

Council Grove Elementary School Student/Parent Handbook

2024-2025

Be A Good Citizen

Respect Self & Others

Achieve Socially & Academically

Value Learning

Empathize

Safe and Healthy Environment

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Section 1: Academic Responsibilities

AGENDAS

Students in 4th through 6th grade are 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. If students lose or misplace the agendas, they will be required to purchase one from the office at school cost.

COMPUTER/INTERNET USE

Students are expected to read, understand, and abide by the Acceptable Use Procedures (AUP) that can be found on the enrollment page of our district website. Students are issued a student Chromebook for use at school. Student Chromebooks are to remain at school, are monitored by Go Guardian, and are protected by web filtering.

GRADE CARDS/GRADING SCALE

Grades 3-6

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 their child's teacher first. Teacher's are available via phone (620-767-6851), Class Dojo, email, and by appointment.

The CGES grading scale for grades 3rd through 6th is:

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

Student grades (3rd-6th) can be viewed at any time on the PowerSchool by visiting the district website (<http://www.usd417.net>). Once on the district site, click on the PowerSchool link. A PowerSchool app is also available for smartphones.

Grades PK-2

Students in grades PreK through 2nd grade do not receive letter grades or have any grades entered on PowerSchool. PreK-2nd grade students are assessed using a grade level checklist quarterly and receive a 1-4 score based on skill mastery. 1: Below Grade Level Expectations, 2: Approaching Grade Level Expectations, 3: Meets Grade Level Expectations, 4: Exceeds Grade Level Expectations.

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. Missing assignments will be reflected in the student's grade on PowerSchool.

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.

PROMOTION and RETENTION

See *BOE Policy JFB, JFB-R* Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

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 issued to him/her. Loss or intentional damage will cause the student to be financially responsible for those textbooks.

Section 2: Attendance

ABSENCE POLICY

It is the responsibility of the parent/guardian to notify school each day their 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 (below)*. 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.

ABSENCES/CHRONIC ABSENTEEISM

Kansas State Law allows USD 417 to accept only the following as valid reasons for excusing an absence 1. Personal illness and professional appointments (these may require a note from a medical professional). 2. Serious illness or death of a member of the family. 3. Emergencies calling for the student's services or presence at home. 4. Obligatory religious observances. 5. Participation in a district-approved or school sponsored activity. 6. Absences pre-arranged by parents and approved by the principal. 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 (18 or more excused and/or unexcused) will be reported on the Federal Chronic Absenteeism Report.**

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. The log requires the student's name, date, time, reason for leaving/arriving, and parent signature. Students will only be released to adults on their approved contact list in PowerSchool. If you are sending someone other than an approved contact, you must contact the office before pick up.

TARDY

It is the responsibility of all CGES students to be in their assigned class on time. Consequences for unexcused tardies in a quarter are:

1-2 Tardies: Student receives warnings from Teacher

3 Tardies: Student meets with Principal and letter is sent to parents/guardians

4 or more Tardies: 30 Minute Detention for each additional tardy

The Principal can schedule a team meeting with the parent/guardian and the student at any time in order to develop an individual attendance plan.

It is the responsibility of the parent/guardian to notify school each day their child is tardy with the reason for the tardiness in order for the tardy to be considered excused. The principal will make the final decision whether a tardy is excused or unexcused.

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 and file a report with DCF.

Section 3: Behavior

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

BRAVES BUCKS/BRAVES SUPERSTORE

CGES students earn 1 Brave Buck for every 1 point they earn for positive behavior on ClassDojo. Each month every student will have the opportunity to shop at the Braves Superstore to purchase items or coupons with the Braves Bucks they have earned. Items vary in price and change with a monthly theme but include items like stickers, stamps, and small toys. Coupons also vary in price and include options such as: Wear a Hat for the Day, Help in Another Classroom, 10 Minute SSR Break, Eat Lunch with Your Teacher, and Ice Cream with a Principal. Students have the option to spend some or all of their Braves Bucks each month or save for a future shopping day. The opportunity to shop cannot be taken away from a student based on their behavior; what they have earned they can spend, unless a student steals from the Braves Superstore or steals Braves Bucks from another student, which may result in temporary or permanent loss of shopping privileges.

BULLYING/HARASSMENT

USD 417 Bullying Plan: Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of: Harming a student or staff member, whether physically or mentally; Damaging a student's or staff member's property: Placing a student or staff member in reasonable fear of harm; or Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. The school is not responsible for any cyberbullying that occurs outside of school hours or off school grounds; however, disciplinary action may occur if cyberbullying results in behavior issues at school.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto.

