HEAD LICE**

1. When a child is found to have head lice (which means live bugs or a head full of nits) they will be sent home immediately.
2. All siblings (of that child) schooled in this district will be checked and sent home as needed.
3. Children with lice must be treated with a *pediculicide shampoo* (RID, etc...)
4. The student with lice must be combed by a guardian twice daily for 2 weeks to 1 month to rid the hair of all lice and nits.
  - a. We suggest that you pick nits with a metal comb or your fingers.
  - b. We suggest that you pick nits outside or somewhere where they can be easily controlled so that they do not transfer to another head (from carpets, pillows, stuffed animals, coats).
5. Head lice notes will be sent home with classmates the day the child is sent home.
6. To return to school, the child must come to the nurse's office every morning for five (5) consecutive days to be checked by the nurse before going to class. If live bugs are found, they will be sent home again.
7. After 5 days, if the child is bug and nit free they are cleared to attend class without being checked. If the child still has nits it must be determined by the nurse and/or principal that progress is being made in getting rid of the nits in order for them to stay at school.
8. This policy is that of Leonard C. Seal Elementary. It can be altered by the principal at any time to correct an issue relating to lice.

## **RECESS**

1. When the weather permits we will go outside.

\*\*\*\*\*NOTE: Students will not be allowed to stay inside without a note from home.

**32 degrees and above=outdoor recess**

**20-31 degrees= classes may go outside for limited breaks**

**0-19 degrees= indoor recess**

## **Playground Rules**

1. Students will stay inside fenced assigned areas.
2. Running games must be played in open field/grass areas.
3. No full-body contact games are allowed.
4. Students will NOT throw rocks, sticks, snowballs, etc.
5. No individual equipment (jump ropes or balls) will be allowed on large playground equipment (merry-go-round, slides, swings, etc.)
6. No toys will be brought from home.
7. Nothing unsafe will be allowed. Allowed playground activity is at the discretion of the on-duty recess monitor.

SLIDES:	Must ride in sitting position on bottom – one at a time.
MERRY GO ROUND:	Must ride with whole body on equipment.
TIRE SWINGS:	Only three riders will be allowed at one time. Riders must ride in a sitting position only.
SWINGS:	Riders must swing on bottom only, from back to front. Riders will single swing – no pushing.
LARGE EQUIPMENT:	Play in a safe manner & take turns on individual segments (zip line, slides, climbing wall, etc.)

## **Personal Toys and Sports Equipment**

Students are not permitted to bring personal toys or sports equipment to school. Some exceptions may be made by classroom teachers for special occasions, show and tell, or a school-wide incentives. Exceptions must be approved by the classroom teacher and/or principal.

## **ENGLISH LANGUAGE LEARNERS (ELL OR ESOL)**

### **Kansas State ESOL/Bilingual Program Requirements**

The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed anywhere on the form, the student is assessed for English Language Proficiency using one of the following approved assessments: the KELPA-P, LAS, IPT, or LPTS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains of reading, writing, listening, or speaking, s/he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL).

Parents are notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL, and the parents' rights which include receiving information in the language that is most comfortable to the parent. Parent permission is required for participation in the ESOL program.

Each ELL has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the Kansas English Language Proficiency Assessment (KELPA), and what should be done next year. Teachers providing instruction to ELLs are endorsed or working on their endorsement. .

All students who are identified as limited in their English language proficiency, whether they participate or not in the district's ESOL program, are required to take the Kansas English Language Proficiency Assessment (KELPA) each spring. This test is given as a result of the No Child Left Behind legislation and is used to measure adequate yearly progress of our students' performance. Students must score a "Fluent" on all four domains (listening, speaking, reading, and writing) and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, the ELLs are monitored for two additional years.

ELLs are observed by classroom teachers, etc. for any indication of regression or not being able to keep up with their peers. Classroom grades, participation in class, KELPA results, etc. are examined to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that the student(s) are less than "Fluent", the student may be placed back in the ESOL program.

