



**Prairie Heights Elementary School**

**801 Center St.**

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# Prairie Heights Elementary School Student Handbook

**2018-2019**

**Prairie Heights Mission Statement:** To guide student's achievements in a safe and positive environment through partnerships with our community.

## **ACADEMIC RESPONSIBILITIES**

**Make-Up Work--**Students are obligated to complete all schoolwork assigned by teachers. Students are also responsible for bringing materials, such as pencil, paper, and textbooks, to class daily. Students need to ask teacher(s) for missed assignments and complete them as directed by the teacher. Any student who fails to show a sincere and regular effort to complete their assigned work may be subject to consequences.

## **ACCIDENT INSURANCE**

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

## **ADMISSION KINDERGARTEN, NEW and OUT-OF-STATE**

Children who will be five years old on or before **August 31, 2018**, will be eligible to enroll in kindergarten. 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. Any pupil entering school for the first time in this state shall, prior to admission, be required to present certification from a licensed physician that each pupil has received or is in the process of receiving immunizations against Poliomyelitis, Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Varicella. Students also need to have a certified birth certificate (not a hospital record) and a physical at the time of enrollment. The physical assessment may be done 12 months prior to school entry or within 90 days after school enrollment.

## **ADMISSION TO FIRST GRADE**

Children who will be six years old on or before **August 31, 2018**, may be admitted to first grade. All those entering first grade, who have not attended USD #417 schools before, must present a 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.

## **ADMISSION: ALL NEW STUDENTS**

All students enrolling for the first time in USD #417 will attend classes no sooner than the first day following enrollment, not on the day of enrollment.

## **AIDS and 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.

## **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 buildings. There is some asbestos in our buildings. This asbestos is checked on a regular basis and has been found to be in good condition, and not a hazard to health in our 2016 inspection. EPA inspection in 2016 found USD #417 to be in compliance. All buildings are re-inspected every three years. USD #417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

## **ASSIGNMENT BOOKS**

Assignment books (Gr. 2-6) will be issued. These will assist students with organizational skills and be a communication tool between home and school. Replacement will be at student cost.

## **ATTENDANCE**

Students should attend school and be prompt in arriving at assigned classes. **Students are considered tardy after 8:00 a.m.** It is not only the parents' responsibility to require regular school attendance, it is a Kansas law until the age of 18. (See truancy.)

Parent(s)/guardian(s) are responsible for informing the school of the reason for any absence on the morning of the absence. If this is not followed, a note signed by the parent or guardian upon the student's return explaining the reason for the absence or a telephone call is required for re-admittance.

Haircuts, hair appointments, hunting trips, shopping trips, and other unnecessary absences should not be considered "excused" and should be avoided. Long-term illness (any absence in excess of three days) must be verified by notification from a doctor. The school will determine whether an absence is excused or unexcused.

## **BEFORE & AFTER SCHOOL**

Students are not allowed in classrooms before 8:00 a.m. If it is necessary for a student to arrive early, parents should call the office in advance. Once a student arrives at school, he/she is required to remain on school grounds until school is dismissed or unless properly excused. Students are not allowed in the building after 3:45 p.m., unless they are serving detention, have extracurricular practices, or are enrolled in the after school program. There is no playground supervision either before or after school.

## **BOOKS - LIBRARY & TEXTBOOKS**

Library privileges may be temporarily suspended for failure to return overdue books. Students will be expected to reimburse the library for any books or materials damaged or lost. Each student is responsible for the textbooks that are rented by him/her. Loss or mutilation will cause the student to be financially responsible for those textbooks.

## **USD 417 BULLYING POLICY**

### **•Bullying Definition** Adopted 2013

Bullying means: Any intentional gesture or 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 and websites.

Our kid friendly definition is: Bullying is 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.
- 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.
- It is the belief of USD 417 that every student deserves a school atmosphere that is safe and conducive to learning. Adopted 12.13.07

## **BUS RULES**

1. The driver is in charge of pupils and the bus. Pupils must obey 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 of 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 other rubbish on the bus floor. Help keep your bus clean and sanitary at all times.
7. Pupils must not at any time extend arms or head, or throw objects out of bus windows.
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 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 television for storm warnings and not attempt to reach school when so forewarned. (as to unsafe conditions such as heavy snows)
12. No eating or drinking on regular bus routes. Glass containers are not allowed on buses.
13. Vandalism of buses will not be tolerated.

