

Be A Good Citizen

Respect Self & Others

Achieve Socially & Academically

Value Learning

Empathize

Safe and Healthy Environment

Council Grove Elementary School
Parent/Student Handbook

2017-18

ABSENCE POLICY It is the responsibility of the parent/guardian to notify school each day his/her child is absent. Absences in excess of five (5) days in a semester or seven (7) days in a school year are considered excessive and will be reviewed carefully by the building principal. Further absences may be considered unexcused unless appropriate documentation can justify the reason why the student is not in school. The principal will make the final decision whether an absence is excused or unexcused. See *truancy*.

It is the responsibility of the student to obtain the necessary information regarding make-up work during an absence. Students are granted one day for each day they are absent in order to make-up any missed schoolwork. If parents would like homework, they may request it when they contact the office and make arrangements for pickup between 3:00 p.m. and 4:00 p.m.

Haircuts, hair appointments, dance, hunting trips, shopping trips, and other unnecessary absences should not be considered "Excused" and should be avoided. See *Attendance*.

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

A student who engages in any form of academic dishonesty will be subject to disciplinary action.

Admission to School:

Pre-School: Children who will be four years old on or before August 31, 2017 are eligible to enroll in pre-school. Those entering Preschool must present a certified copy of their birth certificate (not a hospital record), a record of all required immunizations, a physical and district screening. Enrollment is limited for morning and afternoon sessions.

Kindergarten: Children who will be five years old on or before August 31, 2017, will be eligible to enroll in kindergarten. Those entering kindergarten must present a certified copy of their birth certificate (not a hospital record), a record of all required immunizations, and a physical. A transfer student who does not meet the age requirement is allowed to enroll if the child, while a resident of another state, entered an accredited kindergarten program.

First Grade: Children who will be six years old on or before August 31, 2017, may be admitted to first grade. All those entering first grade that have not attended USD #417 schools before must present a certified copy of the birth certificate (not a hospital record), a record of all required immunizations, and a physical. Enrollment is not complete until this is done. A transfer student who does not meet the age requirement is allowed to enroll if the child, while a resident of another state, has completed an accredited kindergarten course or had entered a state accredited first grade.

Other Grades: All students entering USD 417 for the first time will begin no sooner than the school day following enrollment. According to Kansas Law, we must have the following from students enrolling in a Kansas school for the first time: they are required to have a physical, certified copy of the birth certificate (not a hospital record), and immunization up to date. The physical assessment may be done 12 months prior to school entry. Required forms must be submitted within 90 days after enrollment.

ACADEMIC RESPONSIBILITY Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials, such as pencils, paper, and textbooks to class each day. The most common reason for failure in school is missing assignments – not ability. Students are expected to communicate with teachers and ask for work missed when they

have been absent or when they know ahead of time that they will be absent. Any student who fails to show a sincere and regular effort to complete assigned schoolwork may be subject to consequences.

After School Program (K-6)

Students enrolled in the USD #417 After School Program should report to the lunchroom immediately after school. For more information about the program call the CGES office at 767-6851.

AGENDAS Each student in upper elementary is given an agenda at USD 417 cost. The purpose of this agenda is to assist each student in being better organized for his/her classes. The agendas are also used as hall passes, telephone passes, etc. If students lose or misplace the agendas, they will be required to purchase one at school cost.

AIDS & SEXUALITY CURRICULUM INSPECTION

The human sexuality and AIDS curriculum is available for inspection. A parent or guardian may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.

ALERT SYSTEMS: Alert Systems is an automated telephone communication system that is available to the school and school district to share important school related information. Current lunch balance deficits, school closings, and other school announcements are examples.

Parent/guardians will provide Alert System contact information at the time they enroll students.

Parent/guardians are encouraged to notify school in the event that phone contact information changes.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT We are required by Federal Law to yearly notify patrons and students about the presence of asbestos material in our school buildings. There is some asbestos material in our buildings. This asbestos is checked on a regular basis and was found to be in good condition. EPA inspection in 2014 found USD 417 to be in compliance. All buildings are reinspected every three years. USD 417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

ATTENDANCE Kansas Law requires students to attend school until the age of 18. It is not only the parents' responsibility to require regular school attendance; it is the law. If parents communicate the importance of regular attendance while children are in elementary school, the habit should carry over to junior high, high school and work situations. Letters will be sent home after every 5th absence. Excessive absences can result in a meeting between the principal, student and parent to establish an attendance plan. See *Absence Policy and/or see Truancy*.

The Kansas Department of Education will calculate chronic absenteeism based on data reported in the End of Year Accountability (EYOA) records. Any student missing 10% or more of school days (excused or unexcused) will be reported on the Federal Chronic Absenteeism Report.

BEFORE AND AFTER SCHOOL AND AT SCHOOL SPONSORED EVENTS Council Grove Elementary School discourages students from arriving at school early. Doors are opened at 7:30 for breakfast. Students will sit quietly outside of their classroom until the 7:50 bell rings. If it is necessary for a student to arrive early, please make prior arrangements with the teacher or office. When the

bell rings at 8:00 a.m., students are to be seated in their classroom. The Pledge of Allegiance followed by daily announcements will begin at 8:00 a.m.

