

Andale Elementary School Handbook



2016-2017

500 Rush

Andale, KS 67001

316.444.2628 / FAX 316.445.2252

www.usd267.com

ANDALE ELEMENTARY SCHOOL MISSION STATEMENT

FAITH

EDUCATION

faith linking community
with a
passion
to educate students

COMMUNITY

PASSION

Challenging, empowering, and maximizing student potential

Providing a highly qualified staff, an effective and engaging curriculum, and a safe environment

Nurturing compassionate, responsible, and active learners

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Dear Parents,

The start of school is an exciting time for students, teachers and parents. All of us feel refreshed and eager to accept the new challenges that this year will bring. The Andale community helps us hold on to the traditional core values. Our school district states the shared moral values: Honesty, Respect, Courage, Perseverance, Self-Discipline, Compassion, Loyalty, Responsibility, and Trust. We strive to have the community and district values integrated into our work here at Andale Elementary.

It is our responsibility to provide a safe, inviting, and engaging learning environment for your child. We welcome your input and involvement. Please know that we stand ready to assist with any difficulty that might arise. Please call, e-mail, or stop by the office if you have a question, a concern or need assistance.

Tad Hatfield
Principal

Andale Elementary/Middle School Staff

Principal	Tad Hatfield
Secretary	Heather Wilson
Lunch Secretary	Christy Finney
Kindergarten	Renee Ewert
Kindergarten	Amie Engelbrecht
1st Grade	Kim Horsch
1st Grade	Holly McFadden
2nd Grade	Megan Stolz
2nd Grade	Nanette Carpenter
3rd Grade	Kim Lies
3rd Grade	Wendy Haynie-Cosby
4th Grade	Dave Seagraves
4th Grade	Dani Cutler/ Vanessa Kampling
5th Grade	Stacy Blasi
5th Grade	Alyssa James
6th-8th Math	Joe Hageman
6th-8th Social Studies	Becky Strunk
6th-8th Science	Trevor Schaffer
6th-8th Technology	Rachel Haught
6th-8th Writing/Grammar	Kelly Grudowski
6th-8th Language Arts	Ted Anderson
K-8th P.E.	Brint Walstad
K-8th Vocal Music	Patty Kirkpatrick

Andale Elementary/Middle School Staff

5th-8th Band	Andre Silva
Library Para-Professional	Susie Reichenberger
Nurse	Mona Meyer
Para-Professional	Tina Lies
Para-Professional	Rose VenJohn
Para-Professional	Rose Peltzer
Para-Professional	Renee Horsch
Para-Professional	Diane Winter
Speech & Language	Kristen Glassco
Social Worker	Melissa McCook
K-8th Counselor	Jennifer Cashman
K-5th IR Room	Julie Matt
6th-8th IR Room	Kim Creswell
IR Para-Professional	Diane Jones
IR Para-Professional	Donna Allen
IR Para-Professional	Kathy Ellis
IR Para-Professional	Debra Hecht
IR Para-Professional	Joanna Ling
Gifted Services	Cheryl Miller
Head Custodian	Scott Fry
Custodian	Allen Hackett
Custodian	Bryce Wulf
Cook	Charlotte Schneider
Cook	Donna Martin
Cook	

RENWICK - USD #267

2016 - 2017

- No School
- First day
- In-service/WorkDay/No School
- Last Day/Half Day

July 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

August 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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			

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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			

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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	

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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			

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

- AUGUST**
- 17 New Teacher In-service
 - 18 & 19 District In-Service
 - 22 Building In-Service
 - 23 & 24 Work Day
 - 25 First Day of School
- SEPTEMBER**
- 5 Labor Day
 - 12 MTSS In-service
- OCTOBER**
- 6 Evening PT Conferences
 - 7 PT Conferences
 - 20 End of First Nine Weeks
- NOVEMBER**
- 21 In-Service
 - 22 Teacher Payback
 - 22-27 Thanksgiving Break
- DECEMBER**
- 20 End of Second Nine Weeks
 - 21-31 Winter Break
- JANUARY**
- 1 & 2 Winter Break
 - 3 MTSS In-Service
 - 4 Work Day
 - 16 No School
- FEBRUARY**
- 16 Evening PT Conferences
 - 17 PT Conferences
 - 20 No School
- MARCH**
- 9 End of Third Nine Weeks
 - 18-26 Spring Break
- APRIL**
- 13 Spring In-Service
 - 14 Good Friday
 - 17 No School
- MAY**
- 18 Last Day of School Half Day

ANDALE DRESS CODE

BOYS' DRESS CODE

All uniforms must be worn in an appropriate manner.