USD 417 will not tolerate these actions by students, staff, or parents. For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent;

guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a “staff member” means any person employed by the district. Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures.

The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

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: demeaning an individual, unreasonably interfering with a person’s school performance, 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/Racial Harassment.*

CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY

PreK-3rd Grade - 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 the office. The cell phone will be held until the parent/guardian can come to school and pick up the cell phone.

4th, 5th & 6th Grade - All classrooms will use the following cell phone guidelines: Phones should be placed in the homeroom cell phone storage hanger upon entering the classroom at arrival. Phones will not be removed from the homeroom cell phone storage hanger until the student's dismissal bell (bus, ASP, walker, pick-up) or until they are leaving for the day. During dismissal students will keep cell phones in their backpacks until they have exited the building. Students will not remove the phone when going to the restroom, library, or another classroom. Students will not be allowed to remove their phone to make phone calls or text (there is a phone in the main office and all classrooms if a parent needs to contact a student). Students who do not follow the cell phone guidelines and are reported for being on their phone during the school day will have the following consequences: First Offense: Student will take phone to the principal and can pick it up at dismissal. Second Offense: Student will take the phone to the principal and a parent will have to pick it up. Third Offense: Student will not be allowed to bring a phone to school and his/her belongings will be checked each day.

Smartwatches must be silenced or put in school mode/do not disturb and are not to be used for calling or messaging during the school day. If a smartwatch becomes a distraction in class, the student will have the following consequences: First Offense: Student will place smartwatch in the cell phone storage hanger. Second Offense: Student will take smartwatch to the office and can pick it up at dismissal. Third Offense: Student will not be allowed to bring a smartwatch to school.

CHAMPS

CGES has established school wide behavior expectations for the hallway, lunchroom, playground, restroom, and classroom are posted throughout the building. CGES teachers and staff will enforce these expectations throughout the school year.

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 under Section 2: Attendance) or when they violate a classroom or school conduct rule. Teachers will contact parents by phone or ClassDojo 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. Detention is held from 3:10-3:40 p.m. in the supervising teacher's classroom, in the library by a detention aide, or with a school counselor.

DISCIPLINE

In accordance with 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 in providing a good environment for learning. Students are to follow these rules and may be disciplined for not following them. 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.

Each teacher is in charge of developing his/her own set of classroom management procedures to deal with everyday discipline concerns in the classroom and include possible consequences and parent contact. CGES will follow schoolwide CHAMPS expectations. Building administration will approve procedures each fall and each time significant changes are made to the teacher's plan. Please see the Behavior Expectation Matrix, The Behavior Flowchart, and the Teacher Managed/Office Managed/Bully Incident Procedures document in the appendix. Teachers will seek administrative assistance when classroom behavior becomes unmanageable.

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 principals will determine consequences according to the infraction and the level of disruption the behavior has caused for peers, school, and/or staff. Possible consequences in no specific order include but are not limited to: Warning or redirection, Refocus (Calm Corner), Behavior Detention, Incomplete Work Detention, Tardy Detention, Parent contact, Parent letter, Adjust student schedule, In School Suspension, Contact Law Enforcement (*See Interrogations and Investigations*), Out of School Suspension, or Expulsion.

DISRUPTING LEARNING

Any behaviors that interfere with learning will not be tolerated and will result in disciplinary action. This can include but is not limited to: verbal/physical behaviors, peer conflicts, social media/phone issues that carry over to school, boyfriend/girlfriend issues, etc. "Dating" is not allowed at school.

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, vaping, 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. Failure to comply may result in discipline.

DRUG FREE SCHOOLS & COMMUNITIES POLICY

Students are not to promote, consume, possess, sell, or distribute any drug, narcotic, alcohol, tobacco, vaping, 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 CG Elementary, and the link is on the home page.

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. Suspected gang activity will be reported to law enforcement.

GUIDANCE COUNSELOR

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, their emotions, and their environment as they adjust to various situations. Guidance counselor services are available by parent request. Teachers will make recommendations to guidance counselors based on need and Fastbridge screening.

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.

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.

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 students 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 Cyberbullying
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, vaping, 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.

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. Failure to comply may result in discipline.

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, students, 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*.

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 SUPPORT ROOM

CGES has a Student Support Room (SSR) that is available to all students all day, every day. The goal of the Student Support Room is to meet student basic needs, meet students emotional needs, and recognize students for effort and behavior. The SSR is manned by a full time aide and is overseen by school counselors and building administrators. A log is kept of students using the SSR, the reason why, and the duration of time spent in the SSR each visit. The building principal monitors the log and watches for any patterns of behavior that need to be addressed with a plan of support for an individual student. The SSR provides positive supports as well as a space for students when they have earned a consequence and need time and space outside of the classroom. Positive supports include: snack, rest mats, sensory breaks, 5 Minute SSR Ticket reward breaks, Behavior Plan reward breaks, Calm Corner breaks, a quiet space to work, and 10 Minute SSR Coupons that are purchased at the Braves Superstore. Consequences include: required Calm Corner breaks, Refocus break at a desk, lunch detention, and ISS.