- Bus routes are assigned by the Board of Education or its' designee. If a parent or guardian wishes their child to ride a bus other than their regular bus, they must provide a signed note stating the reason of such request. If no room is available on that particular bus, the student will be asked to board their assigned 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 their student is not riding.
- Certain types of children's clothing can create a hazard as children get on or off busses by being caught in the bus handrail, door, or other equipment. Especially dangerous are long, dangling jacket or sweatshirt drawstrings, long backpack straps,

and 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 a child drops 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 they need to be very careful getting on and off the bus.

## **BUS TRANSPORTATION**

### **School Sponsored Activities**

Every student who rides USD #417 transportation to a school sponsored activity is required, and expected to ride back on the same bus, van, or car.

•There are two exceptions to this policy:

1. The parent/guardian of the student personally contacts the teacher, or trip sponsor, and requests that the student be allowed to ride home with the parent/guardian. This request may be made at the activity sight.
2. Prior to the time of the activity departure, the parent/guardian may contact the principal and request that the student be allowed to ride home with another adult/parent. The principal will approve or disapprove the request, and inform the teacher or sponsor of the request. Food and beverages (plastic screw-top bottles) may be allowed on longer activity trips, if litter in the vehicle is picked up, etc.

### **CANDY, GUM & POP**

Candy, pop, and chewing gum at school is prohibited and should not be in sack lunches.

### **CELL PHONES and Handheld Devices**

Cell phones, MP3 players, i-pods, games, or any other handheld musical or gaming device may not be used or be visible during the school day on school property. If seen they will be confiscated. They may be picked up in the office. After the first offense, parents must pick them up from the office.

## **CLOSING SCHOOL OR BUS SCHEDULE ANNOUNCEMENTS**

Announcements concerning changes in school or bus schedules due to bad weather will be broadcast in the following ways:

•**WIBW-AM (580)**

•**WIBW-TV (13)** PRECEDING EVENING or MORNING: Electronic crawl superimposed over normal programs

•**POWER ANNOUNCEMENTS on PowerSchool** will also be utilized to contact parents with school related announcements.

**FINAL NOTE:** If you do not have a phone, please let the school know of a person who can contact you or a phone number at which you can be reached in case of bad weather, an emergency, sickness, or early dismissal of school because of inclement weather conditions.

## **CRISIS MANAGEMENT PLAN**

The Prairie Heights Crisis Management Plan is located in all areas of our building and outlines procedures for emergency situations.

## **DEATH**

Death can impact the school community. Schools are designed to support learning. They should not be the main venue for permanent memorials for staff or students. Scholarships, awards, and donations for books in the school library may be allowed subject to board approval. Books purchased may be labeled to indicate the person whose memory they honor.

## **DRESS CODE**

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The Board approved dress code for school days and school activities is as follows:

1. Appearance must be neat and clean. •Hair must be clean and well groomed. •Clothing must not be unreasonably soiled or badly worn.
2. Decency and good taste are required. •Wearing apparel that is excessively short, tight, or low-cut may not be worn. Clothing that exposes the midriff or chest area may not be worn. No undergarments should be visible.
3. Writing or pictures on clothing or jewelry shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.
4. Students will not wear hats, caps, bandanas, or other head coverings inside school buildings. Parents may retrieve confiscated items.
5. All students are to wear shoes at all times for health and safety reasons.
6. Students should wear a belt to keep their shorts, pants, or skirts in proper place, if directed.
7. Any student involved in activities in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration. For example, students should change shoes for PE classes.
8. Book bags and bulky coats need to be stored in a student's locker or area provided.

## **DRILLS (Fire and Tornado)**

Fire and tornado drills will be conducted periodically throughout the school term. Drill routes will be posted in a conspicuous place. Procedures will be reviewed with all students by their respective teachers.

## **DRUG FREE SCHOOLS/COMMUNITY 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.

### **Prohibited Activities:**

1. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia. This includes E-Cigarettes.
2. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

## **Emergency Safety Interventions (ESI)**

Information regarding USD 417's and PHES' policies for emergency safety interventions can be found at the school website listed below.

