

**B**e A Good Citizen

**R**espect Self & Others

**A**chieve Socially & Academically

**V**alue Learning

**E**mpathize

**S**afe and Healthy Environment

Council Grove Elementary School  
Parent/Student Handbook

**2023-2024**

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

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

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

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

### **Admission to School:**

**Preschool:** Children who will be four years old on or before August 31, 2023 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, 2023, 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, 2023, may be admitted to first grade. All those entering first grade that have not attended USD #417 schools before must present a certified copy of the birth certificate (not a hospital record), a record of all required immunizations, and a physical. Enrollment is not complete until this is done. A transfer student who does not meet the age requirement is allowed to enroll if the child, while a resident of another state, has completed an accredited kindergarten course or had entered a state accredited first grade.

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

**ACADEMIC RESPONSIBILITY** Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials, such as pencils, paper, and textbooks to class each day. The most common reason for failure in school is missing assignments – not ability. Students are expected to communicate with teachers and ask for work missed when they have been absent or when they know ahead of time that they will be absent. Any student who fails to show a sincere and regular effort to complete assigned school work may be subject to consequences.

### **After School Program (K-6)**

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

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

**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 2017 found USD 417 to be in compliance. All buildings are reinspected every three years. USD 417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

**ATTENDANCE** Kansas 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 (excused or unexcused) will be reported on the Federal Chronic Absenteeism Report.

**BEFORE AND AFTER SCHOOL AND AT SCHOOL SPONSORED EVENTS** Council Grove Elementary School discourages students from arriving at school early. Doors are opened at 7:45 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 p.m. 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.

**Bicycle Safety:**

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

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

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

**BREAKFAST:** Breakfast is an important part of a child's day. Students are more alert and perform better in class if they eat breakfast. Breakfast is available to students beginning at 7:45 a.m. Breakfast prices are listed on [www.usd417.net](http://www.usd417.net).

**BUILDING SECURITY:****Bullying - 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, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

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.

### **Bullying/ Hazing/ Harassment/ Intimidation/ Menacing:**

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

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

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

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

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

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

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

### **Racial Harassment - See BOE Policy JCECCA:**

Discrimination or harassment on the basis of race, color or national origin shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act

of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. *See Hazing/Harassment... and/or Sexual Harassment.*

**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.*

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

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

### **BUS RULES**

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must be on time; the bus cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
6. Pupils must not throw waste paper or trash on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Pupils must keep all objects inside the bus at all times.
8. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
9. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
10. Any damage to the bus is to be reported at once to the driver.
11. Students riding a bus during a stormy season are advised to listen to their home radio or TV for storm warnings and not attempt to reach school when so forewarned.
12. Food and drink are prohibited on regular route busses.
13. Vandalism of busses will not be tolerated.

14. Certain types of children's clothing can create a hazard as children get on and off busses by being caught in the bus handrail, door, or other equipment. Especially dangerous are long, dangling jackets or sweatshirt drawstrings, long backpack straps, long scarves or other loose clothing. In addition to checking on safe clothing, parents should encourage students to stay away from danger zones around the bus. For example, if children drop something near the bus, encourage them not to pick it up because the driver may not see them. Children also need to be warned that other motorists do not always stop for a stopped school bus, so students need to be very careful getting on and off the bus.

**CANDY & BEVERAGES** Candy and chewing gum at school are prohibited unless allowed by school personnel. See [Wellness Policy](http://www.usd417.net) at [www.usd417.net](http://www.usd417.net).

**CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY: Pre-K - 4th 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 office. The cell phone will be held until the parent/guardian can come to school and pick up the cell phone. **5th & 6th Grade** - All 5th and 6th grade classrooms will use the same cell phone guidelines.

1. Phones should be placed in the homeroom cell phone storage hanger by 7:46 or within the first minute of arriving to class.
2. 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.
3. During dismissal students will keep cell phones in their backpacks until they have exited the building.
4. Students will not remove the phone when going to the restroom, library, or another classroom.
5. 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).
6. 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:
  - a. First Offense: Student will take their phone to the principal and can pick it up at dismissal.
  - b. Second Offense: Student will take the phone to the principal and a parent will have to pick it up.
  - c. Third Offense: Student will not be allowed to bring a phone to school and his/her belongings will be checked each day.