Once a student arrives at school, he/she is required to remain on school grounds until school is dismissed or unless properly excused.

After school, all students should go directly home either by bus or by the most convenient way possible. Students may not remain in school buildings, on school grounds, or in faculty parking lots without the permission of school personnel after 3:30 p.m. or after an activity is completed. Only students who have been assigned detention time by one of their teachers, or are completing school work, or are involved in an organization activity with adult supervision may remain on school grounds after 3:30 pm. Students in the school building for no apparent reason after 3:30 p.m. will be asked to leave.

Students may not assemble in unauthorized areas or hallways during the school day when classes are in session. Students who do this may be disciplined.

There will be no playground supervision either before or after school.

Bicycle Safety:

For safety reasons, we recommend that children in grades PreK-3 not ride bicycles to school. No one is allowed to ride on the sidewalks, grass, playground or in the parking lot around the school between 7:15 a.m.-4:00 p.m. during school days. All students riding bicycles to school should wear a helmet, park bicycle in designated area and obey all bicycle/traffic rules.

Students in Kindergarten-third grades may ride their bike **only** if accompanied by a parent/guardian **to** and **from** school. All CGES students should wear a helmet when riding to and from school.

During enrollment, parents and students will be asked to sign a bicycle safety contract if students will be riding their bicycle to and/or from school.

BREAKFAST: Breakfast is an important part of a child's day. Students are more alert and perform better in class if they eat breakfast. Breakfast is available to students beginning at 7:30 a.m.

BUILDING SECURITY:

BULLYING

Bullying means: Any intentional gesture of any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- 1) Harming a student or staff member, whether physically or mentally
- 2) Damaging a student's or staff member's property
- 3) Placing a student or staff member in reasonable fear of harm to the student or staff member or
- 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

"Cyberbullying " means bullying by use of an electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, social media and websites.

Simply put, bullying is the intentional hurting of one person by another. Bullying can be carried out physically, verbally, emotionally or through cyberspace.

An act of bullying by either an individual student or group of students is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

No teacher, administrator, or employee of the school district shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

People who are bullied or witness bullying are encouraged to report it. Reporting sheets are located outside the office.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or false reporting of bullying, or who permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels and/or special education needs of the parties involved; and the severity of the behavior.

Discipline guidelines for student bullying will be progressive in severity, beginning with a visit to the principal or counselor to elicit behavior modification, with repeated offenses over time possibly resulting in expulsion. The severity of the initial bullying behavior may dictate a more aggressive first step. *A copy of the discipline rubric is available in the elementary school office.*

It is the belief of USD 417 that every student deserves a school atmosphere that is safe and conducive to learning. *Also see Hazing/ Harassment/ Intimidation/ Bullying/ Menacing.*

BUS POLICY The District Transportation Director or a USD 417 Board of Education designee assigns bus routes. If students need to ride a different bus home, they will need a note from home signed by a parent or guardian regarding why they need to ride a different bus. If no room is available on that particular bus, the student will be asked to board their regular route bus.

Student misbehavior on the bus will be appropriately disciplined. The principal or transportation director may suspend or revoke the transportation privilege or entitlement of any student who misbehaves. All routes and schedules are tentative and subject to change as conditions exist. Parents should communicate with the route driver if the student is not riding.

BUS RULES

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned 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.

3. Pupils must be on time; the bus cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
6. Pupils must not throw waste paper or trash on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Pupils must keep all objects inside the bus at all times.
8. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
9. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
10. Any damage to the bus is to be reported at once to the driver.
11. Students riding a bus during a stormy season are advised to listen to their home radio or TV for storm warnings and not attempt to reach school when so forewarned.
12. Food and drink are prohibited on regular route busses.
13. Vandalism of busses will not be tolerated.
14. Certain types of children's clothing can create a hazard as children get on and off busses by being caught in the bus handrail, door, or other equipment. Especially dangerous are long, dangling jackets or sweatshirt drawstrings, long backpack straps, long scarves or other loose clothing. In addition to checking on safe clothing, parents should encourage students to stay away from danger zones around the bus. For example, if children drop something near the bus, encourage them not to pick it up because the driver may not see them.
Children also need to be warned that other motorists do not always stop for a stopped school bus, so students need to be very careful getting on and off the bus.

CANDY & BEVERAGES Candy and chewing gum at school are prohibited unless allowed by school personnel. Vending machine items may be purchased only after regular route busses have departed after school unless under special circumstances determined by teachers or administrators. Violation of this rule may result in consequences.

CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY All phones and electronic devices are to be turned off and placed in the student's backpacks upon entering the Elementary School in the morning and remain there until the dismissal bell at 3:10 p.m.

First Offense: Any school adult may take the phone from the student and turn it into the office where the student may pick it up at the end of the school day.

Repeated Offenses: Any school adult may take the phone from the student and turn it into office. The cell phone will be held until the parent/guardian can come to school and pick up the cell phone.

COMPUTER/ INTERNET USE: The use of or access to district computers, computer software, or network bandwidth is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall be used only on computers owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

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

Any e-mail or computer application or information in 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.

Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. *BOE approved 8-2008.*

CRISIS MANAGEMENT PLAN The CGES Crisis Management Plan, located in each room of the building, outlines procedures for emergency situations.

In the event that an emergency arises, please contact the school at 767-6851 CGES or the District Office at 767-5192.

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY Students are not allowed to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may be disciplined. Law enforcement officials may be contacted as necessary.

DETENTION The USD 417 Board of Education has authorized the keeping of students after regular school hours for disciplinary purposes. Detention takes precedence over all other activities.

Detention time must be completed within two days or as agreed upon with the teacher.

Failure to attend assigned detention may result in the assignment of additional detention time, or may result in school suspension or other disciplinary action. Students are required to bring study materials and will work quietly during the entire detention time. Multiple detentions over a short period of time may result in ISS (In School Suspension).

Detention may be assigned to students who are excessively tardy (*See Tardy*) or when they violate a classroom or school conduct rule. Teachers are encouraged to contact parents by phone when a student has earned a detention due to inappropriate behavior.

Arrangement of transportation is the responsibility of the student who is serving the detention. If a student cannot arrange transportation to his/her home, arrangements should be made with the teacher assigning the detention to work out a possible alternative.

DISCIPLINE Each teacher is in charge of developing his/her own set of classroom management procedures to deal with everyday discipline concerns in the classroom or hallway and include possible consequences and parent contact. Building administration each fall will approve procedures and each time significant changes are made to the teacher's plan. 2017-18 will be our MTSS Behavior Implementation year. Please see the Behavior Expectation Matrix at the end of this document.

Teachers will seek administrative assistance when classroom behavior becomes unmanageable. *Also see School Conduct/ Discipline.*

DRESS CODE The purpose of a dress code is not to inhibit any student's taste in attire, but rather to create a less distracting learning environment. Modest and non-disruptive apparel is required. Sexually suggestive clothing is not permitted. Any profanity, tobacco, alcohol, or drug related logo/words on clothing is prohibited. The school administrator will determine the appropriateness of clothing.

Students may not wear hats, caps, or other head coverings inside the school building, unless approved by the principal. Book bags and bulky coats need to be stored in the area provided. All students are to wear shoes at all times for health and safety reasons.

DRILLS (FIRE/ TORNADO) Fire and Tornado drills will be conducted periodically throughout the school term. Tornado and fire drill routes will be posted in a conspicuous place and procedures will be gone over with all students by their respective teachers.

DRUG FREE SCHOOLS & COMMUNITIES POLICY Students are not to promote, consume, possess, sell or distribute any drug, narcotic, alcohol, tobacco, or substance purported to be a drug, narcotic or alcohol, at school, on school grounds, or at school-sponsored events. Strict action will be taken against students who do any of the aforementioned or come to school after consumption of alcoholic beverages or after using illegal drugs. Any student violating the terms of this policy will be reported to parents and may be reported to appropriate law enforcement officials. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

EMERGENCY SAFETY INTERVENTION PARENT INFORMATION ESI parent information is posted on the district website, www.usd417.net. To access this information go to the website, click on the Parents-Community tab and choose ESI parent information or click on the Schools tab, click on CG Elementary and the link is on the home page.

ENROLLMENT Council Grove Elementary School welcomes new students and returning students to our school.

New Students: New students can expect to enroll on one day and attend school the next day. This gives the office time to schedule classes and notify teachers so that they may prepare accordingly.

Out of District Requests: New students requesting admission though live in another district will complete the Out of District Request form and submit it to the building principal in advance of enrolling in school. The principal will approve, or conditionally approve, or deny the out of district request. Parent and student will be notified of the decision prior to the enrollment process. See *Admission to School*.

Fees: Each student (including a child in foster care) is required to pay enrollment fees as established by the Board of Education, at the time of enrollment. Optional fees include After School Program and milk for K-1 students.

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

Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Non-immunized students, including those with religious, medical, or other statutory exemption, shall be excluded from school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risk to the child.

PowerSchool: PowerSchool is an online student management system that USD 417 schools use to keep track of student information. Student record information includes but is not limited to student demographic information, assessment information, Kansas Individual Data for Students (KIDS), attendance, student grades, etc.

Parent/guardians can log on and monitor student progress, attendance, read the daily bulletin, contact teachers and pay lunch bills online. Website information is below. Parent/student username and passwords will be issued one time and will be good from one year to the next. Should parents or student lose this information, contact the school attendance center.

<http://www.usd417.net>

Once on the district site, click on the PowerSchool link at the top of the page.

School Supply List: The school supply list is updated by staff annually. The supply list may be accessed on the CGES website and will be available at the time of enrollment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and

maintained by Unified School District No. 417. In accordance with FERPA, you are required to be notified of those rights including:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 417 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 417 policies for complying with FERPA. A copy may be obtained from: Superintendent of Schools, 17 S. Wood Street, Council Grove, KS 66846

Directory Information: For purposes of FERPA, Unified School District No. 417 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name,

address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No.417 at the office of the building principal on or before September 1st. If a refusal is not filed, Unified School District No.417 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

FIELD TRIPS Students are required to ride the bus to and from field trips unless prior arrangements have been made.