<http://www.usd417.net/vnews/display.v/SEC/PH%20Elementary%7CESI%20Parent%20Information>

## **Expectations for School Sponsored Activities**

All school-sponsored functions, including those held at sites other than the school shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, E-Cigarettes, or other controlled substances are prohibited. Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following: •parent notification; •police involvement; •suspension or expulsion; and/or; •exclusion from future extracurricular activities.

## **ANNUAL NOTIFICATION 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 which are kept and maintained by USD # 417. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
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 other 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 consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes that 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 USD # 417 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD # 417 policies for complying with FERPA. A copy may be obtained from USD # 417 Central Office, 17 South Wood, Council Grove, Kansas 66846.

•For purposes of FERPA, USD # 417 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height or most recent previous school attended by the student, class designation, 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 USD # 417 at 17 South Wood,

Council Grove, Kansas 66846 within 10 days of enrollment. If a refusal is not filed, USD # 417 assumes that there is no objection to the release of the directory information designated.

## **FEES**

All students will be responsible for fees at the time of enrollment.

## **TEXTBOOK and CONSUMABLE MATERIALS**

All students are required to pay a textbook and consumable materials fee, as established by the Board of Education, at the time of enrollment. (For example the following fees were assessed in 2014 and 2015: Students in Kindergarten through Grade 8 paid a consumable fee of \$30.00 and an additional textbook fee for \$25.00. Families qualifying for free and reduced meals were eligible for a wavier on some fees.)

## **SCHOOL LUNCH & BREAKFAST**

All students in grade Kindergarten through Grade 6 may take part in the hot lunch and breakfast programs. Our menus meet all state requirements for a well-balanced meal for growing children. Students who eat lunch or breakfast at school are expected to observe the usual school behavior during that time. Those who cannot adhere to the cafeteria rules will be asked to eat elsewhere. No student or adult is allowed to bring pop or candy to the school cafeteria during the lunch period. We want the school lunch program to be a place for training in good eating habits and courteous behavior.

All school meals are to be paid for in advance. State law prevents schools from being credit institutions and requires that all fees be paid in advance. Application forms for free or reduced meals are available at the school office. 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 extra 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](http://www.usd417.net)) for actions of unpaid fees and negative account balances.

## **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.

## **FREEDOM OF ASSEMBLY**

Official school policy states: USD # 417 Schools recognize 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. The right to assemble in a school, on school grounds, or at school activities, can be protected by students by fulfilling the following responsibility concerning loitering. Students may not remain in school buildings, on school grounds, student and/or faculty parking lots, or at school sponsored events without the permission of school personnel after school is dismissed or the activity is completed. Students may not assemble in unauthorized areas or hallways during the school day when classes are in session. Students who fail to assume this responsibility may be disciplined.

## **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. When students express themselves at school, at school sponsored activities, or in public places away from school, they must abide by the following rules:



1. The expression shall not contain words that are considered indecent, obscene, profane, vulgar, or off color. Phrases which contain threats to anyone seeing or hearing the expression/and expressions, which 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 by his/her dress shall comply with the five 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, may be disciplined by school authorities.)

**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.

**GIFTS/FLOWERS**

Flowers, balloons, and other gifts delivered for students will be held in the office until after school. Students will be notified. Responsibility for getting the gift after school is the students.

**GRADES**

Nine week and semester reports are distributed for grades 3 - 6. Our school district has adopted the following scale for letter grades:

100=A+	95-99=A+	87-89=B+	77-79= C+	67-69= D+	00-59= F
	94-96=A	84-86=B	74-76=C	64-66=D	
	90-93=A-	80-83=B-	70-73=C-	60-63=D-	

**GUIDANCE TIME**

Individual, group, and classroom guidance is available to students. 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. 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.

**HOMELESS STUDENT REGULATIONS**

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/Principal for assistance. Copies of the Home Student Regulations are available for inspection in each school office.