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.

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.

Section 4: Enrollment

Council Grove Elementary School welcomes new students and returning students to our school. Please enroll your student using the district online enrollment at www.usd417.net.

ADMISSION TO SCHOOL

Preschool: Children who will be four years old on or before August 31, 2024 are eligible to enroll in preschool. 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, 2024, 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, 2024, may be admitted to first grade. All those entering first grade that have not previously attended USD #417 schools 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 has 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.

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. Students with repeated behavior offenses at ASP may be suspended or permanently removed from the After School Program. Failure to pay ASP fees will result in the student being dismissed from ASP until fees are paid in full.

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 2023 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.

COMMUNICATION

CGES seeks to develop a partnership with parents/guardians through open two way communication through various avenues.

ClassDojo is our parent communication platform. Teachers can post information on a Class Story, Student Portfolio, or through Private Message. School-wide information will be posted on the School Story on ClassDojo. Parents can also private message the classroom teacher and other connected school staff. Teachers will share a Student Code to connect to their classroom on ClassDojo. This is also the system that teachers use to communicate student behavior to parents. ClassDojo is online as well as a free app.

The CGES Newsletter is published monthly and shared via ClassDojo, the CGES Facebook page, and through email. It includes dates for upcoming school/district events, helpful information, and articles from staff.

The Council Grove Elementary Facebook page provides information about recent and upcoming events, important announcements, as well as community events.

CGES teachers share a Classroom Newsletter weekly or monthly that provides information about content being taught and upcoming events.

The Morris County USD #417 Website (usd417.net) houses district wide information. By hovering over the Council Grove Elementary tab at the top of the page, parents/guardians can find information specific to CGES including: Supply Lists, this Handbook, the Newsletter/Calendar, a Staff Directory, etc.

Parents/Guardians can call the office 24/7 and can leave a voicemail after school hours or can be asked to be transferred to a specific classroom voicemail during school hours to reach a teacher. We do try to limit classroom interruptions with phone calls directly to a teacher during school hours. Our office staff can also take messages to give directly to a teacher during the school day.

CGES and USD #417 uses a RoboCall system to send out automatic phone calls, text alerts, and email messages about important information such as upcoming dates, school closings, and other reminders. It is important to keep your phone numbers updated in PowerSchool in order to receive these alerts. Parents/Guardians can change the settings for these alerts through their PowerSchool Portal online or through the app.

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.

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

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.

HOMELESS STUDENTS (McKinney-Vento Act)

Any family who lives in any of the following situations: doubled up with other people due to loss of housing or economic hardship; in a car or abandoned building; or in a motel or campground due to the lack of an alternative adequate accommodation...those school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If a parent believes his/her children may be eligible, contact the USD 417 Homeless Liaison at the district office 620-767-5192, or the school office, to find out what services and supports may be available.

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

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. Tyson Eslinger, 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.

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.*

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. Parents/guardians can log on and monitor student grades, attendance, read the daily bulletin, contact teachers and pay fees 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 students lose this information, contact the district office for assistance. <http://www.usd417.net> Once on the district site, click on the PowerSchool link. A PowerSchool app is also available.

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.

SCHOOL ARRIVAL AND DISMISSAL

Council Grove Elementary School discourages students from arriving at school early. Doors are opened at 7:45 for breakfast. Students not eating breakfast will report immediately to their

classrooms. Students are NOT allowed to play outside on school property before 8:00 a.m. If it is necessary for a student to arrive early, please make prior arrangements with the teacher or office. When the music plays 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. A student is considered tardy if they are not in their classroom 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, 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. The playground is only used by After School Program students from 3:10 p.m. to 6:00 p.m.

SCHOOL SUPPLY LISTS

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. Teachers may request that school supplies be replenished throughout the school year. Replacement headphones are available for student purchase in the CGES office.