**CHAMPS SCHOOLWIDE BEHAVIOR EXPECTATIONS** CHAMPS schoolwide 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.

**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 [AUP](#).

**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.

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

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

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

Detention is held from 3:10-3:40 p.m. in the supervising teacher's classroom.

**DISCIPLINE** Each teacher is in charge of developing his/her own set of classroom management procedures to deal with everyday discipline concerns in the classroom 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 at the end of this document.

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

**DRESS CODE** The purpose of a dress code is not to inhibit any student's taste in attire, but rather to create a less distracting learning environment. Modest and non-disruptive apparel is required. Sexually suggestive clothing is not permitted. Any profanity, tobacco, 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.

**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.

**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](http://www.usd417.net). To access this information go to the website, click on the Parents-Community tab and choose ESI parent information or click on the Schools tab, click on CG Elementary and the link is on the home page.

**ENROLLMENT** Council Grove Elementary School welcomes new students and returning students to our school. Please enroll your student using the district online enrollment at [www.usd417.net](http://www.usd417.net).

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

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

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

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

Parent/guardians can log on and monitor student progress, attendance, read the daily bulletin, contact teachers and pay lunch bills online. Website information is below. Parent/student username and passwords will be issued one time and will be good from one year to the next. Should parents or student lose this information, contact the school attendance center. <http://www.usd417.net>  
Once on the district site, click on the PowerSchool link.

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

**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.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 417. In accordance with FERPA, you are required to be notified of those rights including:

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

**Directory Information:** For purposes of FERPA, Unified School District No. 417 has designated certain information contained in educational records as directory information. This information may

be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

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

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

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

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

**FLOWER DELIVERY AT SCHOOL** Sending flowers/balloons/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. No flowers, candy or gifts are allowed at Pre-K and Kindergarten end of the year celebrations.

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

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

The CGES grading scale is:

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

Some assignments may be graded on a rubric scale. Further information will be given at parent nights. Grades are not meant to promote competition between students, but rather to serve as motivation for students to excel.

Student grades can be viewed at the Power School website by visiting the District website <http://www.usd417.net> Once on the district site, click on the PowerSchool link.

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

**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.

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

**ILLNESS AT SCHOOL** If students become ill at school, the school nurse will examine the child and possibly contact the parent or guardian. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness. If a student is absent from school for 3 or more days, a doctor's note is required.

### **INTERROGATIONS / INVESTIGATIONS**

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

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

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

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

**LIBRARY POLICY** Library hours are from 8:00 a.m. to 3:30 p.m.

Book loan periods are one week. Library privileges may be temporarily suspended for failure to return overdue books. Reference materials may be checked out overnight.

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

**LOST/ FOUND** Unclaimed items will be kept for student use or taken to the Thrift Store on June 1st.

**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](http://www.usd417.net) located at [www.usd417.net](http://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 money is **not** sent to school and a negative balance of 3 meals is accumulated, students will be required to bring a sack lunch or will be asked to pay for the day’s meal before being served. If neither of those alternatives is met, the student will be served a peanut butter sandwich and milk.

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

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

## **LUNCHROOM RULES**

Students will follow CHAMPS Lunchroom Expectations.

- No pop, candy, or gum is allowed during lunch period. See [Wellness Policy](http://www.usd417.net) located at [www.usd417.net](http://www.usd417.net).
- 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 lunchroom unless they receive permission from an authorized adult.
- Students are not allowed in classrooms or halls during this time.
- All lunches including sack lunches are to be consumed in the cafeteria. No food will be taken from the cafeteria unless permission is granted.
- Every student is expected to have a sack lunch or take a food tray when eating at school.

See *School Conduct/ Discipline*.

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

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

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

School personnel may not administer the initial dose of medication or alter the prescribed dosage. Medications are kept in a safe place and individual records are charted.

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

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

Mr. Aron Dody, Superintendent, 17 Wood Street, Council Grove, KS 66846 (620) 767-5192  
For further information on notice of non-discrimination call the US Educational Office Of Civil Rights at 1-800-421-3481.

