

How to Use this Booklet:

This handbook has two sections:

Section A – Specific Elementary Information

Section B – USD 250 District Information

Section A – Specific Elementary Information

This section provides procedures that are specific to all elementary schools.

Section B – USD 250 District Information

This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

The Table of Contents is provided in two sections to assist you in finding information quickly.

Student Handbooks are also available on the district website:

www.usd250.org

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USD 250 Elementary Schools

George Nettels Elementary

2012 S. Homer
Pittsburg, Kansas 66762
Telephone: 235-3160 Fax: 235-3163
Andy Gottlob, Principal
agottlob@usd250.org

Lakeside Elementary

709 S. College
Pittsburg, Kansas 66762
Telephone: 235-3140 Fax: 235-3145
Courtney McCartney, Principal
cmccartney@usd250.org

Meadowlark Elementary

1602 E. 20th
Pittsburg, Kansas 66762
Telephone: 235-3130 Fax: 235-3134
Becky Bedene, Principal
bbedene@usd250.org

Westside Elementary

430 W. 5th
Pittsburg, Kansas 66762
Telephone: 235-3170 Fax: 235-3174
Ann Lee, Principal
alee@usd250.org

AFTER SCHOOL CHILD CARE PROGRAM

Mission

USD 250 values a safe and enriched environment for students during out of school time. After school care is offered by the district as a resource to help meet the diverse needs of USD 250 families. This programming further enhances the use of district staff and facility resources.

Program Availability

USD 250 will make available after school care at each USD 250 elementary school on days that school is in session during the school term. After school care will not be available during school vacations, teacher in-service, or early dismissal days. After school care will be available between the hours of 3:15 and 5:30 p.m., Monday through Friday on regular school days. Every effort will be made to accommodate and coordinate resources to meet the diverse needs of all district students.

Daily Programming

ASC programming will include supervision of outside play, optional homework assistance, and small and large group indoor play. Play will encourage individual development as well as skill building in communication and gross and fine motor skills.

Program Fees

A fee of \$4.00 per day will be assessed for each child.

ANIMALS

No animals (pets) are allowed on school grounds without prior permission from the principal.

ATTENDANCE

Under the Kansas Compulsory Attendance Law, regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for ensuring that students comply with attendance policies. The Kansas Compulsory Attendance Law also requires that students must be reported truant to the district attorney for failure to attend school.

Without a note or phone call from the parent or guardian, the office will record the absence as **“non-verified”**. However the call or note does not automatically excuse the student.

The following are reasons that may be considered excused absences:

- Personal illness
- Illness of a family member
- Funeral
- Obligatory religious observances.

- Family vacations and/or business trips with which the school administration has advance notification (assignments collected prior to absences will be due upon return). Such occurrences should be limited as much as possible.
- Participation in a school approved student activity.

Any absence for reasons other than those listed above, and/or without parent knowledge and arrangement with school officials, will be considered "non-verified".

After three (3) consecutive "non-verified"; or five (5) "non-verified" in a semester; or seven (7) "non-verified" absences per school year, the student's name may be submitted to the county attorney which can result in charges of truancy against the parent/guardian.

After 10 absences, for any reason, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified or non-verified, becomes part of the student's attendance record.

For attendance purposes "tardy" means 90 minutes or less of being absent from school during the school day.

Students are "tardy" if they miss 90 minutes or less of school. That may occur by checking in between 8:00 a.m. and 9:30 a.m. or by leaving between 1:45 p.m. and 3:15 p.m. Students may also be counted as "tardy" if they leave for 90 minutes or less any time during the day. Tardy warning letters are mailed to parents after the student acquires seven (7) "tardy" days. When the limit of fifteen (15) "tardy" days in the first semester or (21) "tardy" days per year has been reached, the student and parent/guardians will be reported to the county attorney for truancy violation. A note from the doctor will be considered as "medical", not recorded as "tardy". A full day of school is 435 minutes. Tardy is 346 up to 435 minutes; half day absent is 345 minutes or less. If a student is at school less than 90 minutes during the day, he or she is considered absent all day.

