

# ELEMENTARY STUDENT HANDBOOK



**ELL-SALINE USD 307  
2019 - 2020**

# FOREWORD

As a new school year begins, the school staff welcomes students and parents to a new school term.

**"SO EACH MAY ATTAIN HIS OR HER POTENTIAL, SCHOOL STAFF ALONG WITH PARENTS AND THE COMMUNITY, WILL PROVIDE THE OPPORTUNITY TO ENHANCE EVERY CHILD'S EDUCATIONAL EXPERIENCE THROUGH AN ACCEPTING, SUPPORTING, AND STIMULATING ENVIRONMENT."**

The above mission statement was created by the Ell-Saline Elementary School Improvement Council and adopted by the board of education. The board is committed to providing resources so that a successful education program can be realized. The educational program is designed to meet the needs of each student.

To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning student progress and work together to continue the proud tradition of academic excellence.

It is hoped that this handbook will serve as an information guide to students and parents regarding the general policies, rules and regulations, and other matters pertaining to the school and its relationship with students.

This student handbook is an official school publication approved by the board of education and is designed to inform parents and students of the policies and procedures that govern Ell-Saline Elementary School operations.

**This handbook is also available on our district website ([www.ellsaline.org](http://www.ellsaline.org)). A printed copy will only be available upon request.**

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# 1. RIGHTS

## NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Ell-Saline School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons, is directed to contact: Superintendent of Schools, who has been designated by the Ell-Saline School District to coordinate the District's efforts to comply with the regulations implementing these laws.

Title: Brian T. Rowley, District Office, PHONE: 785-225-6813

You can also contact the Section 504 Coordinator at the Kansas Department of Education by calling 785-296-2424.

## DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

## **SEXUAL HARASSMENT**

The primary goal of American public education is to prepare its young citizens for the full exercise of citizenship rights and responsibilities. If students are to develop the attitudes and behavior identified with effective citizenship, the school itself by precept and example should create a democratic atmosphere gradually expanding the opportunities for student participation in school decision-making as students demonstrate their capacity for accepting greater responsibility. It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may properly be developed in the school setting.

In order for this to be possible, schools must operate in a fashion that allows all students and employees to function free from discrimination. Court decisions have clarified what sexual harassment is and the problems that it creates in the workplace and school. The board recognizes that sexual harassment of students or employees creates a stressful situation that makes working or learning extremely difficult.

The board prohibits any and all forms of sexual harassment against any student or employee. Sexual Harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are sexual harassment when:

- A. submission to such conduct is made implicitly or explicitly a term or condition of employment;
- B. submission to or rejection of such conduct is used as a basis for employment decisions; or
- C. the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Should a person wish to file a sexual harassment complaint against an individual or group, that person would need to notify the building principal or superintendent in writing of the charges. All charges will be investigated and handled as discretely as possible. A written report will be prepared for

the offended party. No retaliatory measures will be permitted nor tolerated against the person filing the complaint. Persons found to be in violation of the policy will have disciplinary measures applied, which may include suspension or dismissal from employment with the district.

## **ADMITTANCE TO ELL-SALINE SCHOOLS**

Out-of-district student policy is to be monitored constantly. If the student fails to meet any or all of the conditions set forth in the performance contract with the district, the student's enrollment status can and will be revoked at either the end of the first semester or the end of the second semester, providing adequate documentation is maintained at the building level.

Attendance - Regular attendance is required. The specific attendance policy may be found in the student handbook.

Academic Commitment - The student must earn a passing grade of "C" in a minimum of five required subjects. The student's record will be reviewed each nine weeks for compliance.

Appropriate Behavior - The student will be held accountable for acceptable behavior as set forth in the rules for bus transportation, for the classroom, for the building, in board policy, and in state statutes.

Student Supervision - There is no formal supervision provided for students before and after school. Students may not wait at school unsupervised before 8:00 a.m. or after 3:45 p.m.

Payment of Fees/Bills - The student is to remain current on the payment of all assessed fees and bills.

Students residing in our district with persons other than their parents, adoptive parents, or legal guardians will maintain, on file in the building office, a notarized statement that they are residing at the designated district address and that original copies of all documentation from the school to the student will be sent to that address; that the person they are residing with will in fact reside at the named residence in our district at least five nights per week. All correspondence on the progress of that student or other communications from the district will be sent to the listed address within the district. If it is found that the student does not reside at that address, his enrollment privilege will be revoked immediately. This agreement will be signed by the student's parent(s) or guardian(s) and notarized by an official notary. The agreement will be filed in the building

office and the student's compliance with the signed agreement will be monitored by the building principal.

## **EMERGENCY SAFETY INTERVENTIONS**

The Board of Education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may also necessitate the use of emergency safety intervention. For a complete explanation of seclusion and restraint, prohibited types of restraints, and the process for resolving complaints regarding the use of ESI, see Board Policy GAAF. For more details you can refer to [www.ellsaline.org](http://www.ellsaline.org).

## **2. GENERAL INFORMATION**

### **KINDERGARTEN**

The Kansas law stipulates that a child must be age five on or before August 31 before enrolling in kindergarten. Parents or guardians must bring a birth certificate or other legal proof of date of birth before enrolling a child in school for the first time.