STUDENT DROP OFF/PICK UP

Students may be dropped off at school in the parking lot north of the playground on the northwest corner of the building and can use the crosswalk to enter the building. Students may also be dropped off behind the building on Moser St. and use the ramp to enter the building at the northeast doors. (Note: Moser St. is a one way street before and after school.) Please make sure your child is ready to exit your vehicle quickly so the line does not get too long. Marsha and Amanda are the crossing guards who will direct buses and traffic. If you have any questions, please call the CGES office. We also have a staff member on crosswalk duty in front of the school (Main St.) before and after school. The Bus Lane/Staff Parking lot on the west side of the building is a NO DROP OFF or PICK UP Zone before and after school. This is where buses drop students off in the morning and pick them up in the afternoon. (This does not apply to After School Program pick up.) The front of the building on Main Street is a "No Loading or Unloading of School Children" zone with posted signs. Students should not be dropped off at school or picked up from school in that location. The city of Council Grove has "No Parking" signs on the south side of Main Street in front of the CGES main entrance. We understand that parking is an inconvenience since doors are locked (for safety reasons) during the school day. We have been asked not to park in the Gieswein Insurance (formerly Rendezvous) parking lot as it is a business.

The main doors, doors by the lunchroom, ramp doors and PreK doors will open at 7:45 a.m. and will lock at 8:05 a.m. Only students and staff are allowed in the building during arrival and dismissal unless parents/visitors have checked in at the front office. Staff will be available to walk students to classrooms. Students are considered tardy after 8:00 a.m. Bus students are dismissed first. After afternoon buses pull out (3:12 p.m.) Kindergarten - 3rd grade teachers will walk the remaining students out to the playground slab (in class lines) to be picked up by parents. Please do not congregate in the bus lane to pick up your student. Students leaving

their class line on the way to the slab makes it difficult for teachers to ensure that every student is leaving with the correct adult. For the safety of all students we ask that you wait until the entire class has made it to their line on the slab before letting the teacher know you are taking your child. 4th-6th grade teachers will walk the remaining students out to the east slab (in class lines) to be picked up by parents. If a 4th-6th grade student needs to meet a Kindergarten - 3rd grade sibling, the teacher can dismiss them from their slab line to walk through the north hall to the playground slab. They will stand with a sibling until their parent arrives to pick them up. Parents need to wait in the gravel parking lot or by the fence on the slab until classes arrive to their assigned lines after buses have exited. Students not picked up by 3:15 will wait in the elementary office/lobby until parents are notified and can pick them up. Bike riders are dismissed after buses leave. There are bike racks on the northwest side of the building by the slab as well as on the northeast side of the building by the ramp.

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. Students will only be released to contacts the parent/guardian has listed on PowerSchool as approved contacts. If an adult not on the approved contact list for a student will be picking the student up, the parent/guardian must contact the office before pick up.

TITLE 1 SCHOOL/MTSS (MULTI-TIERED SYSTEM OF SUPPORT)

Council Grove Elementary is a Schoolwide Title 1 school. Schoolwide Title allows us to serve all students in the school. This means all students are considered Title 1 students and all teachers are Title 1 teachers. A Schoolwide program is a reform strategy designed to upgrade the entire educational program. A big part of Schoolwide Title is Parent Involvement. Our school has a Parent Involvement Policy that shows activities and programs to improve the connection between home and school.

The primary goal is to ensure all students demonstrate proficient and advanced levels of achievement on the State Academic Standards.

CGES is fully implemented in Reading, Math, and Behavior MTSS. All students complete the Fastbridge Reading and Math screeners during a Fall, Winter, and Spring Benchmark Window. Teachers complete a Behavior Screener for each student that reflects the Social, Academic, and Emotional Behaviors they are observing in the classroom. Fall Benchmark data is shared with parents at Parent Teacher Conferences in October. Winter and Spring Benchmark reports are sent home with students. Parents/Guardians are encouraged to reach out to the classroom teacher with any questions.

All students are placed in a reading intervention based on multiple sources of data including Benchmark Screeners. All students receive Tier 1 grade level instruction in the core. Some students receive additional Tier 2 remedial intervention support to address specific skills. A few students receive intensive Tier 3 remedial interventions if they are significantly below grade level instruction. Tier 1 students who do not need remediation will receive an on grade level or enrichment intervention to extend learning beyond grade level core instruction. Tier 2 and Tier 3 students are progress monitored weekly. Progress Monitoring graphs are sent home once a month to inform parents/guardians of their child’s growth.

Currently, all students participate in a Classwide Math Intervention, Spring Math, which is designed to find the gaps in basic skills that students should have mastered, providing an intense daily partner routine to practice the skills, and then weekly assessments to progress

monitor individual and class growth. Students who are considered to have a moderate to high need for behavior support based on multiple sources of data will be placed into Behavior Interventions with the school counselors. Interventions could be individual or small group instruction. They could focus on social skills, emotional regulation, or academic engagement. All students receive Tier 1 Social Emotional instruction in the classroom and all students have access to the school counselors outside of intervention times. Parents are encouraged to reach out to the school counselors with behavior questions or concerns at any time.