The following codes are used to record attendance:

- N = Non-verified: parent/guardian did not notify the school of the absence.
- PV= Parent-verified: parent/guardian did notify the school by phone call or note.
- Med= Medical verification: Student turned in a doctor's note verifying illness or doctor appointment for entire day.
- MP= Medical partial present: Student turned in doctor's note verifying appointment or illness for part of the day.
- EO= Early out: Student was checked out between 1:45 P.M. and 3:15 P.M.
- T = Tardy: Student arrived between 8:00 A.M. and 9:30 A.M. or was gone 90 minutes or less during the school day.
- S = Suspended: Student was suspended for discipline purposes.
- A/P= Absent/Present: Student was in school less than 345 minutes that day.

BEFORE AND AFTER SCHOOL

Students are urged not to arrive at school prior to 7:30 a.m. as this is when direct supervision of students begins. If for some reason it is necessary for a student to come to school before 7:30 A. M., please call the office and discuss it with the principal. Children are not allowed to play on the playground before or after school. The school is not responsible for the supervision and safety of students on the playground outside of school hours. Please pick your child up immediately after school. Please see "Dismissal Procedures".

BICYCLE RULES

Rules for all children and adults riding bicycles to school:

- Follow safety rules of the road including wearing a safety helmet.
- When on school sidewalks, bike riders are to walk their bikes.
- Bikes will be parked on the school grounds in the provided racks during the school day.
- The school is not responsible for bicycles; locks are encouraged.

BULLYING

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying can be any intentional gesture or any intentional written, verbal, or physical act, or threat that is sufficiently severe, persistent or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically, non-verbally and verbally, socially, or emotionally;
- Threatening to or damaging a student's or staff member's property;
- Harming someone's group acceptance;
- Threatening or harming a student or staff member through cyber bullying.

Mission:

As a school community we do not tolerate bullying. We agree to recognize it, stop it, and stamp it out!

CELL PHONES and ELECTRONIC DEVICES

Students must keep cell phones and other electronic devices off during the school day including during free periods such as lunch, recess and passing periods. Parents may request permission to leave a cell phone on in cases of family situations deemed urgent. Permission must be obtained from the principal. Each school has the option of developing more stringent guidelines.

CHANGE OF ADDRESS, PHONE, EMPLOYMENT, ETC.

It is the parents/guardian's responsibility to keep the school office updated about any changes in address, home phone number, daytime phone number, parent employment status and emergency contact. The school encourages parents/guardians to teach their children new addresses and phone numbers.

COUNSELING SERVICES

Counseling services are provided at all district schools. Open communication between families and the school counselor is positive for students and their educational and social development. Parents are invited to visit with their child's counselor at any time.

Counseling services may be provided to students through classroom presentations, small group meetings, or individual sessions. Every attempt is made to provide counseling services at opportune times of the day which are the least intrusive to the student's school day.

The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

CURRICULUM

The USD 250 Elementary Curriculum is aligned with both state and national standards for elementary students. For specific curriculum details, visit www.usd250.org. Curriculum included on the website includes:

Art	Physical Education
Health/Wellness	Science
Language Arts	Social Studies
Math	Technology
Music	

CUSTODY

Parents are advised to notify the school office about court orders and legal separation agreements pertaining to the custody of their children. School personnel will not knowingly release a child to a non-custodial parent without the consent and knowledge of the custodial parent. The school requires that custodial parents furnish copies of court documents. In the absence of court documents joint custody will be assumed.

DISCIPLINE MATRIX

The following discipline matrix forms the basis for determination of consequences for misbehavior at each elementary school. Each elementary school will provide to parents and students a detailed outline of their discipline process at the start up of the school year in August.