FIRST AID Every effort is made at school to avoid accidents. If however, a child is injured, we will administer first aid. If the injury is serious, we will attempt to notify the parents and ask for instructions. If the parent cannot be reached, the school will follow the procedure outlined by the parent on the enrollment form. Additional insurance may be purchased at enrollment time.

FLOWER DELIVERY AT SCHOOL Sending flowers/balloons is discouraged. Students who receive deliveries will be notified at the end of the day. It is the student's responsibility to pick up deliveries after school from the office.

FREEDOM OF ASSEMBLY CGES recognizes that Freedom of Assembly is a right protected by the First Amendment of the Constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district.

GANGS Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

GRADE CARDS/ GRADING SCALE Grade cards are distributed following the completion of each nine-week term. If parents have any questions regarding academic progress report cards, they should contact Council Grove Elementary School.

Grading Scale

The CGES grading scale is:

A+	100%	C+	77-79%
A	95-99%	C	74-76%
A-	90-94%	C-	70-73%
B+	87-89%	D+	67-69%
B	84-86%	D	64-66%
B-	80-83%	D-	60-63%
F	59% & below		

Some assignments may be graded on a rubric scale. Further information will be given at parent nights.

Grades are not meant to promote competition between students, but rather to serve as motivation for students to excel.

Student grades can be viewed at the Power School website by visiting the District website <http://www.usd417.net>

Once on the district site, click on the PowerSchool link.

GUIDANCE COUNSELOR/ SCHOOL SOCIAL WORKER Individual, group, and classroom guidance are available to students at Council Grove Elementary School. The purpose of guidance services is to help students understand themselves and their environment as they adjust to various situations.

HAZING/ HARASSMENT/ INTIMIDATION/ BULLYING/ MENACING The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Harassment is defined as inappropriate or unwelcome language or behavior that has the purpose or effect of:

1. Demeaning an individual
2. Unreasonable interfering with a person's school performance
3. Creating an intimidating, hostile or offensive school environment

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials. *See Sexual Harassment and/or Racial Harassment.*

HOMELESS STUDENTS USD #417 actively seeks enrollment of students who are experiencing difficult times and are considered homeless. If not identified by USD #417, these families/students are encouraged to contact the Superintendent or Principal for assistance. Copies of the Homeless Student Regulations are available for inspection in each school office.

IDENTIFY SELF Students will identify themselves when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may be disciplined.

ILLNESS AT SCHOOL If students become ill at school, the school nurse will examine the child and possibly contact the parent or guardian. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness.

INTERROGATIONS / INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or student conduct. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or a representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or a representative shall be observed. The administrator shall document notification or attempted notification of parents, guardian or representative involved. If a student's parents, guardian, or a representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

INVITATIONS Students will not be allowed to hand out party invitations at school. Exceptions to this rule must be arranged through the principal.

LATE WORK Students will be responsible for turning academic work in on time. It will be each individual teacher's discretion as to what the consequences will be for failing to turn work in on time.

LIBRARY POLICY Library hours are from 8:00 a.m. to 3:30 p.m.
Book loan periods are one week. Library privileges may be temporarily suspended for failure to return overdue books. Reference materials may be checked out overnight.

Students are expected to reimburse the library for any books or materials they have damaged or lost.

LOST/ FOUND A place for lost and found articles is located in the foyer beside the ES Office. Unclaimed items will be taken to the Thrift Store.

LUNCH All students must go to the cafeteria or possess a note allowing them to go home during the assigned lunch period. Students have the option of bringing a sack lunch or purchasing a meal. Parents may also pick up their child to take them to lunch. The parent must sign the student out at the school office before the student may leave the building.

Meals must be purchased in advance. CGES will use Alert Systems, the district's automated phone system to alert parents of low or negative balances on lunch accounts.

If money is **not** sent to school and a negative balance of 3 meals is accumulated, students will be required to bring a sack lunch or will be asked to pay for the day's meal before being served. If neither of those alternatives is met, the student will be served a peanut butter sandwich and milk.

All students have the opportunity to purchase additional servings of menu items (doubles and/or milk). Students with a balance of \$0 or a negative balance will not be allowed doubles or extra milk. Prices for doubles and/or extra milk will vary, however **all** meal plans (Full, Reduced, and Free) will be charged.

Please refer to the District Policy (www.usd417.net) for actions of unpaid fees and negative account balances.

LUNCHROOM RULES (Trophy Winners)

1. Lunchroom trophy winners use quiet voices when talking.
 2. Lunchroom trophy winners are respectful.
 3. Lunchroom trophy winners use good manners.
 4. Lunchroom trophy winners stay in their seats.
 - No pop, candy, or gum is allowed during lunch period.
 - Students are to stay seated, talk in a quiet voice and keep hands and feet to themselves.
 - All students should remain seated unless they are dumping their trays.
 - Students will not be dismissed from lunchroom unless they receive permission from an authorized adult.
 - Students are not allowed in classrooms or halls during this time.
 - All lunches including sack lunches are to be consumed in the cafeteria. No food will be taken from the cafeteria unless permission is granted.
 - Every student is expected to have a sack lunch or take a food tray when eating at school.
- See School Conduct/ Discipline.*

MEDICATION The following policy is practiced by USD #417 for the administration of medication to students, as recommended by the State Department of Health and Environment.