### **OFFICIAL NAME OF RECORD**

A birth certificate or other legal proof of a student's name will be used as documentation for the student's official name of record in the school's student information system.

### **IMMUNIZATIONS**

A child entering Kansas schools must meet the most recent requirements for immunizations included in Kansas statute. An immunization record signed by a physician or authorized proof from a clinic or health department (use state immunization form) is required as documentation. If immunization documentation is not provided by the 90<sup>th</sup> day of attendance, the student will be expelled from school until the documentation is provided.



## HEALTH PHYSICALS

A child entering a Kansas school for the first time before the age of 8 must provide a health physical signed by a physician. If a health physical is not provided by the 90<sup>th</sup> day of attendance, the student will be expelled from school until the documentation is provided.

## SCHOOL/OFFICE HOURS

Students who eat breakfast at school may arrive at 7:50 AM; all other students may arrive at 8:15 AM. **Supervision is not provided before arrival times nor is it provided after school unless students are required to stay for a teacher or a scheduled activity.**

For grades K-6, school will be in session from 8:15 AM to 3:40 PM and preschool classes from 8:15 AM to 11:15 AM and from 12:40 PM to 3:40 PM. Office hours are from 8:00 AM to 4:00 PM.

## ATTENDANCE/ABSENCES

Kansas compulsory attendance law requires that a student attend school until the age of eighteen. The faculty, administration, and the board of education believe that a direct correlation exists between regular school attendance and academic achievement. Attendance is clearly necessary for success in the classroom. We subscribe to the philosophy that good work habits should be learned in school - starting with attendance and punctuality.

Due to concern for student safety, a call will be placed to the parents or guardian of any student that is not excused from school by written permission or a documented phone call from the parent or guardian of the residence. A building secretary will place that call by approximately 9:00 a.m. Should conditions exist which prevent these calls from occurring in a timely fashion, help will be sought from the building administrator, school counselor, or district office personnel.

Calls will first be made to the home of the students absent without communication, then to the places of employment of the mother or father, whichever is indicated on the student information sheet. If parents cannot be called to the telephone for some reason, a message will be left. If the school office does not receive any communication regarding the absence, the

absence will be considered unexcused. To assist in the success of this process, it is imperative that the building office is kept informed of changing telephone numbers at homes and at places of employment.

Students arriving between 8:15 - 9:30 AM will be counted tardy. Those arriving between 9:30 - 12:30 PM will be counted ½ day absent. Students who leave school for the day prior to 2:00 PM will be counted ½ day absent. Students who leave after 2:00 PM will be counted as present for a full day.

All absences will be placed in one of two categories: excused and unexcused absences. Absences may be excused for the following reasons:

1. personal illness
2. serious illness or death of a family member
3. emergencies calling for the student's services or presence at home
4. obligatory religious observances
5. professional appointments (arranged in advance with the school), and upon student's return documentation that the appointment was kept
6. participation in a district-approved or school-sponsored activity
7. when prior arrangements have been made with the principal and supported by a written request from the parent(s) prior to the absence.

When students are absent for reasons in **Nos. 1-5** above, they will have the number of days absent plus one day to make up missed assignments. Students who have absences approved in advance will obtain assignments before the absence and make arrangements with the classroom teacher in advance.

**Each absence after the seventh excused absence during a semester must be verified by a doctor's statement explaining the reason for the absence. After a student has missed five or more days during a semester, no excused absences will be granted for No. 7 cited above. Absences after seven will be unexcused; students will receive a 10% grade reduction on the assignments missed.**

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

## **TARDIES**

It is important that children arrive at school on time each day. Excessive tardiness is considered truancy. The first bell rings at 8:10, and students may go to their classroom at that time. The second bell rings at 8:15. Students arriving to the classroom after 8:15 will be counted tardy.

If a student is late for school, they must report to the office. All students are allowed one unexcused Tardy per nine weeks. All additional tardies in the nine weeks period will result in the student having a private lunch. Three unexcused tardies in a nine weeks will count as an unexcused absence.

Students with three or more tardies during the school year will not be eligible for the Perfect Attendance award.

## **LEAVING SCHOOL**

Any student leaving during school hours must have written permission from the parent, must leave with an adult, and must be signed out in the office.

Parents or guardians must notify the school in writing if a child is not to leave school with a certain adult.

## **COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the

following complaint procedure: The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

## **FEES**

Textbook rental fees have been set by the board of education as follows:

Grades K-6:	\$ 60.00
Reduced price:	\$ 15.00

Preschool Attendance fees have been set by the board of education as follows:

Monthly fee:	\$150.00
Reduced price:	\$ 75.00
At-Risk qualified:	No fee

Preschool Supply fee have been set by the board of education as follows:

Preschool:	\$ 35.00
Reduced price:	\$ 8.75

At-Risk qualified: No fee

As always, any loss, defacing, or marring of school property will also require proper financial payment for the loss or damage incurred.

## **SCHOOL TELEPHONE**

The telephone is considered a business phone and should be used for that purpose only. Children will be permitted to use the telephone for emergencies and with permission from a teacher. Whenever possible, all plans for after-school activities should be arranged for by the child before coming to school.