<u>CATEGORY A</u>	<u>1ST OCCURENCE</u>	<u>2nd OCCURENCE</u>	<u>3rd OCCURENCE</u>
<ul style="list-style-type: none"> ● Inappropriate Classroom Behavior (Disrupting class, cheating, noncompliant) ● Inappropriate Hallway Behavior (running, teasing, horseplay) horseplay-touching others without anger ● Failure to Complete Work ● Profanity Without Anger ● Minor Theft (pencils, notebooks) ● Verbal Putdowns Without Anger ● Disrespect (rude or impolite) ● Minor Vandalism ● Minor (Physical) Contact from the loss of control-anger ● Instigating Disruptive Behavior in Others ● Gathering in Inappropriate Places ● Inappropriate Dress ● Physical Bullying (expressing physical superiority) ● Emotional Bullying (to harm someone's self-esteem or feeling of safety) ● Social Bullying (to harm someone's group acceptance) 	<p>Teacher Interventions: Date: _____</p> <p><u>Step 1</u> Teacher/student conference Call to parent Time-out Incident Report (student written) Counselor/student conference (Any or all of these may be used at any given time.) Other: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>	<p>Teacher Interventions: Date: _____</p> <p><u>Step 2</u> Time-Out in ALC for a specific amount of time- -Parent notice in mail Parent/Teacher conference Incident Report (student written) Counselor/student conference Student Improvement Team Intervention (Any or all of these may be used at any given time.) Other: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>	<p>Office Intervention: Date: _____</p> <p><u>Step 3</u> 1-2 days in ALC (for the entire day) Student Improvement Team will establish a Home/School behavior contract which will be implemented. Parent Conference before returning to the classroom. Other: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p> <p>After the third plan in the ALC Room, the student will receive automatic out of school suspension for 1 day. A parent/school meeting will be required before reentering the school.</p>

<p><u>CATEGORY C</u></p> <ul style="list-style-type: none"> ● Tobacco, Alcohol, and/or Drug possession and/or Use ● Repeated Acts of Physical, Emotional, and Social Bullying ● Harassment Based on Bias Against Race, Color, Religion, Ethnicity, Gender, Disability, or Sexual Orientation ● Sexual Harassment (Inappropriate touching, language or suggestions) ● Physical Harassment (Severe touching, tripping, slapping, pushing, hitting or punching, any violent physical acts that result in an injury) ● Extortion ● Major Theft ● Vandalism ● Noncompliance Which Endangers Oneself or Others <p><i>Weapons</i></p> <ul style="list-style-type: none"> ● Threat of Use ● Possession ● Use of Weapon on or Near School Property 	<p>Office Intervention:</p> <p>District Policy for Student Rights and Privileges, Violence and Drug and Alcohol Abuse will be followed. State and Federal law will be implemented where required.</p>		

**The principal reserves the right to administer alternative consequences.*

DISMISSAL PROCEDURES

Students will be dismissed at 3:15 PM.

Procedures for students not picked up after school

The Elementary Schools do not provide supervision of students after 3:30 p.m. Students not picked up by 3:25 p.m. will be placed under the supervision of the After School Program, and parents/guardian will be charged the daily fee. (This action can only occur when the student has a completed application on file.) Continual abuse of not picking up the child on time will result in the school filing a Child in Need of Care Report to SRS.

The After School Program is available to families that are not able to pick students up at dismissal time (3:15 p.m.) This program allows your child to be in a supervised location with supervised activities. If your time schedule is tight, it is recommended that you complete an application for the After School Program should this situation occur. Additional information about the After School Program is available in the school office.

DRESS CODE

Appropriate clothing and good grooming are essential for a proper educational environment. Each of our students has the responsibility of coming to school dressed in an acceptable manner. This clothing need not be expensive or new, but neat, clean and safe. We do allow students to wear shorts to school but we ask that they be of "appropriate length" and not too tight. If possible, students should wear athletic shoes on PE days.

Students must not wear the following:

- | | | |
|--------------------|---------------------------|-----------------------|
| *high heels | *halter tops | *see-through clothing |
| *shoes with cleats | *muscle shirts | |
| *tube tops | *shoes with roller skates | |

In addition:

- No hats may be worn in the school building during the school day.
- All shirts must extend below the waistline.
- Clothing or jewelry that causes a disruption in the school scene is not acceptable.
- Clothing with advertising for alcohol, cigarettes, or other inappropriate messages is not acceptable.

Further questions about dress should be directed to the principal.

DRUG AND ALCOHOL ABUSE POLICY

This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess, conceal, ingest or be under the influence of any illicit drug, controlled substances or alcoholic beverage on school district property or at any school activity.