If a student must receive a prescribed medication during school hours, the following steps have to be completed before the student may receive medication at school:

1. Inform the school nurse.
2. A written medication order from the doctor and student health record must be on file with the nurse.
3. A signed parent consent form must be on file.
4. The medication is to be brought to school in the original container stating the name of medication, child's name, dosage and when to be given at school.

School personnel may not administer the initial dose of medication or alter the prescribed dosage.

Medications are kept in a safe place and individual records are charted.

Milk

Students in kindergarten and first grade will have a milk break during the day. Students are required to pay for this milk if they choose to have it. If monetary assistance is needed, please contact the CGES Office (620-767-6851) and ask about our "More Than Milk" fund.

NON-DISCRIMINATION Unified School District #417 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Doug Conwell, Superintendent, 17 Wood Street, Council Grove, KS 66846 (620) 767-5192

For further information on notice of non-discrimination call the US Educational Office Of Civil Rights at 1-800-421-3481.

PERSONAL PROPERTY Students should keep electronic games, cell phones, beepers, and other electronics devices turned off and in their book bags.

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

PETS USD 417 will follow Kansas State guidelines regarding animals at school. Please contact the building principal prior to bringing any pet or animal to school.

PHYSICAL EDUCATION Physical Education is offered to all students. If a student cannot physically participate in Physical Education, he/she must bring a note from his/her physician excusing him/her from PE.

PUBLIC DISPLAY OF AFFECTION Public displays of affection are not appropriate at CGES and will not be tolerated at school or school sponsored events/activities.

RACIAL HARASSMENT - See BOE Policy JCECCA

Discrimination or harassment on the basis of race, color or national origin shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. *See Hazing/Harassment... and/or Sexual Harassment.*

RIGHT TO AN EDUCATION A student's right to an education in Kansas is granted because of provisions in the state's constitution. There are two very important things a student must do faithfully to protect this constitutional right. Those two things are: attend school and participate in the learning activities.

There are many other things responsible students do while they are students, but nothing is more important than doing the schoolwork assigned by their teachers and being in school regularly.

Along with one's right to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as not to interfere with the rights of others to the same opportunity.

Essential to the fostering and maintaining of educational opportunity is reasonable and necessary order in the schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

ROLLER SKATES/ ROLLER BLADES/ SKATEBOARDS/ SCOOTERS/ AND HEELIES

In order to provide a safe environment for all students in and around the school, the above-mentioned items should not be on school property.

SCHOOL CLOSINGS

Students will be provided time to use the phone to make arrangements in case of early dismissal due to severe weather. The school will utilize emergency contact names and phone numbers as necessary.

Announcements regarding school closings or changes in bus schedules will be broadcast frequently on WIBW-AM 580, WIBW –TV 13, their website www.wibw.com, and Alert Systems.

SCHOOL CONDUCT/ DISCIPLINE In accordance to the Council Grove Elementary School Mission Statement, students will behave as responsible citizens with respect for self and others. Proper language, courtesy, and good manners are a part of showing respect toward others. Conduct that disrupts or interferes with normal procedures has no place in school.

Rules have been established and approved by the Board of Education of the USD 417 Schools for use during the school day and at USD 417 sponsored events. Students who do not comply with these rules or responsibilities mentioned in other sections of this handbook may be disciplined. These rules may be changed during the school year by the Board of Education and students and parents/guardians will be informed if and when there are any changes.

Teachers may establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules and may be disciplined for not following them. *See Discipline.*

We believe all our students can behave appropriately in the classroom. We believe that if a student is not behaving appropriately, that prevents other students from learning and causes unnecessary losses in teaching time. Therefore, parents will be contacted and expected to support efforts in solving behavioral problems brought to their attention. *See Discipline.*

Discipline Procedures: Should students choose behavior that interferes with the safe and orderly operation of schools during the school day or at a school activity, they may be assigned a consequence or combination of consequences. Teachers and principal will determine consequences according to the infraction and the level of disruption the behavior has caused for peers, school, and/or staff.

Possible consequences (no specific order) include but are not limited to...

- Warning or redirection
- Timeout
- Tardy Detention – *See Detention.*
- Behavior Detention – *See Detention.*
- Parent contact
- Parent letter
- Adjust student schedule
- In school suspension
- Contact Law Enforcement – *See Interrogations and Investigations.*
- Out of school suspension
- Expulsion

Prohibited Activities: See BOE Policy JDD and JDDA

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils or teachers will be considered unacceptable. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity home or away which are deemed to be grounds for disciplinary action, including suspension or expulsion are:

1. Breaking of school or class rules
2. Extortion
3. Bullying or Cyber-Bullying
4. Failure to comply with a reasonable request (willful disobedience)
5. Harassment of any kind
6. Fighting
7. Obscenity
8. Intimidation
9. Open defiance
10. Using, possessing, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
11. Possession or use of weapons including fireworks or school property
12. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substance.
13. Profanity
14. Smoking, chewing or possessing any tobacco product is prohibited
15. Possessing or using E-Cigarettes
16. Stealing
17. Excessively tardy
18. Temper tantrums
19. Threats (by word or deed)
20. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
21. Vandalism
22. Other matters covered by KSA 72-8901
23. Disrespect to staff members or school employees
24. Inappropriate conduct at activities
25. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing.