## **SAFETY**

Due to the heavy truck and equipment traffic on Halstead Road, riding bicycles to and from school is discouraged. Should a student ride they are required to observe all safety and traffic rules and will not be permitted to ride on school grounds during the school day.

If parents transport their children to school, they should deliver them to the front door. Students are expected to wait at the entrances in an orderly fashion both before and after school.

If busses are in front of the building after school, adults picking up students must come to the building and escort students to the parked vehicle.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection among students at school will not be tolerated. Examples of such behavior would include holding hands, kissing, etc.

# **3. SERVICES**

## **TRANSPORTATION**

### ROUTING

Bus routes are mapped out with primary regard to safety, efficiency, and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. Buses will not pull into

driveways to pick up children except when it is necessary to turn around.

Those families who live at the end of a route or off the route an unusual distance should notify the driver when their children do not plan to ride the bus.

#### PICK-UP TIME

Students are to be at the stop waiting for the bus. All children in one family must board the bus at the same time. The bus cannot wait for pupils who are tardy. If no one is riding, the driver should be motioned on or called in advance. Bus drivers are instructed to honk and wait no longer than two minutes at any stop.

#### VISITORS

Children are allowed to ask visitors to ride home with them, provided the bus driver is given written permission from the parent and the bus does not become overloaded. State regulations prohibit standing or overloading the bus.

#### OFF-ROUTE REQUESTS

Buses will not take children to destinations off the regular routes. With written permission from the parents, drivers will stop and let children off at any regular route stop.

Changes in bus transportation for a child must be made by 3:00 PM unless a note was sent from home.

#### PETS

Kansas law states that no animals will be transported on school buses.

#### ACTIVITIES

Students going to an activity or on a field trip by bus are expected to return on that bus unless parents give written permission to the teacher or sponsor.

#### CHANGES IN TRANSPORTATION ROUTINE

Students who are to be transported home in a different manner than is usual must have written notice from parents. Parents must communicate by phone, email or text with the school office by 3:00 p.m. to inform the school of any changes in routine, insuring messages get to the proper personnel. If neither of

these communications occur, students will be required to follow their usual routine. Changes shared by students will not be accepted as confirmation.

### BUS RIDER RULES

Bus riders must abide by the following rules:

- All riders must obey the directions of the bus driver promptly and respectfully.
- The bus driver may assign a seat to each rider, and each rider must be provided a seat. Permission for riders to change seats may be granted by the bus driver only when the bus is stopped.
- All riders are to remain seated facing forward with feet on the floor while the bus is in motion. The only exception is if the driver asks for a rider to help in an emergency situation.
- Unnecessary conversation with the bus driver while the bus is in motion is prohibited. All riders may visit with seatmates in a normal voice; otherwise, classroom conduct is to be observed.
- Touching other riders in any unsafe manner is prohibited.
- All riders are expected to use classroom appropriate language and tone.
- All riders must keep all body parts inside the bus from the time they enter until they exit.
- All riders may only eat or drink on the bus when it has been approved by the bus driver.
- All riders are responsible for properly disposing of their trash and for keeping their bus area clean and in good condition.
- Musical instruments and sports equipment must be kept in their cases and/or book bags. Small toys and electronic devices may be taken and used on the bus with bus driver permission. Loss/damage to any property (school or personal) is the rider's responsibility.
- The aisle must be cleared at all times (items and body parts) to allow for clear view out the back window.

- All riders must be silent when the bus is stopped at a railroad track.
- When getting on or leaving the bus, all riders must observe the directions of the driver. All riders crossing the road must cross in front of the bus after an all-clear sign from the driver.
- Absolutely no glass containers or seeds/nuts with shells on the bus.
- All riders should be waiting at the bus stop. All riders in a household must be ready to board the bus at the same time. Bus drivers are instructed to honk and wait no longer than two minutes. Drivers will not return to a stop once they have left.
- If bus transportation is not needed on a particular day, the bus driver should be called/texted in advance or the bus driver should be motioned to go on.
- All riders must wait for the bus off the traveled portion of the road. All riders should wait in an orderly manner.

If a student chooses to break a rule, the following consequences will be applied:

1st incident: Driver will verbally warn student.

2nd incident: Driver will change student's seat, issue disciplinary slip, and notify administration who will contact parents.

3rd incident: Driver will issue disciplinary slip, notify the administration who will contact parents.

Additional incidents: Disciplinary slips will be issued and a behavior plan will be developed. Suspension of bus privileges will be considered.

Any student causing harm to another student may be removed from the bus without receiving the warning slips.

## **SCHOOL FOOD SERVICES**

Students who bring their lunches may purchase milk in the lunchroom at lunchtime.



Parents are asked not to charge school meals and/or milk. Families will be unable to charge more than 5 days of meals per student. After that limit has been reached the student will no longer be allowed to charge school meals until payment has been made to the family account. At the end of the school year, grade cards will be withheld for those students who have meals and/or milk that are not paid for.

Free and reduced-priced lunch applications are available in the school office at enrollment time or as the need for such assistance becomes necessary throughout the school year. Completed applications are to be returned to the school office. Parents are urged to apply for free or reduced-priced lunches if family circumstances indicate a need.