SLACKS/SHORTS – Navy blue or khaki only

SHIRTS:

- Polo type with collar – navy, light blue or white.
- Turtle and / or Mock Turtle Neck - navy blue or white.
- Button down dress shirt or oxford – light blue or white.

SWEATERS – Plain navy blue, no logos. All types acceptable.

SWEATSHIRTS – Spirit wear or navy blue only.

BELTS – Black, brown, navy or white ONLY!

SHOES – Conventional footwear only. No roller shoes, flip-flops, “croc” or sandals.

SOCKS - Black, brown, navy, khaki, or white.

SPIRIT WEAR – AES Spirit Shirts with uniform bottoms.

GIRLS' DRESS CODE

All uniforms must be worn in an appropriate manner.

SLACKS/SHORTS/SKORTS – Navy blue or khaki only

SHIRTS:

- Polo type with collar – navy, light blue or white.
- Turtle and / or Mock Turtle Neck – navy blue or white.
- Button down dress shirt or oxford – light blue or white

SWEATERS – Plain navy blue, no logos. All types acceptable

SWEATSHIRTS - Spirit wear or navy blue only.

BELTS – Black brown, navy or white ONLY!

SHOES – Conventional footwear only. No roller shoes, flip-flops, “croc” or sandals.

SOCKS - Black, brown, navy, khaki, or white ONLY! JUMPERS- “V” front or crew style.

Navy blue, khaki or Parker Uniform designated plaid.

SKIRTS- Navy blue, khaki or Parker Uniform designated plaid.

SPIRIT WEAR – AES Spirit Shirts with uniform bottoms.

- For 4th -8th grade students, SHORTS and SLACKS must be belted at all times. Belts are optional for Kindergarten through 3rd grade.
- SHORTS and SLACKS are to be a dress style either with or without pleats and have traditional straight leg and standard pocket. Corduroy, cargo, carpenter and denim fabric pants are not allowed.
- SHORT & SKORT LENGTH must fall between the knee and mid-thigh and not below the knee.
- SHIRTS must be collared and tucked in at all times. No sleeveless shirts of any kind.
- SHIRTS Uniform approved from above are to be worn under sweaters or sweatshirts at all times. The collar is to be worn outside the sweater or sweatshirt.
- SHIRTS, BLOUSES, SWEATERS, AND SWEATSHIRTS must be void of any logo and design other than the designated Andale logo. There will be no exceptions to this.
- Undershirts worn under polo shirts must be solid white in color.
- SKIRTS and JUMPERS must be no more than 2 inches from the top of the knee.
- SOCKS - Black, brown, navy, khaki, or white socks must be worn at all times. Socks may have logos on them as long as the colors are on the list of appropriate colors.
- PANTY HOSE- Navy, white or flesh colored may be worn with jumpers or skirts. Tights in white or navy are allowed. No baggy leggings or sweat pants.
- DECORATIVE items such as zippers, buttons, beads, lace, etc. are not allowed.
- NO coats, jackets, non-approved sweaters or sweatshirts will be worn in the classroom.
- CLOTHING is to be clean and repaired as needed. All clothing is to be free of large holes, rips and frayed edges.

STUDENTS CANNOT WEAR HOODED SWEATSHIRTS IN THE CLASSROOM

Spiritwear Days: Students may wear AES spirit shirts with uniform bottoms every Friday. No other shirts will be allowed other than the school spirit shirts.

Non-Uniform days: Students may wear any appropriate clothing. There is only one Non-Uniform day per nine-weeks on the last day of each quarter.

Supply List

Supply List

FEES

STUDENT MATERIAL FEES

STUDENT USAGE

FEE

Lab/Internet/Athletics

Grade K	\$75.00	Grade K	\$20.00
Grades 1-8	\$40.00	Grades 1-5	\$55.00
Grades 6-8 (Testing fee)	\$15.00	Grades 6-8	\$70.00

Band Instrument Rental **\$60.00**

All textbooks and workbooks used by the student throughout the year are available through this program. The student must replace any book that is damaged or lost. Many of our textbooks are new and represent a considerable financial investment by the District. Students are asked to place book covers on hard backed textbooks. Report lost or damaged books to the teacher or the office.

SCHOOL LUNCHES

Andale Elementary has “closed” lunch periods. Students must remain at school for the noon meal.

Parents needing to request exemptions from this policy should contact the principal.