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

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

Possession of a firearm shall result in expulsion from school for a period of one year (not to exceed 186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

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

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

SCHOOL SAFETY HOTLINE The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. **This hotline would give students the opportunity to anonymously report any potential violence.**

The Kansas School Safety Hotline Number is 1-877-626-8203.

SEARCH AND SEIZURE Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all its students.

School employees may be asked to help conduct searches when there is reason to suspect that the health, safety, or welfare of students may be in danger. Guidelines for making a search and seizure are as follows:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. The search of school property, including lockers, may be made by the principal without the student being present.
2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items used to disrupt or interfere with the educational process may be temporarily removed from a student’s person.
4. A student’s person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

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

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

The complete district policy on sexual harassment can be viewed in the school or district office. *Refer to BOE Policy JGEC. See also Hazing/ Harassment...and/or Racial Harassment.*

STUDENT ACCIDENT INSURANCE The opportunity to become insured under a Student Accident Plan will be given to each student at the time of enrollment.

STUDENT DROP OFF/PICK UP Students may be dropped off at school in the parking lot north of the playground by the trash dumpsters. They can then use the crosswalk to enter the building or students may be dropped off on Moser St. by the ramp and enter the NE doors. (Note: Moser St. is a one way street before and after school.) Students are not to be dropped off/picked up on Main Street in front of the main entrance or on the bus lane west of the building.

STUDENT FREEDOM OF EXPRESSION The right to freely express oneself is justifiably tempered with responsibility to insure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication to reflect one of the purposes of CGES. That purpose is to encourage the use of good language skills while providing educational experiences for students.

1. The expression shall not contain words that are considered indecent, obscene, profane, vulgar, or off color. Phrases containing threats, offensive physical gestures, threatening gestures or expressions that undermine or are disrespectful to school personnel will not be tolerated.
2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.
3. The expression of the student shall not encourage other persons to violate school rules.
4. The expression of the student shall not be unusually loud, or interfere with, or obstruct any lawful mission process, function, or purpose of the school.
5. The expression of the student shall not be slanderous or libelous.
6. The expression of the student about, or directed to, any teacher, administrator, or other employee at any time in a public place shall comply with the five previously stated rules governing student expression. (Example: Any student, who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher or others hear the insult, may be disciplined by school authorities).
7. The expression of the student by his/her dress shall comply with the six previously stated rules governing student expression. (Example: Any student wearing clothing that displays words, phrases, or gestures that are considered indecent, lewd, obscene, profane, vulgar, off-color, or promoting the use of alcohol or drugs, may be disciplined by school authorities).

STUDENT SIGN-IN/ SIGN-OUT: When it is necessary for a student to leave the school grounds during school time or arrive late to school, a parent must "sign in/out" on a sheet designated for that purpose in the office. It requires the student's name, date, time, reason for leaving/arriving, and parent signature.

SUSPENSION/ EXPULSION: A student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and BOE Policy JDD. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other licensed employee, or committee of licensed employees of the school in which the pupil is enrolled or by a hearing officer appointed by the Board.

A suspension may be for a short term (not exceeding ten school days) or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

TARDY It is the responsibility of all CGES students to be in their assigned class on time. Consequences for being inexcusably tardy in a quarter are:

Times Tardy	Consequence
1	Warning by Teacher
2	Warning by Teacher
3	Warning by Teacher/Principal
4	Detention (30 minutes)
5	Detention (30 minutes)
6	Detention (30 minutes)
7	Detention (60 minutes)
8	Detention (60 minutes)
9	Detention (60 minutes)
10	Parent/Student/Principal meet to develop an individual attendance plan.

TECHNOLOGY USAGE

1. Acceptable Use Policy-

USD 417 has purchased computers and their peripherals and connected to the world wide web to enhance the learning environment of all students, to help students reach the goals and outcomes of the district, and to aide the faculty and staff in carrying out their respective duties. However, with this usage of the “new” technology comes responsibility on the parts of faculty, staff and students.

Usage-

In this fast paced world students must learn to be critical thinkers and selective users of vast amounts of information. This involves thinking rationally and creatively, solving problems, managing and retrieving information, and communicating effectively.

The use of computers, the Internet, and other online resources must support education and research that is consistent with the educational objectives and outcomes of USD 417.

The use of or access to district computers and computer software is primarily for but not limited to district employees and students on a building-by-building basis. The primary student use of computers and the Internet is for the performance of student assignments and research. Personal use by students is prohibited without prior approval from the teacher.

Software-

Only software purchased by the district may be loaded onto district computers without prior

approval. Software licensed to the district (unless as part of a license agreement) shall not be used on non-district computers. District software shall not be copied for personal use. Students and staff may not load personal software onto a machine for limited usage without prior approval of the lab administration or technical personnel.