### LUNCHROOM RULES

- Students are to follow the directions of the staff members on lunch duty.
- Student are to speak in soft voices.
- Student may not trade food with others.
- Good table manners are expected at all times.
- Student will be allowed a second portion of certain items if all of their first meal servings have been eaten and some of their milk has been drank.
- Student will lose the privilege of a second portion of certain items for a specified period of time if they take a second portion and do not eat them.
- Students are to stay in the lunchroom until the supervisor dismisses them.
- Student may bring lunch from home but may not provide lunch for other students. All students are expected to eat in the lunchroom unless special arrangements are planned by staff.
- Soda, pop or energy drinks are not permitted in the cafeteria for students, staff or building guests while breakfast or lunch is being served.
- Use of microwaves and refrigerators will be provide for student lunches.

- SA serving of milk is nutritional requirement of the National School Lunch Program. Students with a milk allergy or milk intolerance will be required to provide medical documentatation provided by a physician for milk to be excluded from their breakfast or lunch servings.
- All known student food allegies must be on file in the school office.

## **SPECIAL EDUCATION**

Ell-Saline Unified School District is a member of the Central Kansas Cooperative in Education. The cooperative provides services to exceptional children.

Special programs are offered for the gifted and for children needing special education services.

Placement of students in special programs is done by referral and testing only. Students will be placed on the building team agenda prior to any requests for testing by the school psychologist.

Children will not receive these services unless parents have been previously informed and have given written consent for an evaluation.

## **LIBRARY**

The library is open on a regularly scheduled basis. The collection is the responsibility of the librarian media specialist and is constantly being updated and expanded to meet the needs of students. Students may check out one or two books at a time. Lost, damaged, or stolen books and other library media are the responsibility of the user who must pay when there is damage or loss.

## **PHYSICAL EDUCATION**

The staff believes that physical activity is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. Therefore, this program will consist of at least half the class period being used for physical conditioning through the use of aerobic exercise and other workout programs appropriate to the grade level. It is believed that proper attitude development is an important part of education; therefore, the school will attempt to create an atmosphere for the development of

leadership, sportsmanship, and congeniality through its physical education program.

Children will be expected to participate and should wear appropriate clothing and sneakers on PE days. Classes will be held outside when weather permits. If a child is not to participate in vigorous exercise, a written statement from the family physician will be required.

## **MUSIC**

All students will be expected to participate in the scheduled music classes and program. The elementary music program provides opportunities for students to develop skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences such as listening, singing, playing instruments, movement, expression, and music reading.

## **PARENT VOLUNTEERS**

The elementary school considers its parent volunteers as a very special resource. Classroom teachers many times have a need for help in classrooms and with programs and extracurricular activities. Parents who have the time and skills and who wish to volunteer may do so by calling the school office.

## **COMMUNITY/PARENTS/TEACHERS ASSOCIATION**

The Community Parents Teachers Association (CPTA) has been highly involved in the improvement of Ell-Saline Elementary. Parents are urged to actively participate. Meetings are scheduled throughout the school year and are announced several weeks in advance.

Each year the CPTA sponsors several moneymaking projects. With the help of parents, these projects can be very successful.

# **4. COMMUNICATIONS**

## **REPORTING PROGRESS**

Report cards are issued four times a year. Student grades will be reported at the end of each nine-week grading period. Parents will be notified at mid-quarter if their child is struggling with

a subject. Teachers may choose to send progress reports at other times. The following is the grading scale used:

Elementary Primary (K,1,2)

Instructional objectives checklist will be completed each nine weeks demonstrating each student's level of mastery on each objective. A final copy of the objectives checklist will be placed in each student's cumulative folder.

Elementary Intermediate (3,4,5,6)

A = Excellent (90-100%)	N = Needs Improvement
B = Above Average (80-89%)	S = Satisfactory
C = Average (70-79%)	U = Unsatisfactory
D = Below Average (60-69%)	I = Incomplete
F = Failing (0-59%)	

## **CONFERENCES**

Parent-teacher conferences are scheduled twice each year. Because these conferences are valuable to the overall education program, parents are encouraged to attend regardless of the progress of the child. Some parents are hesitant about participating in conferences, but teachers can do a much better job with students if they share their understanding of the students directly with the parent(s).

It is not necessary to wait for the regular schedule conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## **PROMOTION/RETENTION**

The policy of the district is to encourage and assist in a continuous growth pattern of academic achievement in harmony with normal intellectual, social, and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention.

In arriving at a decision for acceleration, promotion, or retention of a student, the teacher will consider the viewpoints of the building team and the parents. Parents will be notified of possible acceleration or retention as early as possible.

The final decision shall rest with the appropriate building principal.

## **STUDENT BEHAVIOR/DISCIPLINE**

The board of education has adopted policies regarding student behavior. It is the intent of the school staff to see that order, self-discipline, courtesy, and respect are maintained in the school. The result of misbehavior may include student conferences, detention, parent conferences, and, if necessary, suspension or expulsion. Students are expected to behave appropriately in school buildings and on the playgrounds.