You may buy school lunches or bring sack lunches. The cost per meal is as follows:

Grades K-5	\$2.40	\$48.00 for 20 meals
Grades 6-8	\$2.60	\$52.00 for 20 meals
Grades 6-8 Supersize	\$1.50 Extra	
Adults	\$3.40	Extra Milk \$.35

Students who bring sack lunches may purchase milk in the lunchroom to drink with their lunch; the cost is \$.35 per one-half pint. Lunches must be PREPAID. All food will be eaten in the cafeteria. **Candy and carbonated soft drinks are prohibited.**

It is expected that all students will behave in a responsible manner in the lunchroom, allowing all to eat in a pleasant atmosphere.

Applications and information concerning free or reduced lunches are available in the office.

CHARGE POLICY

USD #267 Renwick requires households to pre-pay for school lunches and adopted a district meal charge policy as of January 1, 2000. The USD #267 District Charge Policy is as follows:

“No Charge” Policy for high school students

Grades K-8... “Maximum—5 meal charges”

- 1-2 charges—Verbal reminder to the student to bring lunch money.
- 3rd charge—Student must contact parent by phone during school hours.
- 5th charge—Building Secretary will contact parent by phone during school hours

informing them of last charge. Student will be required to bring payment to continue meal service.

No family will have to pay more than \$120.00 per year in activity fees, even if the 7-12th grade students are in separate buildings. This activity fee will replace the activity fee at Andale High School and the home gate fees charged to students and the towel fee at GPHS. The following table indicates a discount for students who are eligible for either free lunches or reduced price lunches.

USE OF BUILDING FEES

All persons or organizations wanting to use school facilities must complete an “Application for Use

of a Renwick School Facility.” An application must be completed and approved by the building principal. All regulations listed on the application are to be followed. The fees are:

- Team practice with less than 60% Renwick Youth (\$25/hour with two hour maximum per practice session.)
- Adult Recreation (All children 18 years of age or younger must be supervised at all times.)
- Use of weight room will be charged on a per user fee (\$20/month, district resident only)
- Profit Organization (\$25/hour, deposit of \$100). Must provide Certificate of Insurance with USD 267 named as additional insured.

- Use of kitchen with food service staff present (paid or volunteer) or an approved supervisor.

An approved kitchen Use Application must accompany this application. Profit organizations will be charged a \$25 per hour fee.

***HEALTH REQUIREMENT AND MEDICATION**

INFORMATION* SCHOOL NURSE

The School Nurse will be available weekly. The exact schedule will be posted on the first day of school. Any time a student needs assistance of a medical nature they are to report to the main office immediately and help will be provided. Parents will be notified if necessary.

The school nurse will also schedule dental, vision, hearing and scoliosis screenings during the school year. If concerns are identified, parents will be notified. Parental permission will be needed for dental and scoliosis screenings.

IMMUNIZATIONS

Students are to be immunized in accordance with state law: “No child shall be admitted to a public or private school of this state that has not been immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, and rubella as evidenced by a certificate of a licensed physician, or a public health department.” Hepatitis B and Varicella (Chicken Pox) will be required for Kindergarten students for the 2006-2007 school year. Students who transfer from another school will be conditionally admitted. A maximum of thirty (30) calendar days will be given for the student to produce documentation of immunization or be excluded from school. Immunization exemptions are for religious or medical reasons only and must be properly authenticated.

MEDICATIONS

Diagnosis and treatment of illness and the prescribing of medicines is not a school function. This includes administering aspirin. **When medication is necessary** the school will cooperate in the supervision of medications to the student, however, there must be a written order signed by the doctor and a completed permission for medications form signed by the parent. Copies of the permission forms are included in the enrollment packet, on the AES webpage, or may be obtained from the school office.

KINDERGARTEN INFORMATION

KINDERGARTEN ADMISSION REQUIREMENTS

Any child, who is or will be five years old on or before August 31, 2015, shall be eligible to enter Kindergarten. Children entering Kindergarten must present a birth certificate and a Kansas Certification of Immunizations. The State of Kansas is requiring a physical examination by a medical doctor prior to a student enrolling in a Kansas Public School. Kindergarten will begin with the first day of school.

ATTENDANCE

ARRIVAL TIME

School Hours are from 8:05 AM to 3:32 PM. **The school building will be open to students at 7:45 am.** K-5 students will gather in the gym. K-5 teachers will pick up their classes from the gym. Grades 6-8 students will go to the cafeteria.

EXCUSED ABSENCES

Regular school attendance, successful completion of assignments and resulting grades are closely related. Andale Elementary students will be expected to be at school daily.