“Under the influence” is defined as having any amount of illicit drugs or alcohol in the person’s body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

Regulations:

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, their parent or guardian, and shall be subject to the following sanctions:

AT A MINIMUM FOR A FIRST OFFENSE

A first time violator shall be subject to:

- a. Parents/guardian notification
- b. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
- c. Evaluation and Counseling (*all grade levels*)
- d. Short-term out-of-school suspension for 5 school days (*all grade levels*)
- e. Suspension from all participation and attendance at school activities for 21 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. Student will be allowed to participate after the short-term suspension. (*all grade levels*)

AT A MINIMUM FOR A SECOND OFFENSE

The student shall be subject to:

- a. Parents/guardian notification
- b. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
- c. Counseling and Re-evaluation (*all grade levels*)
- d. Short-term out-of-school suspension for 10 school days (*all grade levels*).
- e. Suspension from all participation and attendance at school activities for 42 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action (*all grade levels*)

AT A MINIMUM FOR A THIRD OFFENSE or SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, or REFUSAL OF

First and Second Consequences--

The student shall be subject to:

- a. Parents/guardian notification
- b. Mandatory due process hearing for long-term suspension.

- c. Automatic 10 School Day Suspension pending review of long-term out-of-school suspension (*all grade levels*)
- d. Suspension from participation and attendance at all student activities for one calendar year from the time when the school takes official action. (*all grade levels*)
- e. In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

DRUG & ALCOHOL COUNSELING

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardian.

A list of available programs along with names and addresses of contact persons for the programs are on file in school counseling offices. Parents/guardians and their child should contact the programs to determine cost and duration.

DUE PROCESS

The students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process according to board policy.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

Our ESOL program is part of the district's ongoing desire to better serve our students that have limited or no English skills. Program emphasis is to have the student fluently speak, listen, read, and write the English language. The secondary function of the program is to encourage students to become more proficient in their primary home language. The overall goal is to have the student graduate from the program as a bilingual student who uses both the English language and their native language effectively.

FAMILY & CHILDREN TOGETHER (F.A.C.T.) SERVICES

Students who are identified by the FACT personnel as qualifying for the challenger program will now receive these services at their home school after school hours. These services are made possible from the collaborative efforts of the FACT and the school district.

FEES

A payment plan form is available for anyone unable to pay the entire amount for fees. Ask the office for details.

FOOD SERVICE

Breakfast Program

At 7:30 a.m. each morning breakfast will be served in the school lunchroom. Please make sure your child has money in his/her lunch account. The breakfast line closes at 7:55 a.m. Children need to be here before 7:40 in order to eat without being late to class. Fee information will be available at enrollment. Applications are available for free or reduced breakfast.

Lunch Program

Lunches will be served each school day, and will contain the necessary foods for a well-balanced meal. Students may bring a sack lunch from home and eat it in the lunchroom. We operate a closed lunch period in USD 250. Parents are welcome to join students for lunch at any time.

You may buy breakfast and lunch meals in the morning before school. If you have questions about charges, please contact the lunch supervisor at your school. Parents will be notified about the status of student lunch accounts. A sack lunch will be served when a lunch account has a negative balance. Fee information will be available at enrollment. Applications are available for free or reduced lunches.

Lunchroom Behavior

Only students who display mannerly behavior will be allowed to eat in the cafeteria. Others may be asked to eat in an alternate setting. Please visit with your child/children concerning the behavior that is expected of them in the school lunchroom.

Lunchroom Rules

- Enter the lunch room in a quiet and calm manner.
- Use good manners at all times.
- Do not share food.
- Sit in assigned seats, if necessary.
- Report problems to the supervisor in charge.

HAND SANITIZERS

Hand sanitizers will be made available to all elementary students. If you wish for your child to refrain from using the sanitizers due to skin irritations or allergic reactions, please inform your child or the teacher.

HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

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

parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Complete policies on harassment are available on the district website, from the building principals and from the Bevan Education Center located at 510 Deill in Pittsburg.

HEALTH ASSESSMENT REQUIREMENT

All students under nine years old who are entering a Kansas school for the first time must provide results of the child's health assessment to the school. The Kansas law (KSA 72-5214) applies to preschool children as well as elementary school children.

The health assessment results must be presented to the school when the student enrolls. The only exceptions to this requirement are:

- 1) Presentation of a written statement signed by one parent or guardian that the student is adherent to a religious denomination whose religious teachings are opposed to such assessment; or
- 2) Presentation of a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

The health assessment must have been conducted within 12 months prior to the student entering school.