## ELEMENTARY SCHOOL-WIDE DISCIPLINE PLAN

The Ell-Saline Elementary staff has developed a school-wide plan to promote expected behaviors for our learning environment. The guiding philosophy is to implement a positive, proactive approach to produce respectful and productive citizens. All staff members will be involved in teaching the expectations, modeling appropriate behaviors, building positive rapport, and using a variety of strategies to maintain the best learning environment for all students. An effective school-wide plan requires a total team effort. That team includes the student, parent/guardian(s), and school staff.

To create a positive learning environment at ESE, **everyone** is expected to:

- Be Safe
  - Keep hands, feet, and objects to self.
  - Use all resources properly.
  - Move through the school attentively and quietly.
- Be Respectful
  - Use calm, positive words.
  - Listen and follow adult directions quickly.
  - Use good manners.
- Be Responsible
  - Be honest.
  - Be prepared and prompt.
  - Give your best effort.

ESE is defined as all ESE building space, recess areas, buses, field trips, and any other school related events before, during, or after school hours.

Everyone is defined as all students, parents, staff members, and building guests.

### STUDENT RECOGNITION FOR MEETING BEHAVIOR EXPECTATIONS:

A variety of motivating strategies will be implemented by staff to encourage and recognize students for meeting the ESE Behavior Expectations. Those include, but are not limited to:

- Verbal praise and compliments for helpful decisions

- Classroom Incentive Plans
- Celebration Visits with the school principal
- Good News phone calls to a parent/guardian
- Good News notes sent home by school staff
- Traveling classroom trophy awarded weekly
- Quarterly recognition for NO Office Referrals during the nine weeks
- Recognition and certificate at the end of the year Pep Rally for NO Office Referrals during the school year.

Behaviors will be monitored by the supervising staff member. Inappropriate behaviors will be documented throughout a school day. Staff members will respond consistently with the following consequences if a student demonstrates inappropriate behaviors.

1. Verbal warning or redirection.
2. Relocation or change in location for student and/or supplies.
3. Reflection Time and completion of self-reflection page. (5-15 minutes).

Any use of the reflection mat and self-reflection page will result in a parent/guardian contact by the supervising certified staff. Parent contact may be in the form of a phone call, note sent home, email, or text message. The best mode of communication will be determined between the classroom teacher and parent/guardian.

If a student is sent to the reflection mat more than two times in a given day, then the student will receive an office referral. The office referral form will be completed by the student. In an effort to improve school-home communication the office referral form will be sent home with the student. The form will be signed by the student, teacher, principal, and parent/guardian(s). If the referral is not returned or not signed by the parent/guardian(s) the following day, then the student will report to the office and a phone call will be made by the student to the parent/guardian.

Additional behavior incidents in the same day will be addressed at the discretion of the building principal.

This may include additional natural consequences, a loss of privileges, detention, in-school suspension, or out-of-school suspension.

If a student continues to repeat the same inappropriate behavior over three consecutive school days, then the student will have an office visit to discuss the behavior and develop a plan for improvement. A repeat of the same behavior within a week's

timeframe of the Office Visit will result in the student going directly to the classroom reflection mat and completing a reflection form. Parent contact will be made following the reflection mat visit. Following the parent contact, a repeat of the same behavior within a week's timeframe of the Office Visit will result in the student receiving an Office Referral.

Serious/malicious offenses will result in an immediate office referral. Those behaviors include:

- Physically aggressive behaviors with harmful intent
- Bullying behaviors
- Stealing
- Intentional destruction of property of others
- Sexual harassment
- Cheating
- Forgery
- Threats of violence
- Illegal substances
- Weapons/dangerous instruments
- Profanity - written, spoken, gestured

If a student receives 3 office referrals during a nine week period, a behavior conference including the student and parent/guardian(s) will be required in order to develop a plan to better serve the student's needs.

Through the building team process and/or a behavior conference an individualized behavior plan may be written for a student. The behavior plan will be developed and signed by the student, parent/guardian(s), classroom teacher, and principal. The behavior plan takes precedence over the steps listed above.

Providing school-wide behavior expectations will assist in maintaining productive instructional time and a safe, positive environment for all students. If you have any questions about the behavior expectations, recognition, or consequences, please contact your child's teacher or the school principal. We appreciate your support.



## **ELEMENTARY SCHOOL-WIDE DISCIPLINE PLAN**

Student's Name: \_\_\_\_\_

I have read and understand the elementary school discipline plan.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Elementary Bullying Prevention Plan

## SCHOOL RULES:

**Rule 1:** We will not bully others.

**Rule 2:** We will try to help students who are bullied.

**Rule 3:** We will try to include students who are left out.

**Rule 4:** If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## Bullying Definitions:

**Verbal Bullying**—teasing, name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves. This includes verbal, written, and cyberbullying.

**Exclusion**—starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

**Physical Bullying**—pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.

**Severe Bullying**—punching, kicking, and similar behavior that could result in injury to others. Threat of serious violence.