Parents are to call the office at 444-2628 by 8:30 a.m. if their child is unable to attend school that day. The following reasons will be recognized as excused absences:

1. Illness
2. Funerals
3. Family Emergency
4. Andale Elementary Activities
5. Personal Business/Other with Prior Approval
6. Obligatory religious observances

Parents should send a note to the office with the child upon his/her return. The student needs to stop in at the office to sign in before they proceed to class. Students will be expected to make up all work. When ill, students should make up their work within three days after returning to school. In other circumstances, students and parents will need to work with the teacher(s) involved. Request for homework needs to be made to the office by **9:00 a.m.** If the absent student has siblings in the building, parents should ask the sibling to pick up the absent student's homework from the office. **Homework will be available ONLY upon request.**

UNEXCUSED ABSENCES

Absences for reasons other than those listed above are generally considered unexcused. **By state statute the school principal determines what an excused absence is.** In the case of an unexcused absence, the student will be expected to make up the work.

TRUANCY

Kansas State Laws 72-1111 and 72-1113 require school attendance by all children between the ages of seven (7) years and sixteen (16) years. If a child is not enrolled in a public or nonpublic school, such child is truant. If a child is inexcusably absent on either three (3) consecutive days or five (5) or more days in any semester, or seven (7) unexcused absences in a school year, whichever comes first, such child is truant. See BOE policy JBE for further information.

Schools are required BY LAW to report all truancy violations to the Secretary of Social Rehabilitation Services (SRS).

EXCESSIVE ABSENCES

Students will be limited to 12 excused absences per semester. Any absence past the 12 day limit will not be excused unless it is for illness verified by a licensed physician or for absence approved in advance by the administration. Exceptions: students who are hospitalized or suffering from a long term illness while under the care of a licensed physician will be exempt from this provision. Long term illness is defined as an illness which keeps a student out of school for at least 4 consecutive days. In addition, all doctor and dental appointments verified by an appointment card will be exempt from this provision.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments are considered excused absences up to the maximum of 12 total absences per semester. If the maximum number of excused absences has been reached, verification of the appointment is necessary in order to excuse the absence. Verification may be an appointment card, a doctor's note, or other appropriate documentation. Every effort should be made to insure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of ½ day for these appointments. Parents are urged to return children to school as soon as possible.

VACATIONS

All vacations must be prearranged with the office at least 5 days prior to the student leaving. The vacation will be excused only in as much as it falls within the 12 day absence limit. Any days which exceed the 12 day limit will be counted as unexcused. The student will be responsible for notifying each teacher and completing work as arranged with that teacher.

TARDY

Being on time to school and class is important. The student should be in their classroom before the bell rings. If a student is late coming to school, parents should send a note. **Tardy students must first report to the office when arriving at school and sign in.**

RELEASE OF STUDENTS DURING SCHOOL HOURS

Parents who desire to have a child excused from school for medical or other legitimate reasons should send a written request to the school office giving the date, time, and reason. **Students who need medical attention need to come to the office/nurse's office prior to calling parents.** Parents must report to the office before taking the child from school. Each student must sign out in the office when leaving. If returning to school before the day is finished, students need to sign in upon return. During the school day, students will only be released to the lawful parent or custodian, or to a designee at the request of that parent/custodian.

LEAVING SCHOOL WITH OTHER PERSONS

If you want your child to leave school with someone other than you or a legal guardian, **you are required to write a note stating the name(s) of the person(s) who will be calling for your child.**

RELEASE TIME

Students with a parental request are released during the school day to attend religion classes of approximately 60 minutes in length two days for 1st-5th and 40 min for 3 days for 6th-8th.

DISCIPLINE PROCEDURE

Step One: The teacher will give the student a warning, reminding him/her of the expected behavior and consequences of inappropriate behavior.

Step Two: Teachers will handle inappropriate behavior in their own classrooms when possible.

Possible logical consequences include the following:

1. Written work that is appropriate for the behavior.
2. Loss of recess.
3. Removal from activity or classroom.
4. Phone call to parents.
5. Service in the classroom.
6. Loss of a privilege.
7. After school detention.
8. Writing school standards.
9. Behavior contracts.
10. Time out in office.

Step Three: The student will be referred to the principal using a referral form. The principal will conference with the student and parents may be notified. A meeting may be held with the principal, student, and teacher. Consequences will be applied and a behavior plan may be developed. Step three may be repeated. Continued instances of inappropriate behavior will result in step four actions.