VACCINATIONS

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.

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>

Section 5: Health and Wellness

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 7:45 a.m. Breakfast prices and menus are listed on www.usd417.net.

CANDY, GUM & BEVERAGES

Candy, chewing gum and any beverage other than water is prohibited unless allowed by school personnel. Water is the only drink allowed with the exception of milk or juice served at breakfast, lunch and/or snack. Energy drinks, pop, coffee, Propel, protein posters or water additives are not allowed. Water is available free of charge from any water fountain/bottle filler or students may purchase a water bottle from the lunchroom.

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.

ILLNESS AT SCHOOL

If students become ill at school, the school nurse will examine the child and possibly contact the parent or guardian. If you have a sick child that needs to be picked up from school during the day, please use the front doors to enter the office and sign your child out. You will then wait for your child in the front entryway and the nurse or a staff member will bring your child to you. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness. A doctor's note will be needed if a student is absent due to illness for more than 3 days.

LUNCH

All students must go to the cafeteria during the assigned lunch period. Students have the option of bringing a sack lunch or purchasing a meal. Please send "ready to eat" items in sack lunches. 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 purchased at fast food outlet to be consumed at school must not be brought to school in their original containers. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. See *Wellness Policy* located at www.usd417.net. Meals must be purchased in advance. CGES will use the district's automated phone system to alert parents of low or negative balances on lunch accounts. If left unpaid 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. Meals can be paid for with a check, credit card or cash at the school office, by phone, or by using the Meal Magic online payment system through the district website.

LUNCHROOM RULES

No pop, candy, or gum is allowed during lunch period. (See *Candy, Gum & Beverages* above). 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 or have permission from an adult. Students will not be dismissed from the 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.

MEDICATION

Students are not allowed to carry any medications on their person unless it is an emergency med such as an Epi Pen, Inhaler, or diabetic medication. Even then, policy must be followed to allow the student to carry such medications. The following policy is practiced by USD #417 for the administration of medication to students, as recommended by the Kansas State Department of Health and Environment. If a student must receive a prescribed or OTC (over-the-counter) 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 licensed medical authority (prescribed meds only) and student health record must be on file

with the nurse. In the case of carrying an Epi Pen, Inhaler, or meds for diabetes management, the medical authority must have also signed that the student is capable of his/her own medication administration. 3. A signed parent consent form must be on file for all medications. 4. The medication is to be brought to school in the original container and cannot be expired. For *prescribed* medications, the label must state the name of medication, child's name, dosage and when to be given at school. 5. The medication must be brought to school by a parent or guardian. Do not send any medication to school with the student.

School personnel may not administer the initial dose of medication. A dose must have been given at home or by another medical authority first. School personnel may not alter a *prescribed* dosage. For OTC meds, school personnel may only administer according to label instructions. Medications are kept in a safe place and individual records are charted. All medications will be administered by the school nurse or delegated, trained school personnel unless a consent to carry for emergency meds has been signed by the medical authority and parent/guardian.

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.

RECESS

Council Grove Elementary students will go outside for recess. Students will not go outside if the temperature is below 25 degrees, the wind chill is below 20 degrees, there is a wind/cold/heat advisory, it is raining, snowing, lightning, or the playground is ice covered. Teacher's discretion may also be used.

ROLLER SKATES/ROLLER BLADES/SKATEBOARDS/SCOOTERS/HEELYS/RIPSTIKS

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.

SHARED FOOD GUIDELINES

Food brought in by students or parents to be shared with others for birthdays or other classroom events / parties must be store bought and in original packaging. We highly encourage a nutrition label to be available for items that are brought in. Homemade items will not be allowed due to allergies and other medical concerns. Homemade items will be allowed for concessions or banquets.

WATER BOTTLES

Students may bring water bottles from home to use at school. The bottles should be clear or are subject to being checked by staff to ensure the student is drinking water. Students with a beverage other than water will be asked to dispose of the beverage and refill their water bottle at the bottle filling station. Bottles of water may be purchased from the lunchroom.

WELLNESS POLICY

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

Section 6: Safety and Security/Crisis Management

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 CGES office at 767-6851 or the District Office at 767-5192.

DRILLS (CRISIS/FIRE/TORNADO)

Crisis, 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.

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 the district alert system.

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.

USD #417 ACTIVITIES

Students/children in Grade 6 or below are required to be accompanied by and seated with their parents or a responsible adult while in attendance at USD 417 school activities. Youth will not be allowed to roam unattended around the building or grounds.