**Harassment**—racial, ethnic, or sexual name-calling or other severe harassment.

Behavior	First Incident	Second Incident	Third Incident	
<b>Verbal Bullying &amp; Exclusion</b>	Office Referral	Office Referral and phone call home (student calls)	Office Referral, phone call home, & loss of privilege at school	After 3 office referrals – conference with parents
<b>Physical Bullying</b>	Office Referral and phone call home (student calls)	Office Referral, phone call home, & loss of privilege at school	Office Referral, phone call home, & loss of two privileges at school	After 3 office referrals – conference with parents
<b>Severe Bullying</b>	Office Referral, phone call home, & loss of privilege at school	Office Referral, contact SRO, parent conference & loss of two privileges at school	Office Referral, contact SRO, parent conference, and ISS	After 3 office referrals – contact SRO, parent conference, and OSS

\*\*\*K-2 students receive an additional warning.

## PLAYGROUND RULES

The school staff will supervise recesses. The playground IS NOT supervised before or after school by school staff; therefore, student use of the playground and equipment is only allowed with the supervision of a parent or guardian.

The fenced preschool playground area was developed for preschool age children. The space should only be used by children in preschool or younger children. This expectation applies for the time before and after school, over weekends, and during the summer months.

### PLAYGROUND

1. Students are to follow the directions of the playground supervisor.
2. Students must stay in sight of recess supervisor at all times.
3. Permission to enter the building during recess must be obtained from the supervisor.
4. Students are not to tease, use profanity, or throw snowballs, sand, rocks, or other objects that could cause harm.
5. FIGHTING, WRESTLING, OR TACKLING WILL NOT BE TOLERATED Such behavior will result in the loss of recess privileges.

### PLAYGROUND EQUIPMENT

1. Playground equipment is provided to each classroom. The students are responsible for keeping their equipment in good condition and collected following recess. Students are not permitted to bring equipment to school unless special activities, planned by the teacher, require such equipment.
2. Playground balls and basketballs are not to be kicked. Only balls specifically made to be kicked such as soccer balls and footballs are to be kicked. Students may not retrieve balls that go outside the designated fenced playground areas.
3. Students are to swing forward and backward on the swings. Swinging side to side, jumping off swings, standing in the swings, and running around and under the swings are dangerous activities that will not be tolerated.

4. Students are not to push or pull others while playing on the equipment. Students are not to sit or stand on top of any equipment not designed with a standing area.
5. Students using the merry-go-round are to be seated while the merry-go-round is moving and are not allowed to jump off the merry-go-round while it is spinning. Students pushing the merry-go-round must keep their feet on the ground. Holding onto the merry-go-round and swinging around is not allowed.

#### FOOTBALL RULES

1. Captains of teams will rotate each day. A student may be a captain for a team once a week.
2. Quarterbacks of teams will rotate each day. A student may be a quarterback of a team once a week.
3. Team plays must include as many team members as possible. Back to back plays must include different running backs or receivers to advance the ball.
4. Each team will be allowed FOUR plays to make a touchdown. If a touchdown is not scored, then the ball will be turned over to the other team where the previous play ended.
5. The end of a play is signaled when the ball carrier is touched by ONE hand or a flag is removed. Tackling is not allowed. Any student tackling another player will lose football privileges for a week. Additional tackling incidents will result in longer time frames.
6. There is NO punting.
7. There is NO rushing the quarterback.
8. There is NO blitzing.
9. If there is a dispute between players, then the captains of each team will play rock-paper-scissor one time to determine the outcome. All other players will accept the outcome without argument.
10. When the recess time ends the football game and football discussions end. Continuing to argue about scores or plays is not an example of good sportsmanship.

## **VISITORS**

Parents and patrons are always welcome to visit the classroom. As a courtesy, visitors are requested to let the teacher know. Visitors are to sign in at the school office before going to the classroom. Entrance to the building is only permitted through the front door. All other doors remain locked during the school day.

Parents are also invited to eat lunch with their child but should call the school office by 9:00 AM to be included in the lunch count. The adult lunch price will be charged.

Children may not visit classes unless accompanied by an adult and the teacher is notified. Problems occur when visiting friends and relatives come to school to spend the day.

## **WEATHER/SCHOOL CLOSINGS**

In the event of bad weather or other emergencies, the superintendent of schools may make the decision to close the district schools. A decision will always try to be made by 6:00 a.m. but conditions can worsen at any time. A SchoolMessenger call will be made and notification will be broadcast by the following stations: KSAL-1150AM, KINA-910AM, KSKG-99.9FM, KSAJ-98.5FM, KQNS-95.5FM, KZBZ-104.9FM, KILS-92.7FM, and KY94-93.7FM and TV stations KSNW (Channel 3), KAKE (Channel 10) and KWCH (Channel 12).

Parents are asked to provide the classroom teacher, in writing, with the procedure they wish the school to follow regarding their children if school must be dismissed early because of inclement weather.

# **5. STUDENT HEALTH**

## **ILLNESS**

When students are ill, parents should keep them home since the school is not equipped to care for them. Before returning to school, students should remain fever free without the aid of fever reducing medication for a suggested 24 hours. On return to school after an illness, students should be well enough to participate in normal activities unless parents provide written reasons why they should be excused.

Parents or designated adult will be contacted to pick a child up if:

- A student is running a fever of 100 degrees or higher.
- A student is vomiting.
- A student is having diarrhea.
- A student is injured.
- A student is unable to continue with regular classroom activities.