## **HONOR ROLL**

Prairie Heights Grades 3 – 6 has adopted the following honor roll: •A Honor Roll = no grades lower than an “A” •B Honor Roll = no grades lower than a “B” •BUGS Award = at least 3 grades were raised a letter grade with no grades going down; 4 grades going up with one grade going down; or 5 grades going up with two grades going down. It also includes those students raising all grades possible to an A which would place them on the A Honor Roll.

## **ILLNESS AT SCHOOL**

Students and teachers will not call home when a student is ill. Determination of illness and notification will be completed by the school nurse, secretary, or administrator.

## **INOCULATIONS**

•All students enrolling in #417 schools 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 a religious, medical, or other statutory exemption, shall be excluded from attending 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 risks to the child.

## **INTERROGATION/INVESTIGATION**

•Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of 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 representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student’s parents, guardian or representative is not present during questioning of a student, the principal or certified school staff member shall be present.

## **INVITATIONS**

Students will not be allowed to hand out party invitations at school.

## **LEAVING SCHOOL EARLY**

No student will be excused from classes unless there is a request, written or phoned, from the parents/guardians or the parents/guardians come to the school in person. When a student does leave school early, he/she must check out at the office and have the parent/guardian sign the child out. This is done to protect our students.

## **LOCKERS**

Prairie Heights students will use lockers assigned at the beginning of the year, and are not to be exchanged, unless prior approval is obtained from teachers or administration.

## **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 doctor's written medication order must be on file in the nurse's office and student health record.
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. It is preferred that parents bring the medication to school. Do not send the medication to school with the student under any circumstances.

-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.

## **NONDISCRIMINATION**

•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: Doug Conwell, Superintendent, 17 Wood Street, Council Grove, KS 66846 (620) 767-5192 •Any individual with a disability may request accommodation in order to participate in any district program, service, or activity. Request for accommodation should be made at least ten days in advance of the activity by contacting the ADA Coordinator at (620) 767-5192 •For further information on notice of non-discrimination call the U.S. Educational Office of Civil Rights at 1-800-421-3481

## **PARENT INVOLVEMENT**

Parents must accept equal responsibility in helping solve their children's discipline problems. Parents, like teachers and school administrators, must work closely together with school and community personnel to solve young people's problems. No one group can do the job alone. If there is an inconsistency in group handling techniques or philosophy which allows for a child to pit one group against another, the child is the one who will be hurt in the long run, for this teaches that it is possible to manipulate people in a negative manner. If this happens enough times, selfish traits become rooted very deeply, and eventually that individual's personality accepts those traits as being normal types of behavioral interaction.

## **PERSONAL PROPERTY**

The district is not responsible for student's personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, the repair or replacement is the student's responsibility. Students should not bring personal property including music and game devices, laptops, or other electronic equipment to school.

## **PETS**

USD #417 will be following Kansas state regulations regarding animals at school. Please contact the building principal, prior to bringing any pet or animal to school.

## **PHYSICAL EDUCATION**

If a student is unable to participate in class, there needs to be a telephone call or written excuse presented to the PE instructor before class. More than three days of absence from physical education classes requires a doctor's excuse.

## **PICKING UP STUDENTS AFTER SCHOOL**

Those picking up students need to be on the approved list given to the school by parents or guardians. The school requests that those picking up children within the school building remain near the entry or office of the school rather than in the hallway or other locations. Students will not be allowed to walk/run across the street to waiting vehicles. Parents or guardians need to stop vehicles away from buses and walk to meet your child in front of the school. This is for the safety of the children during busy traffic times in front of the school.

## **PLAGIARISM (CHEATING)**

Cheating is dishonest; therefore, it is not acceptable. Cheating includes copying and plagiarism. •Copying is taking another student's work or test answers as if they are yours. •Plagiarism is using another's original ideas or writing without giving credit to the true author. Materials taken from electronic sources are covered by this policy. A student who is involved in any form of copying or plagiarizing will lose credit for the work in question. Other disciplinary measures may be taken up to and including suspension or expulsion.

## **PROMOTION/RETENTION**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to recommend promoting or retaining a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate personnel.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate at school or school activities and will not be tolerated. One warning will be given, but parents will be notified if problems continue.