Step Four: Students will be referred to the principal using the referral form. Detention or in- school suspension will be applied and a meeting or phone conference with the principal, the student, and the parent will occur. Step 4 may be repeated.

Step Five: Out of school suspension or expulsion are options in severe discipline cases. BOE policy will be followed.

Instances where severe disruptive behavior occurs, such as fighting, severe defiance, vandalism, etc., step 4 or 5 may be implemented immediately.

DETENTION

Students are expected to observe school standards, abide by guidelines set forth in the student handbook, and follow individual classroom rules. Detention may be assigned as a consequence of inappropriate behavior.

IN- SCHOOL SUSPENSION

Students assigned to in-school suspension will spend the entire school day in isolation working in the school building on school assignments. While in suspension a student will not be allowed to participate in any school activities outside the classroom.

The principal shall determine the number of days a student serves in suspension. The following are examples of problems leading to in-school or out-of-school suspension:

1. Insubordination
2. Disrespect
3. Fighting (both parties equally. Unless there is clear evidence of a one-person attack, totally unprovoked, we hold students responsible for avoiding fights.)
4. Unexcused absences and tardiness.
5. Profanity
6. Failure to report to detention.
7. False fire alarm.
8. Drinking alcoholic beverages, using or possessing illegal drugs on school grounds.
9. Possessing, smoking, or using tobacco on school property.
10. Bringing threatening items to school including all knives.
11. Vandalism
12. Stealing
13. Cheating
14. Failure to complete assignments.
15. Other situations that interrupt the school environment.
16. Threats of any kind (written, spoken, electronic, or any other means).

*Threats of any kind, be they written, spoken, electronic, or any other means, will not be tolerated. In the event a threat is made at school, the administration will investigate the threat to determine the seriousness of the threat, and the person(s) responsible for making the threat. The safety of the students and staff is of the utmost importance when considering the seriousness of the threat. When deemed appropriate, law enforcement will be notified. The person(s) found responsible for making the threat will be subject to disciplinary action up to and including expulsion by the school. Criminal charges may also be pursued through the law enforcement.

ALCOHOL USE

Alcoholic beverages are not allowed on school grounds. See BOE policy JCDAB for further Information. Any student in violation of this policy **on or before** entering the school grounds or buildings, **at any** school sponsored activity off school grounds, **or traveling to or from** any school- sponsored activity will be subject to disciplinary action.

DRUG ABUSE REGULATIONS

According to Board of Education policy JDDA, the unlawful use, possession, sale, or distribution of drugs on the school premises or at school functions is prohibited.

WEAPONS

Possession or use of a weapon, facsimile of a weapon, or any object that can reasonably be considered a weapon is prohibited. A person who is found to be in possession of such items, or who places another person in fear of bodily harm with such items on school premises, before or after school, or at school functions, is subject to administrative and/or legal action. See Renwick Board of Education policy JCDA-R for further information.

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in the school. The Board of Education defines sexual harassment, in policy JGEC.

RACIAL HARASSMENT

Discrimination or harassment on the basis of race, color, or national origin shall not be tolerated in the school district. In policy JGECA, the Board of Education describes racial harassment as racially motivated conduct.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another certified staff member. All complaints of racial harassment will be investigated and action will be taken to end the harassment.

ACADEMIC INFORMATION

GRADING SYSTEM

Go-Edustar, our computer management system, there is a Grade Book program that allows teachers

to show assignments, percentages, and letter grades. Parents can also go online and view their child's

grades and progress in each of their classes.

District-wide grading scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = below 60

PROGRESS REPORTS

Students will receive progress reports between the 4th-5th weeks of each nine weeks. Some teachers choose to send weekly progress reports. This is especially followed for 6th-8th graders. Grade cards, which are a sheet of paper, will be handed out once each 9 weeks.

CONFERENCES

Parent-Teacher Conferences are scheduled for the 6th week of the 1st and 3rd nine weeks. This change is to make contact with parents sooner to help solve any problems or concerns. Parents are encouraged to contact teachers more frequently if desired or needed.

PROMOTION/RETENTION

See the Renwick Board of Education policy JFB for information on retention.

STUDENT PLACEMENT

Placement of students in classes and grade levels will be determined by the teacher(s) and principal in following district policy. The principal will have the authority to make all final decisions in class placement and grade level placement.

CLASS TRANSFERS

Students will not be allowed to change their class schedule without Administrator and Teacher approval.

MEDIA CENTER

Our Media Center is designed to support classroom learning and promote leisure reading. We hope students experience many hours of enjoyment utilizing this service. We are an AR (Accelerated Reading) school.