## MEDICATION

Diagnosis and treatment of illness and the administering of medication is never the responsibility of the public school. The district, or any employee of the district, will not provide over-the-counter or prescription medication for any student.

Over-the-counter medicine (such as aspirin or cough drops) may be distributed by school staff **only** if the parent/guardian signs and submits the Permission for Medication form to the building administrator, requesting the school's cooperation and releasing the school district and staff from liability. These should be brought to school in the original container with the child's name on it.

Over-the-counter medication will be dispersed for up to five school days. Continuation will require a letter of recommendation from a physician.

Prescription medicine may be distributed by the school staff **only** if (1) the medical person prescribing the medication has sent a written order or has signed the Permission for Medication form, and (2) the original container in which the medication was issued is brought to school and properly labeled with the students name.

A Permission for Medication form may be obtained from the school office.

## COMMUNICABLE DISEASES

Many illnesses of children are contagious. Very often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning signs of a contagious disease.

The following guide published by the Kansas State Board of Health shows the number of days it may take for a child to develop a disease. This guide also indicates how long a child should

remain out of school after the disease has been diagnosed by a doctor.

Chickenpox - 2 to 3 weeks (18 days). Student should be excluded for six days following first crop of vesicles.

Measles - 8 to 13 days (rash usually day 14). Student should be excluded a minimum of five days after the appearance of the rash.

Mumps - 12 to 26 days (commonly 18 days). Students should be isolated for at least nine to ten days from the date of onset and until the swelling is gone.

Strep Throat - 1 to 3 days. Student should be excluded from onset until recovery. About ten days unless on antibiotics for twenty-four hours.

Pink Eye - 1 to 3 days. Student may return to school when there is no longer eye discharge or after twenty-four hours on antibiotics.

Impetigo - 4 to 10 days. Student may return to school as soon as a child is under medical care or on antibiotics for twenty-four hours. Any drainage must be covered.

Ringworm - Undetermined. Student may attend school if under the care of a physician and if the infected area is covered.

Head Lice - Nits hatch within one week, reach maturity in approximately two weeks. Student should be excluded until treated with adequate shampoo (insecticide), and nits are removed.

Mononucleosis - less than two weeks. Student may return to school with a physician's permission.

Fifth Disease - 6 to 14 days (rash within 17-18 days). No exclusion from school unless the student has a fever.

## **HEALTH SERVICES**

Hearing and vision screening is provided yearly. Parents will be notified if testing reveals potential problems.

## **6. MISCELLANEOUS**

### **STUDENT SUCCESS**

A child's preparation and success in school and later life is affected by many variables. Parent involvement is the most important variable in the development of a child. Parents can enhance that development by being positive, by showing interest in the child's school activities, by listening, by building on previous experiences, by encouraging and expecting high performance in school work and other responsibilities, by building the child's confidence with praise for successes no matter how small they may be, by reading books, magazines, and newspapers in the home, by providing proper nutrition and rest, and by being a good example.

A child learns and grows daily. Taking time to provide positive experiences for children help them prepare for success.

### **HOMEWORK**

Homework may be assigned to students by their classroom teacher for the purpose of practicing or enriching a skill that has been introduced and taught during the school day. A good "rule of thumb" to follow is to expect up to 10 minutes per evening of homework for each grade. For example, if your child is in the 3<sup>rd</sup> grade, you might expect an average of up to 30 minutes of homework each day. However, if you find that your child is consistently spending more time than ten minutes per grade level each night on homework, you should contact his or her classroom teacher and discuss this situation with them. Students, who may not be using their time wisely at school, may have work that needs to be completed at home.

### **LATE, MISSING, AND/OR INCOMPLETE ASSIGNMENTS**

Grading policies to address late, missing and/or incomplete assignments will be determined by the classroom teacher. Classroom policies will be communicated to parents and students at the beginning of the school year. If any changes are required, then policy changes will be communicated to students and parents before they are implemented in the classroom.

Students with late, missing and/or incomplete assignments will be allowed to participate in regularly scheduled recess breaks.

Students with late, missing and/or incomplete assignments may be assigned a working lunch. A working lunch provides students with additional time to complete the assignment. Students will be assigned a location for their working lunch and will go through the food service line **one** time to select their meal items. If a student does not show progress during the working lunch time frame then the assignment of additional work time will be at the discretion of the building administrator. Parents will be notified if their child is assigned a working lunch.

## **MAKE-UP WORK**

The school is obligated to provide make-up work for students whose absences are excused. Students or their parents are responsible for requesting make-up work immediately when students return to school. If dates of a student's absence are known in advance, the teacher should be notified so that planned assignments may be given. Students will be given the number of school days absent plus one day to complete make-up work. Due to concerns made by parents, make-up work will not be sent home with other students. Parents may request that make-up work be given to siblings to take home. Example: Student is absent on Monday and Tuesday. The work is provided we be Wednesday, Thursday and Friday. All make-up work will be due on the next Monday.

## **PLAGIARISM & ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is 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 the loss of credit for the work in question, as well as other disciplinary measures.

## **HAZING**

The promotion or permitting of hazing will not be tolerated. No individual, group (social, fraternal or activity) will be allowed to support, promote or participate in any form or type of hazing of students or staff.