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.

Section 7: Transportation

BICYCLE SAFETY

For safety reasons, students in Kindergarten-third grades may only ride their bike to and from school if accompanied by a parent/guardian. No one is allowed to ride on the sidewalks, grass, playground or in the parking lot around the school between 7:55 a.m.-6:00 p.m. during school days. All CGES students should wear a helmet when riding to and from school, park their bicycle in a designated area, and obey all bicycle/traffic rules. 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. 3rd grade students will participate in a Bicycle Safety Day.

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. Students are encouraged to report any behavior incidents to the bus driver immediately. Students should also report any incidents that occur on the way to school to an adult at school upon arrival. Students should report any incidents that occur on the way home after school to an adult at home. Parents should contact the transportation director and the building principal about any incidents that are reported to them by their child. Incidents should be reported within 24 hours. The school district does not have any jurisdiction over incidents that occur at bus stops or on the way to or from a bus stop. 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 via note or leave a message at the district office if their student is not riding. Parents are asked to call the CGES office no later than 2:45 for any busing changes for the day.

BUS RULES

1. The driver is in charge of the students and the bus. Students 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. Students must be on time; the bus cannot wait for those who are tardy.
4. Students must never stand in the roadway while waiting for the bus. All students 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. Students must not throw waste paper or trash on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Students must keep all objects inside the bus at all times.
8. Students 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, students 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 buses will not be tolerated.
14. Certain types of children's clothing can create a hazard as children get on and off buses 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 a student drops something near the bus, encourage them not to pick it up because the driver may not see them. Students 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.

FIELD TRIPS

Students are required to ride the bus to and from field trips unless prior arrangements have been made. As a courtesy to our students, we ask parents not to bring siblings on field trips.

Section 8: Miscellaneous Information

FLOWER DELIVERY AT SCHOOL

Sending flowers/balloons/candy 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. No glass (vases) or balloons are allowed on the bus. We ask that students not receive flowers, candy or gifts during special events/celebrations during school hours.

INVITATIONS

Students wanting to hand out invitations at school must invite everyone in their class and arrangements must be made with the teacher ahead of time. If the student is not inviting everyone, invitations must be distributed outside of school.

LOST & FOUND

Unclaimed items will be kept for student use or taken to the Thrift Store on June 1st

PERSONAL PROPERTY

Students should keep electronic games, cell phones, and other electronic 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.

TELEPHONE USAGE

Telephone calls by students can be made from classrooms or the office only with the permission of the teacher. 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. Students are not allowed to use cell phones during the school day.

Appendix

Behavior Flowchart

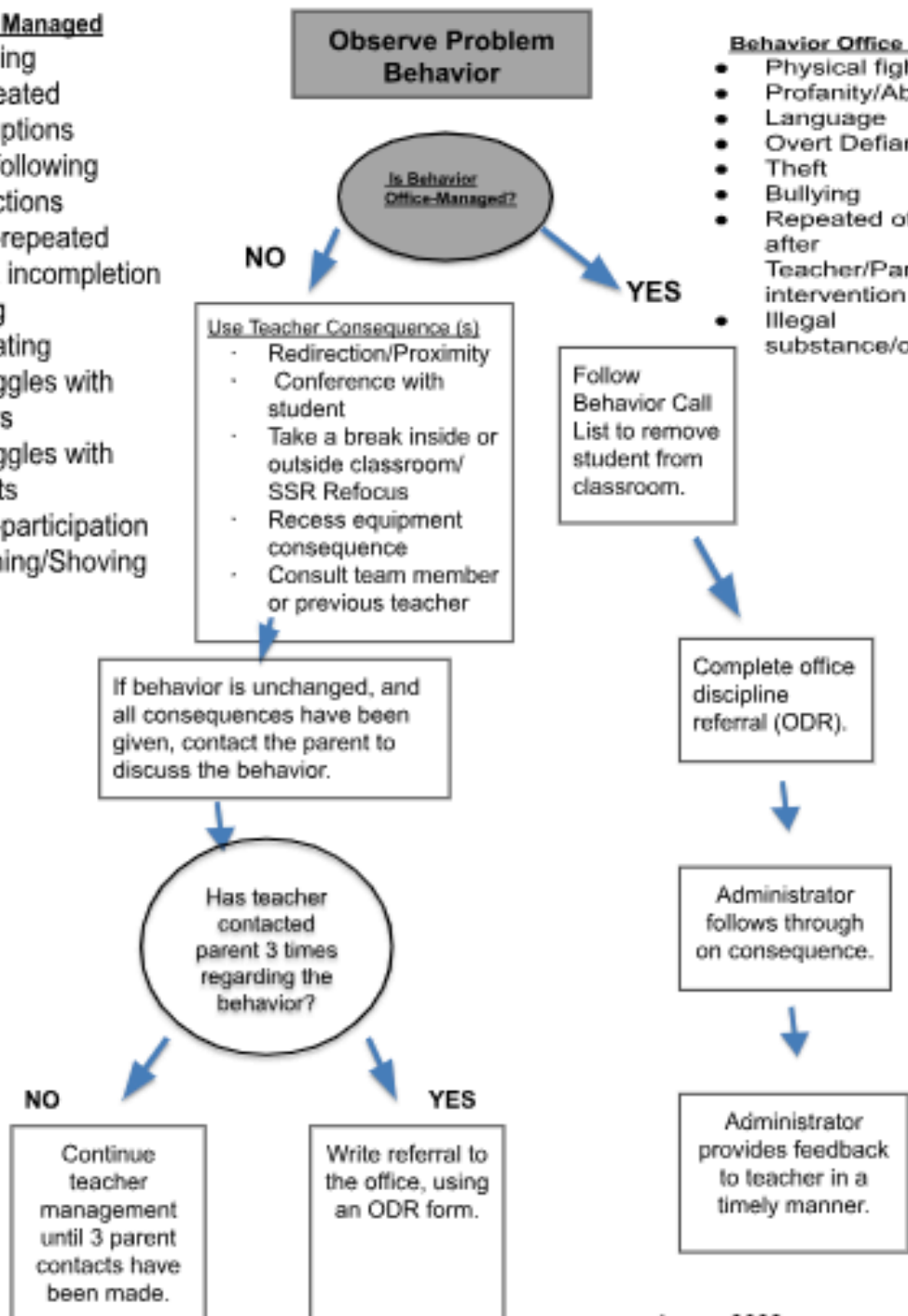
Behavior Management: Responding to Problems