Procedures to be followed are listed below:

1. During the school day, you will be coming to the media center many times with your classes. You may also come alone at other times with your teacher's permission.
2. You may check books out for a one-week period and may recheck them if necessary.
3. Reference books and Encyclopedias may be used in classrooms during the school day.
4. The media center is a place for you to STUDY and READ. A favorable atmosphere for study and reading should prevail at all times.
5. The media specialist should not be interrupted when she is conducting a class.

SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline (1-877-626-8203) is available for use by students, parents, and community members in anonymously reporting any impending school violence. Teachers as asked to share this information with students.

Renwick Eligibility

Criteria

6th-8th Grade (Sports, Music, Academic Competitions)

SPORTS

- Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination documented by a completed form furnished by the school. The form requires the student gain permission of a parent or guardian.

- You, as an individual involved in an activity offered at our school, are recognized as an official representative of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

- Student must be in attendance for at least ½ of the school day in order to be eligible for extracurricular activities

ACADEMICS

- Students earning a 64% or below are ineligible for one week (Monday-Sunday).

FAILURE TO ADHERE TO BUILDING/CLASSROOM POLICIES

- If the principal or teacher feels a child can not represent our school in a positive manner, he/she will be marked ineligible. This section would be marked if a child chooses to have inappropriate behavior resulting in detentions, in-school suspension, or out of school suspension.

INCOMPLETE WORK

- If a child has an abundance of incomplete assignments in a particular class, the teacher can mark the child as ineligible.

SPECIAL EDUCATION/504 PLANS

- Students who currently have a 504 plan or a special education IEP are considered exempt from the academic requirement listed above. Their status is dependent on effort and attitude. If the teacher feels 100% effort has been put forth he/she will be considered eligible.

PROCEDURE

- Eligibility will be checked on Thursday of each week. The school will notify the students/parents on Friday of those ineligible.
- The child is then ineligible Monday-Sunday.
 - If a child's grade improves to 65% or above they will still remain ineligible through Sunday of that week.
 - A child that is not eligible will attend practice that week. Exemptions to the eligibility criteria due to unusual circumstances will be evaluated by the principal and the middle school teaching team.

Extra-curricular activities are a privilege. Students are ambassadors of Renwick when they participate in extra-curricular activities and their behavior is expected to be exemplary. Schoolwork always comes first.

Approved by the Board of Education,
June 2005

**CODE OF
CONDUCT**

Renwick

USD 267

Tobacco/Alcohol/Drug Policies And
Contract

Renwick USD 267 is committed to provide a wide variety of wholesome, well supervised extra-curricular activities. We encourage each and every student to become involved and participate as representatives of his/her school. Activities, though a very valuable part of the middle school and high school experience, are voluntary and secondary to what needs to happen in the classroom.

Effective starting the 2006-07 school year, the following policy will apply to each student who represents his or her school in any extra-curricular activity. Extra-curricular activities include all sports and any KSHSAA sponsored activities, such as cheerleading, debate, band, choir, etc. Students participating in any Renwick USD 267 extra-curricular activity must have a signed tobacco/alcohol/drug contract on file in the principal's office before participating in any activity. The signed contract will be in effect during the student's enrollment in a Renwick school.

Board of Education policies JCDA, JCDAB, JDDA and JDDA-R expressly prohibit the use, possession, transfer, or sale of any alcoholic or cereal malt beverage, restricted substances, or tobacco on school property or at school activities.

When the activity is "in season", students participating in Renwick extra-curricular activities are expressly prohibited from the use, possession, transfer, or sale of any alcoholic or cereal malt beverage, restricted substances, or tobacco while on school grounds, at a school related activity, or any other event or situation that may or may not be related to a school program.

Violation of this restriction by any Renwick student will, in addition to consequences set forth by the Board of Education, result in the following consequences listed below. Students in violation of this contract are encouraged to seek appropriate counseling or treatment. The following consequences are contained within one year and start over at the beginning of each year, except if the student reaches the Subsequent Offense level and then the consequence can extend into the following year as indicated in that section. None of the following consequences can be applied to situations where the student's grade in a class is affected by the consequence. In these situations, the coach/sponsor and administration have the discretion to provide a comparable, substitute consequence.