Hazing is intentionally, coercing, demanding or encouraging another person to perform as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or



death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

Promoting or permitting hazing is a class B nonperson misdemeanor. This section shall be part of an supplemental to the Kansas criminal code.

## **FIELD TRIPS**

Field trips to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the district curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. At times a small amount of money may be requested from each student for facility-use costs. Scholarships for field trips are available through the C.P.T.A.

We encourage parents to share field trip experiences with their children. However, these trips are planned to locations that are age appropriate for the class that is participating. For this reason, we ask that younger siblings and children not be brought along on the field trips with parents.

## **SPECIAL EVENTS**

Special Events and Celebrations are scheduled throughout the school year. Many events are sponsored and planned by the Ell-Saline Elementary CPTA to involve parents and siblings. Other events are scheduled as school related celebrations which require several volunteers, but the events are intended only for the participation of elementary students. These events include holiday classroom parties, classroom presentations, reading celebrations, and play day.

Generally, if the event is scheduled during the school day, then it is intended for elementary students and not to include siblings or children not enrolled at Ell-Saline Elementary. Volunteers for the event are asked to make other arrangements for siblings or children not enrolled at Ell-Saline Elementary.

## **PROPER ATTIRE**

A student's clothing is the responsibility of the home. Neatness and cleanliness are emphasized. Clothing that is obscene or indecent, causes a disturbance or promotes something contrary to the values promoted at school will not be allowed. Modesty will be encouraged. Clothing items that do not adequately cover private body parts, are too tight, or are too sheer will not be

allowed. Students will be asked to wear an alternative clothing item or parents will be requested to bring a change of clothing to the students if such items are worn. Decisions on the school appropriateness of clothing items will be made on a case by case basis.

Students may go outside for a short recess on cold days. Please make certain that students are provided with proper attire for cold weather.

General guidelines:

- ◆ Hats, caps, and sweatshirt hoods are to be removed upon entering the school building.
- ◆ Shorts, if worn, must be an appropriate length and must be worn all day.
- ◆ Jeans and shorts that fit loosely require belts or ties to keep the garment's waist at the student's waistline.
- ◆ Thin strapped layering tanks should be worn with additional garment covering.
- ◆ Colored hair gel, colored hair sprays, face paint, or excessive make-up that interrupts the learning environment of the school will not be allowed.
- ◆ All clothing choices should provide appropriate coverage for a school environment, planned activities, and seasonal weather.

Students participate in PE and recess daily so appropriate footwear is essential. We require students leave a pair of tennis shoes at school for indoor PE activities. This ensures all students have appropriate footwear for physically demanding activities. During the fall and spring seasons PE is also held outdoors as weather permits. Students should wear or bring to school appropriate footwear for use during outdoor PE activities.

Students are not permitted to be off the slab during inclement weather.

## **CLASSROOM/BIRTHDAY PARTIES**

Three major classroom parties are held to celebrate Halloween, Christmas, and Valentine's Day. These parties are coordinated and planned with the classroom Communication Communicator, interested parents, and the classroom teacher to assure students are provided with the appropriate quantity of refreshments.

Although it is not an expectation, parents may choose to bring treats to celebrate a student's birthday. Students are recognized in a variety of ways throughout the school day on their special day. In the event parents choose to recognize

their child's birthday we would ask them to recognize that class time is important and that these guidelines be followed:

- ◆ Arrange a suitable time for the celebration with the classroom teacher.
- ◆ Limit the celebration to 15 minutes.
- ◆ Bring either or both a small drink and individual treat. We prefer no red drinks because of carpet stains.
- ◆ Please do not bring treat bags or other games or toys because celebrations can become competitive and result in students "judging" the event.

These guidelines are intended to allow the day to be special with a minimum of interruption to the school day.

Invitations to private parties may be distributed at school if every class member receives an invitation.

## **ADDRESS/TELEPHONE CHANGES**

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Parents are asked to notify the school immediately if there is a change of address or telephone number during the school year.

## **PERSONAL BELONGINGS/MONEY**

Students sometimes misplace personal items. Therefore, personal items such as coats, caps, boots, and school supplies should be marked with the pupils' names. Students should not bring valuables, toys, radios, or other belongings to school unless specifically requested by a teacher.

Students should not carry money to school except for school lunches and the like. Upon arrival at school, students should take the money to the appropriate person in order to avoid loss. The school cannot assume responsibility for lost money or other valuables.

## **PETS**

Pets should not be brought to school except at the request of the teacher, and then the pet should remain only during the sharing time.

Kansas law states that no animals will be transported on school buses.

## **TOYS**

Students should not bring toys to school except for show-and-tell. All toys should remain in the student's book bag during school hours and while participating in school sponsored activities.

## **STUDENT ELECTRONIC DEVICES**

A student's electronic devices, which could include cellular phones, music players, cameras, gaming systems, tablets or new technologies, must remain in their book bag and be turned off during school hours 8:00 a.m. until 3:00 p.m. and while participating in school sponsored activities like the after school program.

Electronic devices can be used before school while students wait for the first bell. All devices are turned off and put away by 8:00 a.m.

If a student does bring electronic devices to the school setting, the school cannot be held responsible for theft or damage of the personal items.