Teacher Managed

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

Behavior Office Managed

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



August 2023

Teacher Managed Behavior/Minor Offenses

Refusal to Work/Incomplete Work

1. Teacher sends Student for a Refocus
2. Teacher sends incomplete work home with Student as Homework with due date
 - a. Student receives a 0 for their incomplete work or the % they have earned based on what is completed
3. Teacher assigns Detention/Parent Contact by teacher
4. Teacher calls Team Meeting (Parents, Student and Staff) to brainstorm strategies for student success
5. Teacher sends student to Principal and completes Office Discipline Referral if behavior continues after 3rd parent contact
 - a. (Complete ODR and see Major Offenses discipline guidelines if behavior continues)

Elopement (leaving classroom without permission/plan)

1. Teacher sends Student for a Refocus
2. Teacher assigns Detention/Parent Contact by teacher
3. Teacher contacts counselor to address behavior with Student and create plan for support
4. Teacher calls Team Meeting (Parents, Student and Staff) to brainstorm strategies to meet student need with plan to track progress and reconvene if needed. Repeat Team Meetings as needed.

Disrespect Student/Student or Student/Teacher (verbal, refusal to comply)

1. Teacher sends Student for a Refocus
2. Teacher assigns Detention/Parent Contact by teacher
3. Teacher contacts counselor to address behavior with Student and create plan for support
4. Teacher calls Team Meeting (Parents, Student and Staff) to brainstorm strategies to meet student need with plan to track progress and reconvene if needed
5. Teacher sends student to Principal and completes Office Discipline Referral if behavior continues after 3rd parent contact
 - a. (Complete ODR and see Major Offenses discipline guidelines if behavior continues)

Disruption (repeated interruption of instruction/learning, classroom is NOT cleared)

1. Teacher sends Student for a Refocus
2. Teacher assigns Detention/Parent Contact by teacher
3. Teacher contacts counselor to address behavior with Student and create plan for support
4. Team Meeting (Parents, Student and Staff) to brainstorm plan to address student behavior
5. Teacher sends student to Principal and completes Office Discipline Referral if behavior continues after 3rd parent contact
 - a. (Complete ODR and see Major Offenses discipline guidelines if behavior continues)

Physical Contact (roughhousing that does not cause major injury, is not repeated, is not targeted)

1. Teacher sends Student for a Refocus
2. Teacher assigns Detention/Parent Contact by teacher
3. Teacher contacts counselor to address behavior with Student and create plan for support
4. Teacher calls Team Meeting (Parents, Student and Staff) to brainstorm strategies to meet student need with plan to track progress and reconvene if needed
5. Teacher sends student to Principal and completes Office Discipline Referral if behavior continues after 3rd parent contact
 - a. (Complete ODR and see Major Offenses discipline guidelines if behavior continues)

Recess Behaviors (Refusal to return to classroom, Repeated offenses at recess)

1. Students who refuse to return to the classroom with the class will automatically be given detention and have an alternate recess for the next recess break.
2. Students with repeated behavior offenses at recess will lose recess privileges and/or receive detention.