## **RECESS**

Prairie Heights students will go outside for recess. Students will not go outside if it is below 25 degrees or the wind chill is below 25 degrees, there is a heat advisory, it is raining, snowing, lightning, or the playground is ice covered. **Teacher's discretion may also be used.**

## **RESPONSIBILITY AND 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 equal 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 school. 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 right.

### **RESPONSIBILITY AND RIGHT TO PARTICIPATE IN ACTIVITIES**

Please be aware of the following policy concerning illness and participation in after school activities:

1. If you are absent from school because of illness, you will not be allowed to participate in after school activities that day.
2. If you check out of school during the school day because of illness, you will not be allowed to participate in after school activities that day.
3. If you are ill but return to school before noon and remain in school attending all of the following classes for the rest of the day, you will be allowed to participate that day.
4. Doctor appointments, funerals, etc., are not part of this policy.

### **ROLLER SKATES/BLADES, SKATEBOARDS & HEELIES**

In order to provide a safe environment for all students, the above mentioned items should be removed/carried when in the school building. Students are not allowed to use the above mentioned items during the school day.

### **SAFETY AND SECURITY ISSUES**

•Students/children in Grade 5 or below are required to be accompanied by their parents or a responsible adult while in attendance at USD 417 school activities. •Students/children in Grade 5 or below will be required to be seated with their parents or a responsible adult. Youth will not be allowed to roam unattended around the building or grounds.

### **SCHOOL CONDUCT**

The following 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 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.

•**Prairie Heights School Rules:** Manners, courtesy, integrity, humility, loyalty, and many other qualities of good citizenship are expected of our students. Citizenship training extends to all phases of the educational processes in the classroom, hallways, playground, and while attending school activities. Modeled behavior is the best instruction for our students. Students, staff, parents, and patrons will be encouraged to stress the following courtesies: •walk on the right side of the hallway; •walk through the doors without jumping and touching the frame; •keep hands off the wall and artwork on display; •remove hats when entering the building; •kick gym equipment only as appropriate in organized games; •use appropriate playground behavior, such as going "down" the slide, sitting in the swing frontwards, and only one person on a swing at a time; and •use quiet voices in the hallway.

The following **Colored Card Discipline System** is followed by **Prairie Heights Elementary School K – 3:**

•**GREEN Card** - Everything is fine. The student is on task.

•**YELLOW Card** - The child is warned, but there is no discipline.

•**RED Card** - Ten minutes of recess must be spent walking rather than playing.

•**BLUE Card** - The child must walk all of one recess and the parents are notified.

•**BLACK Card** - The child must call his or her parents. The teacher will conference with the parents.

Severe Disruptions: Aggressive acts of behavior will move the student automatically to BLACK Card on the discipline plan. Aggressive acts or severe disruptions include, but are not limited to, such things as:

•throwing •kicking •striking objects (books, chairs, etc.) •verbal or physical threats toward others - This may result in notification of legal authorities. •intent to do bodily harm to self or others •insubordination (calling staff members by obscene or insulting names, defying authority).

***An exception is the Points System used in Grade 4. Points are earned for abiding by classroom rules. The group with the most points at the end of the week earns a reward.***

The following **Discipline System** is followed by **Prairie Heights Elementary School for Grades 5 and 6**

Step 1 - Warning - No Discipline

Step 2 - The child misses their break time.

Step 3 - The child will have a silent lunch and parents will be notified.

Step 4 - The child will call their parents and serve a 30 minute detention.

Step 5 - Place the student in in-school suspension for one school day starting with the remainder of the school day.

Aggressive acts of behavior will move the student automatically to Step 5 of the discipline Plan. Aggressive acts or severe disruptions may include, but are not limited to:

- throwing, kicking, or striking objects (books, chairs, etc.)

- verbal or physical threats toward others- This may result in notification of legal authorities.

- intent to do bodily harm to self or others

-insubordination (calling staff members by obscene or insulting names, defying authority)

Students who do not stay after school for discipline or academic reasons, when arrangements have been made with parents/guardians will be assigned one day of in-school suspension. This may also result in the notification of legal authorities.

•**Fighting**- Students may not engage in verbal or physical fights in school buildings, on school grounds, or at school-sponsored activities. Students are prohibited from hitting, striking, kicking or in any other way harming another student or school personnel.