## **BUS RIDER RULES**

### **1. Prior to loading (on the road and at school)**

- A. Be on time at the designated bus stops---keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- C. Wait until the bus comes to a complete stop before attempting to enter.
- D. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

### **2. While on the bus**

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave nothing on the bus.
- G. Keep all items out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything out of the bus window.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Rowdiness is not permitted around or on the school bus.
- L. Bus riders are expected to be courteous to everyone.
- M. Absolute quiet when approaching a railroad crossing stop.

N. In case of a road emergency, children are to remain in the bus.

**1. After leaving the bus**

- A. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after the driver motions that it is safe to cross.
- B. Be alert to the danger signal from the driver.
- C. **The driver will not discharge riders at places other than the regular bus stop without written permission from the parent or a school official.**

**2. Extra-Curricular Trips**

- A. The above rules and regulations will apply on any school trip.
- B. Pupils shall respect the wishes of a chaperone appointed by the school.
- C. Students must ride the bus to and from an event unless prior arrangements are made.

**\*\*\*\*\*NOTE:** If your child has a problem on the bus, please have them alert the bus driver. If you feel it has not been taken care of then you should feel free to contact the bus driver. If you are still not satisfied, please direct your calls to Terry Page, our Transportation Director. His number is 747-3370.

**\*\*\*\*\*NOTE:** If you are not a regular bus rider and plan to ride home with a friend, a parent note must be turned into the office prior to bus departure time.

**FOOD SERVICE INFORMATION**

USD 396 school lunch program is managed by Opaa! Food Service. The director of this program is Jeri Eck. Questions regarding school lunches and food preparation can be directed to her at [jeck@opaafood.com](mailto:jeck@opaafood.com).

School lunch prices and payment are managed by the school district. Payments may be made in the school office or through the RevTrak system. Theresa Mabie at the elementary office or Cathi Zalusky at the central office will be happy to help you with any questions regarding school meal accounts.

**2022-2023 Meal Prices**

Breakfast:	Student \$2.35	Adult \$2.75
	Reduced \$0.30	

Lunch:	Student \$3.25	Adult \$4.45
	Reduced \$0.40	

Milk: \$0.60

**\*\*\*\*SNACK MILK will not be offered this school year.**

**Breakfast Schedule**

Breakfast is served daily in the cafeteria from 7:40 to 8:00 am. This is a come and go schedule for all students including morning Pre-K. When students finish breakfast they will report to their classroom or assigned area .

**Lunch Schedule by Grade Level**

Kindergarten: 10:55 – 11:25

First Grade: 11:40 – 12:10

Second Grade: 12:00 – 12:30

Third Grade: 11:20 – 11:50

Fourth Grade: 12:20 – 12:50

Fifth Grade: 12:40 – 1:10

## **CLASSROOM PARTIES – TREATS & CANDY**

Seal Elementary would like to minimize the amount of sugary treats served to students during classroom parties and events. Please work with the classroom teacher to provide healthy alternatives when possible. If sending treats to school, please also consider those who may have food allergies and include an alternative for them.

Birthday treats are welcome. However, please work with your child's teacher to provide a time that is least disruptive to the school day. Pre-packaged treats are recommended as homemade treats make some uncomfortable.

Candy will be very limited at school and reserved for extremely special events.

\*\*\*\*NO GUM IS PERMITTED \*\*\*\*

### **DP    Collection Procedures    (See EE and JS)**

**DP**

#### **Unpaid Fees and Negative Account Balances**

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the superintendent's designee within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the Kansas Setoff Program or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

#### **Insufficient Funds Checks**

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 will be charged.

- If a person has a second returned check, he/she will be notified and assessed a \$15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning the second returned check, a fee of \$20.00 will be assessed.
- For a third returned check, the person will be notified, assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.
- If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to a collection agency.

BOE Approved 5-8-17

### **EE    Food Services Management**

**EE**

A supervisor may be hired by the board to oversee the district's food service program.

### Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

### Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

### Meal Prices

Meal prices shall be determined by the board.

### Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

### Unpaid Meal Charges

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 that reach a negative balance may not charge ala carte items until the account balance is paid. Students may charge up to \$15.00 in reimbursable meals to the account.

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.

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 in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online at [www.usd396.net](http://www.usd396.net). 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.

BOE Approved 2-11-19

## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: [\(202\) 690-7442](tel:2026907442); or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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