Office Managed Behaviors: Major Offenses and Bullying Procedures

Student must see a principal AND an ODR must be completed and entered on PowerSchool.

Repeated Teacher Managed Behavior (refusal to work, disrespect, disruption, physical contact)

- Teacher sends Student to Principal **AND** ODR is completed by Teacher
- Principal assigns consequence, contacts Parent, notifies Teacher
- Principal assigns ISS (half day, full day, multiple days), contacts Parent, notifies Teacher

Threats of Violence, Illegal Substance/Objects(weapons)

- Teacher sends Student to Principal **AND** ODR is completed by Teacher
- Principal Contacts Parents, Superintendent, and Police Department
- Principal assigns OSS and/or ISS with Re-Entry Plan, notifies Teacher
- Communication with CGES teachers and families will occur (Principal/Superintendent)

Physical Fighting with intent to cause harm

- Teacher sends Student(s) to Principal **AND** ODR is completed
- Principal contacts Parent
- Principal assigns ISS/OSS with Re-Entry Plan, notifies Teacher

Extreme Disrespect/Disruption (profanity/abusive language, theft, overt defiance, destruction of property, classroom is cleared, physical harm to staff or students occurs due to student escalation)

- Teacher sends Student to Principal **AND** ODR is completed
- Principal contacts Parents
- Principal assigns ISS/OSS with Re-Entry Plan, notifies Teacher

Any use of physical intervention (restraint) to move a student to a safe space due to physically aggressive behavior will automatically result in an ODR with a consequence assigned by a principal.

Bullying: Bully Incident Log is completed. Homeroom teacher has individual, private conversation with student(s) involved to determine if bullying occurred or if it is a peer conflict. Counselor(s) assist as needed.

Teasing/Exclusion

- First Offense:** Privilege Loss/Parent Contact by Teacher
- Second Offense:** Classes Only/Parent Contact by Teacher/Office Referral/Team Meeting with Parents and Student: Individual Plan
- Third Offense(+):** In School Suspension with Re-Entry Plan/ Parent Contact by Principal







Physical Bullying

- First Offense:** Privilege Loss/Parent Contact by Teacher/Office Referral
- Second Offense:** Classes Only/Parent Contact by Teacher/Office Referral/Team Meeting with Parents and Student: Individual Plan
- Third Offense(+):** Out of School Suspension with Re-Entry Plan/Parent Contact by Principal

Severe Physical Bullying, Threats, Harassment (all parent contact made by principal, police will be contacted as needed, length of ISS/OSS will increase for additional offenses)

- First Offense:** Immediate Removal from Classroom, Office Discipline Referral, Parent Contact by Principal, ISS with Re-Entry Plan
- Second Offense:** Immediate Removal from Classroom, Office Discipline Referral, Parent Contact by Principal, ISS or OSS with Re-Entry Plan, Team Meeting with Parents and Student: Individual Plan
- Third Offense(+):** Out of School Suspension with Re-Entry Plan, Parent Contact by Principal

Behavior Expectation Matrix:

CGES Behavior Expectations						
Setting	Classroom	Hallway	Lunchroom	Playground	Restroom	Arrival/Dismissal
Expectations						
Conversation	Students should refer to posted CHAMPS expectations in each classroom.	Voice Level 0-1 Students may use Level 1 when talking to an adult	Voice Level 0-2 Quiet Voice	Voice Level 0-4 All students should be at a 0 between doors and slab	Voice Level 0-1 Silent or Whisper	Voice Level 0-2 Silent, Whisper, or Conversation Voice
Help		Raise Your Hand	Raise Your Hand	Go to Teacher	Take Care of Yourself	Ask And Adult For Help If Needed
Activity		Changing Locations, Completing Work, Personal Needs	Eating Lunch	Playing at Recess	Go to the Restroom	Entering or Exiting the Building
Movement		Walking	Stay Seated	Safe Movement	Walking	Walking
Participation		Walk in a Straight Line, Hands to Yourself	Eat Your Lunch, Keep Your Area Clean	Follow directions and playground rules	Use the Restroom, Wash and Dry Hands, Throw Trash Away	Keep Hands to Yourself While Entering and Exiting the Building
Success		Get Where You Are Going	You Are Full and Happy	Fun and Safe Play	Restrooms Are Clean	Get to Destination Safely

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.