E-mail-

The guidelines for the use of e-mail are to be created and monitored by each district building. Email is only to be used for educational purposes. It is not to be used for personal use or to harass staff, students or other individuals.

Privacy-

Students and staff should not expect privacy when using district e-mail or computer systems. E-mail messages must use appropriate language and graphics. Students are expected to use the computer system following the guidelines approved by each teacher in his/her respective classroom. Any e-mail or computer application or information in 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 in a computer system or on any individual computer. Students who violate these rules or any other classroom rules related to computer usage are subject to disciplinary action up to and including suspension from school.

Usage Violations-

The following is a partial list of violations:

1. Illegal activities including cyber bullying, breaking copyright laws
2. Continuing in inappropriate sites
3. Using the district computers for financial gain
4. Vandalizing other student or teacher data
5. Gaining unauthorized access to resources
6. Invading privacy
7. Using inappropriate language or graphics
8. Vandalizing computers, the systems, and peripherals
9. Posting student personal information or pictures on the Internet without parental and staff permission
10. Altering the computer system

Disclaimer-

Users may encounter material that is controversial, inappropriate, or offensive. However, on the World Wide Web, it is impossible to control effectively the content of data and an industrious user may discover controversial materials. It is the user's responsibility to stop access to such material immediately.

TELEPHONE USAGE: Telephone calls (local and long distance) by students can be made from classrooms only with the permission of the teacher. Long distance calls by students will be logged each time a call is made. Students will not be called from classes to accept telephone calls except in emergencies. Telephone numbers or messages will be taken and delivered to students in a timely manner.

TEXTBOOK/ TEXTBOOK CARE: Normal wear of books during the school year will be taken into consideration; however, each student is responsible for the textbooks that are rented to him/her. Loss or mutilation will cause the student to be financially responsible for those textbooks.

TRUANCY: Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first.

The building principal shall report students who are inexcusably absent from school to the County Attorney.

VISITORS AT SCHOOL: All visitors to USD #417 schools must first report to the office for permission to visit or conduct business. Visitors will be required to wear a visitor lanyard or sticker while in the building. Students are requested not to bring student visitors to school. Parents are encouraged to visit school anytime.

WEBSITE INFORMATION: The Council Grove Elementary School website can be accessed by clicking on the CGES link on the USD 417 website at: <http://www.usd417.net>

Wellness Policy

USD #417 has adopted a wellness policy. The complete policy can be viewed on the district website or in the school office.

THESE RULES HAVE BEEN ESTABLISHED AND APPROVED BY THE BOARD OF EDUCATION OF THE USD #417 SCHOOLS FOR USE IN THIS SCHOOL AND AT ALL SCHOOL SPONSORED EVENTS. STUDENTS/PARENTS ARE EXPECTED TO COMPLY WITH THESE RULES AND/OR RESPONSIBILITIES.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO AMEND RULES DURING THE SCHOOL YEAR

AS NECESSARY. PARENTS AND STUDENTS WILL BE NOTIFIED IF CHANGES ARE MADE.

Parents may be contacted by the principal or school staff member when students are involved in an infraction of handbook expectations.