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

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

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

**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.

**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.

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

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

Announcements regarding school closings or changes in bus schedules will be broadcast frequently on WIBW-AM 580, WIBW –TV 13, their website [www.wibw.com](http://www.wibw.com), and the district alert system.

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

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

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

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

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

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

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

**Prohibited Activities: See BOE Policy JDD and JDDA**

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

1. Breaking of school or class rules
2. Extortion
3. Bullying or Cyber-Bullying
4. Failure to comply with a reasonable request (willful disobedience)
5. Harassment of any kind
6. Fighting
7. Obscenity
8. Intimidation
9. Open defiance
10. Using, possessing, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, 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.

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

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

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

As used in this policy the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, or rocket that has a propellant charge of more than four ounces, missile that has an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

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

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

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

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



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

### **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.

**STUDENT DROP OFF/PICK UP** Students may be dropped off at school in the parking lot north of the playground by the trash dumpsters. They can then use the crosswalk to enter the building or students may be dropped off on Moser St. by the ramp and enter the NE doors. (Note: Moser St. is a one way street before and after school.) Just a reminder, there is no drop off or pick up of students on the west side of the building by staff parking. This is where buses drop students off in the morning and pick them up in the afternoon. This does not apply for After School Program pick up. The city of Council Grove has "No Parking" signs on the south side of Main Street in front of CGES's main entrance. The north side of the street has a "No Loading or Unloading of School Children" sign. Students should not be dropped off at school or picked up from school in that location. If you have a sick child, please park in the visitor parking by the ramp on Moser St. and walk on the sidewalk by the gym to the double doors. Please call 620-767-6851 to let us know you are on your way. The nurse or staff member will bring your child to you. 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. Here are some parking solutions: There is parking located in the gravel parking lot by the playground and on the north side of the school or by the annex. A buzzer system is located at the NE doors by the ramp and at the main entrance. When dropping off kids before school, you may drive through the gravel parking lot by the playground and let kids out by the crosswalk to enter the NW doors by the lunchroom. You may also pull to the side and drop off kids by the NE door ramp. 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 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 unless parents/visitors have checked into the main office. Staff will be available to walk students to classrooms. Students are considered tardy after 8:00 a.m. 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. 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 need to stand by the fence until their parent arrives to pick them and their sibling up. Parents need to wait in the gravel parking lot or on the grass by the trash bins until 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.

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

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

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

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

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

**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.

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

**TRUANCY:** Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first. The building principal shall report students who are inexcusably absent from school to the County Attorney and file a report with DCF.

**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.

**WATER BOTTLES:** Students may bring water bottles from home to use at school. The bottles need to be clear and filled with water only. Water bottles may be purchased from the lunchroom.







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

### **Wellness Policy**

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

*THESE RULES HAVE BEEN ESTABLISHED AND APPROVED BY THE BOARD OF EDUCATION OF THE USD #417 SCHOOLS FOR USE IN THIS SCHOOL AND AT ALL SCHOOL SPONSORED EVENTS. STUDENTS/PARENTS ARE EXPECTED TO COMPLY WITH THESE RULES AND/OR RESPONSIBILITIES. THE BOARD OF EDUCATION RESERVES THE RIGHT TO AMEND RULES DURING THE SCHOOL YEAR AS NECESSARY. PARENTS AND STUDENTS WILL BE NOTIFIED IF CHANGES ARE MADE.*

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

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

## 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

### Observe Problem Behavior

Is Behavior Office-Managed?

NO

#### Use Teacher Consequence (s)

- Redirection/Proximity
- Conference with student
- Take a break inside or outside classroom/ SSR Refocus
- Recess equipment consequence
- Consult team member or previous teacher

If behavior is unchanged, and all consequences have been given, contact the parent to discuss the behavior.

Has teacher contacted parent 3 times regarding the behavior?

NO

Continue teacher management until 3 parent contacts have been made.

YES

Write referral to the office, using an ODR form.

YES

Follow Behavior Call List to remove student from classroom.

Complete office discipline referral (ODR).

Administrator follows through on consequence.

Administrator provides feedback to teacher in a timely manner.

### Behavior Office Managed

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