The health assessment must have been conducted by a licensed physician, by a person acting under the direction of a physician, or by a nurse who has completed the Department of Health and Environment training and certification. Health assessments are also available from:

Crawford County Health Department
410 East Atkinson
Pittsburg, KS 66762
(620) 231-5411

Community Health Center of Southeast Kansas
3011 North Michigan
Pittsburg, KS 66762
620) 231-9873

The health assessment must include a health history, physical examination, and such screening tests as indicated to determine hearing ability, vision, nutritional adequacy, and appropriate growth and development.

At the conclusion of the 90-day period allowed for students to comply with the health assessment requirement, the school district shall exclude students failing to meet the requirement from school until the health assessment has been completed and the results have been presented to the school.

HOMEWORK – MAKE-UP WORK

Class work and homework for students who are absent may be picked up after school in the school office. Parents may contact the school office during the school day to make a request for the student's homework assignments.

LIBRARY MEDIA CENTER

Our school library media center is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio/visual materials, and computers/software that our library contains. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price is made.

LOST AND FOUND

We will provide a lost and found service. If your child has lost an item, remind him/her to check in the lost and found area/box. At the end of the school year all remaining items will be given to a community service organization or recycled for student use at school.

MEDICAL SERVICES

A school nurse is available on a part-time basis and in case of an emergency. If a student is seen in the clinic, becomes ill, or has an accident while at school, a parent will be notified by the school nurse or office. It is important to have an emergency telephone number on file in the school office (i.e., work, beeper, relatives or friends).

MEDICATIONS

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office.

All medication is to be brought to school in its original container. The medicine bottle must be clearly marked with the student's name, name of the doctor and the amount and time for the medication to be given.

All medications will be kept in the school office and will be administered only by the school nurse or their designated substitute. NO MEDICATION WILL BE KEPT IN THE CLASSROOM or WITH THE STUDENT.

All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian.

If your child has any medical condition that requires special attention other than normal first aid, please contact the child's teacher and school office as soon as possible.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB	Supervision of Medications
JGFGBA	Student Self-Administration of Medications

MEDICATIONS - UNUSED

The school cannot send unused medication home with children. If you prefer, you may stop by the nurse's station and pick it up personally. We will plan to keep leftover medications for thirty (30) days. If it has not been picked up by this time, we will dispose of it.

For medication that is needed both at home and school, please send a portion to school and keep a portion at home. Please be reminded that medications at school need to be in the original container. In most cases, your pharmacy will provide two containers at your request. We will not send it home with children; however, parents may pick it up each day.

These actions are being taken to reduce the chance that prescription meds will be lost or get into hands of persons not authorized to take the medication. The administration of USD 250 believes that this procedure is in the best interest of our school children and hope you understand and support it. If you have specific questions about how to handle this at your child's school, please call the principal or the school nurse.

PARENT—TEACHER CONFERENCES

Parents are welcome at any time to call and make an appointment for a parent-teacher conference. There will be scheduled parent-teacher conference days during the school year, in the fall and the spring semester. Please refer to the current school calendar. Appointment schedules and additional information will be sent home prior to these conference dates.

PLAYGROUND RULES

The Elementary School playgrounds are closed to public use during the hours between 7:30 am -5:30 pm., Monday-Friday when school is in session. The playground is closed at sundown daily.

Anyone who abuses the equipment, or, vandalizes the school grounds will be permanently banned from the premises.

Adult supervisors are responsible for ensuring each student's safety. Due to various conditions that can occur on the playground the supervisor may need to make a decision regarding student discipline/safety on a case-by-cases basis.

Use of Equipment guidelines:

1. Students who play with equipment—balls, ropes, hoops, etc., at the end of the recess are responsible for putting the equipment away.
2. No hanging from the rims and climbing up the basketball/tether ball poles are allowed.
3. Students are not allowed to leave the playground without the permission of the supervisor.
4. Balls, hoops ropes etc., are not to be taken on the permanent equipment.
5. Baseball bats, hardballs and baseballs are not allowed on the playground.
6. No tag games are allowed at any time.
7. Any student wearing flip flop/ or/ backless shoes cannot play on the playground equipment or participate in any team ball games.