A. FIRST OFFENSE

Immediately after discovering the possible violation, the building administrator should take any action necessary to address the situation until a conference with the student, parent/guardian and coach/sponsor can be scheduled. As soon as can be scheduled, a conference including a building administrator, the student, parents/guardians of the student, and the coach or sponsor will be conducted. If a violation did occur, the building administrator will **suspend the student from participation in the next activity's competition/performance/activity**. Even though suspended from the competition/performance/activity, the student will be with the team in street clothes throughout the competition to support the team. In addition, the student will attend and participate in any practice(s) between the offense and the competition/performance/activity.

B. SECOND OFFENSE

Immediately after discovering the possible violation, the building administrator should take any action necessary to address the situation until a conference with the student, parent/guardian and coach/sponsor can be scheduled. As soon as can be scheduled, a conference including a building administrator, the student, parents/guardians of the student, and the coach or sponsor will be conducted. If a violation did occur, the building administrator will:

1. **Suspend the student from participation in the activity for the remainder of the current season or for a period of one month, whichever time period is longer.**
2. **Assign the student 20 hours of community service to be completed before the student can participate in any additional activities.** Completion of a community service program as designed by the student and parents/guardians must be approved by the school administration. Documentation that verifies the completion of the 20 hours is to be submitted by the parent or student to the administrator for approval. Any counseling sessions intended to resolve personal issues related to the offense can be substituted for some or all of the community service hours.

C. SUBSEQUENT OFFENSES

Immediately after discovering the possible violation, the building administrator should take any action necessary to address the situation until a conference with the student, parent/guardian, and coach/sponsor can be scheduled. As soon as can be scheduled, a conference including a building administrator, the student, parents/guardians of the student, and the coach or sponsor will be conducted. If a violation did occur, the building administrator will **suspend the student from participation in any activity for a period of one full year from the date of the offense.**

STUDENT AND PARENT/GUARDIAN
ACKNOWLEDGEMENT

I have read and understand the Code of Conduct Renwick USD 267's Tobacco/Alcohol/Drug Policy and the consequences associated with the policy.

Signature of Student & Date

Signature of Parent/Guardian & Date

Approved by the Board of Education, June 2006

EMERGENCY DRILLS & CLOSING OF SCHOOL

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency.

- Fire drills are conducted once each month and tornado drills are conducted three times per year. Detailed escape plans are posted in each classroom. Each class has an escape route to an outside area a safe distance from the building.

- During tornado drills each class will go to a designated area within the building.

All children sit with hands covering their head, which rests on their knees.

- Each building has a Crisis Management Plan in effect. Some other drills such as a chemical spill will be practiced with the students during the year.

EMERGENCY CLOSING OF SCHOOLS

When school is to be closed for the entire day, or when there is a delayed opening, announcements will be made over the local radio and television stations prior to 6:30 a.m. When extreme weather conditions make it necessary to close school early, announcements will also be made over the local stations. We will also use School Messenger to notify of any cancellations and/or postponements.

The following stations will be notified and should carry these announcements:

KEYN 104 FM	KKRD	107 FM	KZSN	102.1 FM
KFDI 101.3 FM	KNSS	1240 AM	KAKE -TV	CH 10
KFH 1330 AM	KRZZ	96 FM	KSNW -TV	CH 3
KHCC 90.1 FM	KXLK	105 FM	KWC N-TV	CH 12

SCHOOL RULES

SCHOOL WIDE RULES

1. No bullying behavior in the form of physical aggression, social alienation, verbal aggression or intimidation
2. Follow instructions the first time they are given
3. Keep hands, feet, and objects to yourself
4. No profane and /or vulgar language or gestures
5. Do not run in hallways
6. Do not damage the schools or another person's property
7. Wait for younger brothers and sisters in the designated area
8. No dangerous objects or materials
9. Move to your designated areas in a quiet, orderly prescribed manner
10. Respect the beliefs, ideas, and property of others

ELECTRONIC DEVICES

Students are prohibited from possessing electronic devices at school. These devices include, but are not limited to, cell phones, pagers, music devices (I-Pods, MP3 players, CD-players, etc.), game devices, and laptops. If teachers request these items to be brought to school for a specific learning purpose, the teacher will notify students and parents in writing.

If a student is found with a prohibited electronic device at school, the school will confiscate the item for the day. A parent/guardian must come to the office to obtain the item from the principal. Repeated offenses will be handled as a violation of school rules.

STUDENT-TEACHER RELATIONSHIPS/BEHAVIORS

It is the desire of the school to maintain good student-teacher relationships at all times.