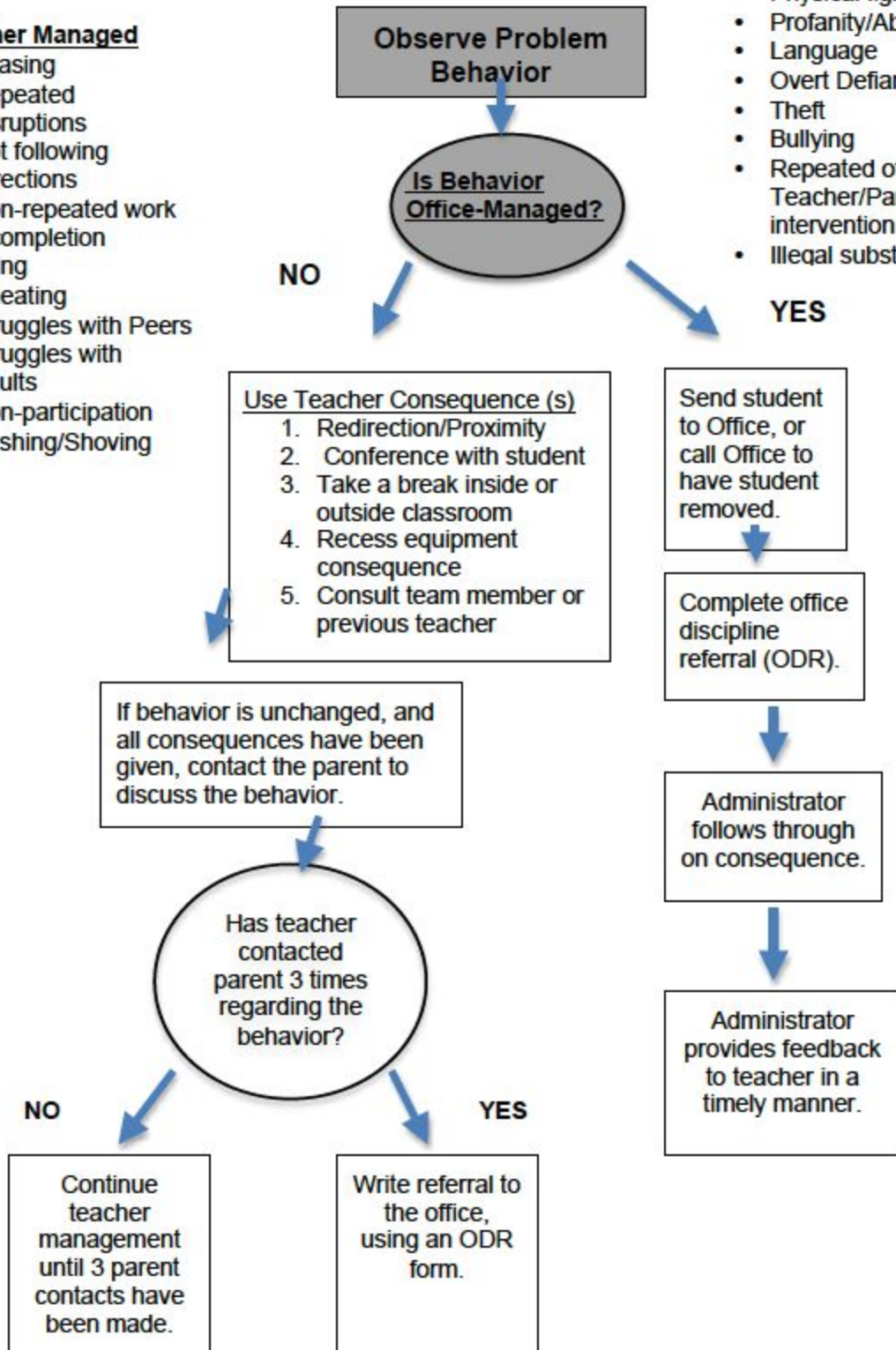
Behavior Management: Responding to Problems

Teacher Managed

- Teasing
- Repeated disruptions
- Not following Directions
- Non-repeated work incompleteness
- Lying
- Cheating
- Struggles with Peers
- Struggles with Adults
- Non-participation
- Pushing/Shoving

Office Managed

- Physical fighting
- Profanity/Abusive Language
- Overt Defiance
- Theft
- Bullying
- Repeated offenses after Teacher/Parent-based intervention
- Illegal substance/objects



August 2016

CGES Behavior Expectations

Setting	Classroom	Hallway	Lunchroom	Playground	Bathroom	Bus Arrival/Dismissal
Expectations						
Be a Good Citizen	<ul style="list-style-type: none"> - Follow directions and procedures - Use kind words and actions - Be truthful 	<ul style="list-style-type: none"> - Keep hands to yourself and off the wall - Be friendly and courteous - Voice Level 0-1 	<ul style="list-style-type: none"> - Listen to and follow directions the first time - Voice Level 2 	<ul style="list-style-type: none"> - Keep hands, feet & all objects to yourself - Respect other people's personal space - Respond immediately when a teacher/adult calls 	<ul style="list-style-type: none"> - Respect privacy - Clean up after yourself - Respect school property - Voice Level 0-1 	<ul style="list-style-type: none"> - Use kind words toward bus driver and others - Listen to and follow bus rules - Voice Level 0-1
Respect Self and Others						
Achieve Academically & Socially	<ul style="list-style-type: none"> - Use time wisely - Participate in class activities - Complete work with best effort - Be encouraging and helpful to peers 	<ul style="list-style-type: none"> - Be respectful of others and their learning 	<ul style="list-style-type: none"> - Follow Trophy Winner Rules (stay in seat, use good manners, use quiet voices & show respect) 	<ul style="list-style-type: none"> - Follow Olweus Anti-Bullying Rules - Respond appropriately to conflict situations - Use words to problem solve - Be kind & take turns while playing 	<ul style="list-style-type: none"> - Use the bathroom quickly and return to class promptly and quietly 	<ul style="list-style-type: none"> - Follow Olweus Anti-Bullying Rules
Value Learning						
Empathize						
Safe and Healthy Environment	<ul style="list-style-type: none"> - Exercise self-control - Respond appropriately to conflict - Keep hands, feet & objects to self 	<ul style="list-style-type: none"> - Walk on the right side, facing forward (blue line) - Follow instructions given for drills & emergencies - Report unsafe behavior 	<ul style="list-style-type: none"> - Clean up after yourself - Report any problems to an adult in the lunchroom 	<ul style="list-style-type: none"> - Use equipment appropriately - Line up at the signal - Stay in established area - Report problems/unsafe behavior to a teacher or adult - Respect environment 	<ul style="list-style-type: none"> - Use proper bathroom hygiene (flush, wash, trash) - Report any problems to your teacher 	<ul style="list-style-type: none"> - Stay clear of street when waiting for bus - Be alert & watch for your bus stop on the way home - Keep hands/feet to yourself - Keep bus clean - Be alert & prepared in case of emergency