Refusing to abide by the rules may result in loss of privileges to use the equipment for a period of time to be determined by the supervisor.

PTO

The Elementary Parent-Teacher Organizations (PTO) is open to all teachers, parents or guardians of the student at Elementary School. These will be meetings during the school year. Notification of these meetings will be made through the school newsletters. Please look for all PTO news items sent home with the students. The Organization assists the school both financially and with people power whenever the need arises.

RECESS

Students will obey the following rules on the playground:

- 1) Use the playground equipment in the proper manner for which it was designed.
- 2) Receive the teacher's permission to leave the playground before doing so.
- 3) Immediately report any problems they are having to the playground supervisor on duty.
- 4) Pick up and put away any equipment that is on the playground at the end of their recess.
- 5) Follow all the rules and directives of the teachers or supervisors in a respectful and timely manner.
- 6) Students are expected to display good sportsmanship.

SPECIAL EVENTS

Birthdays

If your child is planning a party, invitations are not to be passed out at school unless the entire class is invited. We want to eliminate any hurt feelings of students who may not be included. In like manner, please do not send birthday gifts, sleepover equipment (clothing, sleeping bags, etc.) to school. Arrangements should be made for these items to be taken directly to the student's home. Sending treats to school is optional. Please contact your child's teacher before sending treats.

Treats

All edible treats must be prepackaged and store bought. Nutritional treats are encouraged.

Deliveries

Deliveries of flowers, candy, balloons or baskets to students will be held in the office until the end of the school day. The student will be notified that he/she has a special gift in the office, but in an effort to prevent distractions in the classroom, gifts will remain in the office. Additionally, for safety reasons, balloons are not allowed on school buses.

STUDENT CLASSROOM PLACEMENT

The school reserves the right to make changes in classroom assignment of students throughout the school year.

STUDENT IMPROVEMENT TEAM (SIT)

The SIT Team works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside-the-school resources are brought in to aid the school with this job.

The SIT Team will be responsible for the following:

- Receiving student referrals, fact finding and assessment.
- Participating in the problem-solving process.
- Developing an appropriate intervention plan.
- Support, follow up and evaluation of each plan.

Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the school secretary/principal. Requests for assistance are open to anyone.

TECHNOLOGY LAB

Students attend class in the computer lab on a regular rotation. Students in K-2 work on a variety of educational programs in reading and math and learn proper usage and

care of computers. Students in grades 3-5 learn a systematic program for keyboarding skills and begin word processing. Multimedia programs and Internet search skills are also taught at the appropriate level.

TELEPHONE USE

The school telephone is for business purposes. Students must have permission from the office to use the telephone for school business only. **STUDENTS WILL NOT BE REMOVED FROM CLASS TO TALK ON THE TELEPHONE.** We will deliver the message to the student.

THREATS

Threats against the school, students or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities shall be contacted. In addition, counseling may be required for re-admission.

TOYS/NON-SCHOOL ITEMS

Toys, electronic devices and other non-school items not used in the regular classroom for learning are not allowed. Please ensure students do not bring such items to school.

VISITORS

For security reasons, all visitors required to check in at the office to obtain a visitor's pass. Parents and guardians are encouraged to visit our schools. An open invitation is extended to parents and guardians to visit their child's classroom or join them for lunch. The school requests that you notify the teacher or the office ahead of time to make arrangements for either activity – visiting classrooms or eating lunch.

WEAPONS AND DANGEROUS INSTRUMENTS

No person shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

- 1) On the school grounds during, before or after school hours
- 2) On school grounds at any other time when the school is being used by any school personnel or school group
- 3) Off the school grounds at a school activity, function or event

The administration will develop regulations to deal with incidents of weapons on school grounds or at school functions in an expedient, effective manner.

Regulations:

- 1) When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used:

- a. The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.
 - b. The building administrator will notify the superintendent of schools of the violation.
 - c. The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
 - d. The superintendent will notify the Board of Education immediately.
- 2) Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.
 - 3) The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
 - a. will be given a short-term suspension;
 - b. will be provided a due process hearing; and
 - c. may be given a long-term expulsion if found guilty of possessing a weapon on campus.

Exception: if the weapon is a firearm, the long-term expulsion will be for no less than one calendar year as required by federal law. Only the superintendent has authority to waive this exception.