Students are asked to show respect for all teachers at all times, with all teachers having jurisdiction over any student at any time. Misbehavior, running in the halls, etc. will not be tolerated. Every teacher will send home a written copy of his or her classroom rules and regulations at the beginning of the school year. Included with these rules will be a form for the parents to sign that they have read and reviewed a copy of the rules. The signing of this form does not mean that the parent necessarily supports all of the rules, but indicates that they are aware of the classroom rules and regulations. The child's immediate and future progress is highly dependent upon cooperation of the home and school in such matters.

LUNCHROOM GUIDELINES AND STANDARDS ARE AS FOLLOWS:

1. Do not give, take, or trade food
2. Keep hands, feet, and objects to yourself
3. No more than four people per individual table for 5th, 6th, 7th & 8th
4. Clean your area and push your chair in before leaving
5. No LOUD or unusual noises
6. If you purchase a meal, please no condiments or drinks from home
7. ABSOLUTELY NO FOOD THROWING
8. Conversational voices only, no loud talking.

LOCKERS

Students (6th-8th) are assigned lockers at the beginning of the school year. Lockers are to be neatly kept and contain only those materials that are necessary for schoolwork.

The administration reserves the right to clear any locker of its contents at any time with or without the student's consent. Students who cannot maintain a clean locker may lose the privilege of having one. Searches involving illegal, illicit or disruptive behavior will be conducted when deemed necessary. Items considered illegal, illicit, disruptive or a general nuisance will be confiscated.

CLASSROOM PARTIES

Self-contained grades may have three parties throughout the school year. Grades in departmental (6, 7 & 8) settings may have one party per year. The building principal must approve exceptions to the above rules at least three days in advance of the party.

BUS RULES

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. The driver must assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to another seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.

Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop - never stand on the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student. Unnecessary conversation with the driver is prohibited.

Do not talk loudly or distract the driver's attention. Remember that your safety is in the driver's hands. Outside of ordinary conversation, classroom conduct is to be observed.

Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.

VISITATION

STUDENT VISITORS

It is Andale Elementary's policy that students should not bring other non-enrolled children/students to school.

PARENT VISITATION

Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

For the protection of the students, all non-students are to report to the office upon entering the building. **Please do not go directly to the classroom.** If you need to give your child a message, medication, homework, lunch money, supplies, etc. please go to the office. Interrupting class hampers valuable instruction time.

COMMUNICATIONS

Communications include: Bi-monthly school newsletter (Falcon), community/group announcements, student work, HSO updates, teacher reports, and other special information.

The Principal maintains an open door policy and welcomes phone calls.

TELEPHONES

Students will be called to the phone **ONLY IN CASES OF EXTREME EMERGENCY.** Otherwise all phone messages will be delivered if received before 2:30 PM. Students will only be allowed to use the phone with teacher permission. **THE OFFICE PHONES ARE FOR BUSINESS PURPOSES ONLY.**

SCHOOL FACILITY USAGE RULES

No group may use the building after school hours without the presence of a responsible adult sponsor. The use of the building must meet the approval of the principal's office. Any community groups wishing to use any part of the building must make written arrangements at least one (1) week prior to the date of usage through the principal's office. (See Use of Building Fees, pg. 12)

FIELD TRIPS

Each grade level may request educationally related field trips as permitted by current Board of Education policy and guidelines. Student participation is a privilege for those who are students in good standing as determined by the classroom teacher and building principal. There will be a "generic" field trip form to be signed at enrollment.

SPECIAL SERVICES

The Renwick School District is a member of the Sedgwick County Area Inter-local Special Education Cooperative. Students qualifying for services will be served at AES if possible.

TITLE 1

Title 1 is a federal education program designed to assist students who are having difficulties in Reading/and or Math by supplying money to be used by school districts in these students' behalf. At present our district is using the moneys to employ Para-professionals to work with students to strengthen identified student weaknesses.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned in to the office. Unlabeled or unclaimed property is turned over to Good Will at the end of the school year or kept for emergency student use, such as dress code violation, or if a student has an accident at recess, etc.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the district are hereby notified that this district does not discriminate on the basis of Race, religion, color, national origin, sex, age, or disability, in admission or access to, or treatment or employment in its programs and activities. A person having inquiries concerning the Renwick School District compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinator who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Tracy Bourne
Superintendent
600 West Rush
Andale, Kansas
67001 (316)
444-2165

Title VI, Title IX and Section 504 ADA complaints may also be filed with the following:

Dennis Shay
Attorney at Law
O.W. Garvey Building
200 W. Douglas
Wichita, KS 67202

U.S. Department of Education, Region VII
Office of Civil Rights
10220 N Executive Hills Blvd.
Kansas City, MO 64153