•**Littering**-Students are to use proper trash containers for throwing anything away. Students who drop things on the floors, school grounds, or leave things on school furniture that should be put in a trash container have violated this rule.

•**Marking On School Property**-Students are not to write, draw, or mark in any way with items like pencils or pens on school property.

•**Damage Or Theft Of School Or Private Property**-Students are not 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.

•**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.

**•Disobedience-**Students are to comply with reasonable directions or requests of teachers, student teachers, substitute teachers, teachers' aides, secretaries, cooks, principals, and other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered disobedient.

**•Weapons-** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

**•Extortion-**Threatening or intimidating another student(s) for the purpose or intent of "initiating" a student or receiving money, privileges, property or anything of value from a student is prohibited at school, on school grounds, or at school-sponsored events.

**•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 conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines: **1.** General searches of school property (including lockers or 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. This search of school property including lockers may be made 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, which are 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.

## **ALERT SOLUTIONS (PARENT NOTIFICATION)**

In an effort to improve communications between parents and school, and staff and administration, USD 417 is utilizing the **ALERT SOLUTIONS part of PowerSchool**. It is utilized to communicate about children's lunch account balances, inform parents about emergencies, early dismissals, school cancellations, a late start, or general information. The service will call the numbers you have provided the school and leave a recorded message. A message will be left if you or the answering machine picks up. If there is no answer or your line is busy, your number will be automatically retried twice after the initial call.

## **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.

## **STOP SCHOOL VIOLENCE**

The STAY SAFE, SPEAK UP, STOP SCHOOL VIOLENCE anonymous toll free telephone number is as follows: **1 - 877 - 626 - 8203**

## **SUSPENSION/EXPULSION**

•A student may be suspended or expelled, for reasons set forth in Kansas law, by the superintendent, and/or principal. •A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. •Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and the USD # 417 policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of the school in which the pupil is enrolled, or a hearing officer appointed by the board, or another person appointed by the board.

## **TECHNOLOGY - 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 on-line 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 shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used 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.

**Usage Violations-**The following is a partial list of violations: 1. Illegal activity including breaking copyright laws 2. Continuing in inappropriate sites 3. Using the district computers for financial gain 4. Vandalizing other student or teacher's data 5. Gaining unauthorized access to resources with passwords 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.

**Filtering Systems-** The district has in place and in working order the SonicWall internet filtering system. One device is located at Council Grove Junior/Senior High School and it filters the that campus, Council Grove Elementary, and the District Office. A second device is located at Prairie Heights Elementary School.

**Equitable distribution of available technology-** Each building has computer technology available to all students. This does not mean that every student can have complete access all through the day, but that each student has the chance to be able to use available technology at some point throughout the day. Each elementary building has computer labs or classroom machines that are available at predetermined times of the day or after school when contracted personnel can monitor them. The high school has some computer lab time but also accommodates students by having some classroom machines available for use while teachers are on contract time. Laptops are available for check-out through the library during the day and/or to take home after school hours. Usage of available machines is monitored by staff and restricted only when students abuse the privilege.

### **TELEPHONE**

School telephones are to be used for school business or emergency use. Students will not be called from classes to the telephone, unless it is an emergency. Messages will be given to students and return calls may be made when convenient. Students are encouraged to make calls and obtain parental permission for social activities before or after school.

### **THROWING SNOWBALLS**

Students should not throw snowballs on or onto school property.

### **TRUANCY**

A student is considered truant whenever the student is not enrolled in school or is inexcusably absent from school for three consecutive days, any five days in one semester, or seven unexcused absences in a school year, whichever comes first. After the initial contact to the parent from the school, DCF personnel will be notified to offer assistance.

### **VISITORS**

All visitors to USD # 417 schools must first report to the office for permission to visit or conduct business. Students are requested not to bring student visitors to school without prior approval of the building principal. Parents are encouraged to visit school.

### **WEB SITE**

Prairie Heights Elementary School has a web page. The home page purpose is to inform people about the school and to share pictures and articles about student activities and work. Parents that do not want their children's picture or work appearing on the web page should notify the office. The web page can be accessed by clicking on Prairie Heights Elementary School at [www.usd417.net](http://www.usd417.net).