

# **2010 - 2011 Handbook**

## **Kinsley-Offerle Elementary School**

**USD #347**

**325 S. Elm  
Offerle, KS 67563  
620-659-2866**

**KOES Motto:**

**Together...  
Believe, Achieve, Succeed!**

**KOES Mission Statement:**

The mission for the Kinsley-Offerle Elementary School, in partnership with the home and community, is to provide a secure learning environment where all students maximize their personal, creative and academic potential to function effectively and cooperatively in society.

August, 2010

Dear Parents, Students & Community,

It is my privilege, on behalf of the Kinsley-Offerle Elementary School staff, to welcome you to our school for the 2010 - 2011 school year. We take pride in offering a safe and positive learning environment for our students. There are high expectations for students and parent involvement is expected in order to help increase student success. Parents can become involved by simply taking an active role in their student's education. This may mean helping with homework, listening to your child read, talking with your child about the school day, volunteering with classroom activities, getting involved in the Coyote Pup Booster Club, or contacting teachers if there is a problem.

The people that work at Kinsley-Offerle Elementary School, whether we teach, work in the classroom, serve meals, maintain the building, or run the office, truly care about our "kids". Making sure that every student at our school receives the best education possible is our main goal.

This handbook is provided for you to become familiar with the general procedures at our school. It contains information that should be known by all those connected with Kinsley-Offerle Elementary School. Even though this handbook cannot answer all the questions that might arise this year, it addresses many issues. If you have any questions during the year, please call the school office for more information.

As always, it is our privilege to serve you - the parents, students and community. We are looking forward to a great year!

Sincerely,

Becky Burcher  
Principal

## Daily Schedule

8:05 - Students arrive at school, eat breakfast and/or report to their classrooms.

8:20 - Classes Begin

3:30 - End of School Day

## Arrival and Dismissal

All students arriving before 8:05 will be unsupervised; therefore, we discourage arrival at the KOES building before 8:05 a.m. Any student leaving school during the day (before the dismissal time of 3:30 p.m.) must notify the classroom teacher with parent permission through a note or call and **check out through the office.**

Students who become ill during the day should report to the office. The school nurse, office personnel, and/or principal will determine if the student should go home. **In ALL CASES, the student is not to leave without parent permission.**

Children are not allowed to play on the playground before or after school. If a student desires to play on the school playground after school, he/she must first go home and receive parental permission to come back and play. At this time the playground supervision is the responsibility of the parent.

## Student Safety

The safety of the elementary school students is the joint responsibility of the school and home. While at school, every effort will be made by the school staff to provide a safe place for our children to learn.

To help ensure student safety and security, KOES will provide staff training and student instruction regarding bullying according to the KOES Anti-Bullying Plan. The following definition of bullying will guide the school endeavors:

"Bullying is when one child, or a group of children, keeps hurting another child with words or actions repeatedly over a period of time. Bullying may be hitting, shoving, kicking and name-calling. Bullying includes playing dirty tricks, leaving out a child, spreading rumors or doing other mean things."

Bullying will be handled as an inappropriate behavior/discipline. See p. 10 of this handbook.

## Visitors and Guests

Parents and other visitors are invited to make arrangements to visit school. Upon arrival at the school, visitors must make their presence known by signing in at the office and obtaining a nametag.

## Attendance

School attendance rationale is governed in principle by state law on compulsory attendance. Each student should make every effort possible to attend school daily. Attendance is necessary for success in school.

- *The administration will make the decision if a student may participate in an activity if the student goes home during any part of the school day or arrives late to school. Students who are serving ISS or are suspended from school may not participate in practice sessions or contests during the period of suspension.*

Steps to follow when a student is absent:

1. Parents are required to contact the school office the morning of a student's absence by 9:00 a.m. If office personnel are unable to make contact with the parent/guardian, the student's absence will be unexcused.
2. Students will have one day for each excused day missed, plus one more day, to do the make-up work. It is the student's responsibility to contact their teacher for assignments missed.

Please do not send your child to school ill. But, on the other hand, do not allow your child to miss school simply because he/she does not "feel well". A child with fever or other observable signs of illness should be kept at home.

## Excused Absences

In order for any absence to be considered "excused," parents **must notify the school on or before the date of the absence**. A phone call or written notice must occur, but it does not automatically make the absence excused. The notification from parents is required to aid the principal in a determination.

*Parents or guardians must take responsibility for notifying the school in order for an absence to be considered as excused.*

According to Kinsley-Offerle Board of Education policy (JBD-R), the following reasons are excused:

- Personal illness - a medical statement may be required and will be required after the third consecutive day of illness per semester.
- Family illness or death
- Medical or dental appointments - appointment card or written proof will be required after the third day of medical or dental appointments.
- Subpoena or requirement to appear in court
- Family emergencies which require the student's presence.
- School related activities
- Unusual circumstances accepted as an excuse by the principal

The principal is the designated employee in each building to determine the authenticity of each absence from the information provided.

## Unexcused Absences

For unexcused absences of students under 15 years of age, truancy, as defined by KS law, will be reported to the local Social and Rehabilitation Service on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences. When any student has accumulated a total of 15 days absent, excused or unexcused (not counting school-sponsored activities), a letter will be sent to the parents advising them of excessive absences. On the 18<sup>th</sup> day of absence, a parent hearing will be scheduled to discuss the absence problem. On the 20<sup>th</sup> day of accumulated absences, the principal and the parents will review the student's case to determine what can be done. The student's case will be reviewed with each additional five absences.

After the third unexcused absence per semester, discipline will be dealt with on a case by case basis.

## **General Semester Attendance Policy**

Ten absences in a semester will require a meeting with the principal and the THOT team to determine the student's eligibility for placement in the next grade level. All criteria will be addressed during this meeting, including but not limited to: test scores, current grades, teacher recommendations, doctors' notes, etc.

### **Tardiness**

Students at KOES will be counted tardy if they are not in their classrooms at the designated start time for the school day. The office or the teacher will determine if the tardy is "excused" or "unexcused." Tardiness will be closely monitored and the following steps will be followed:

The first two times a student has an **unexcused** tardy, the student will be given a verbal warning. The third unexcused tardy in a semester will result in a 30 minute detention with the classroom teacher and notification of the parent. The student will be given 24 hours or until the next day to make any necessary transportation arrangements. If the student fails to stay the detention, the amount of time owed increases by 30 minutes each school day until the total amount of time owed reaches 90 minutes. At that time, the principal will handle the matter.

### **Illness and Injury**

Parents will be contacted in the event that a child has a fever and/or is vomiting at school. The parents will be asked to take the student home. In **ALL CASES** the student is not allowed to leave without parent permission. Do not allow your child to return to school until all risk of transmittal of a disease is past.

In the event of an injury, the student's parents shall be notified. If medical attention is required, it will be the responsibility of the parents or at the parent's request. **If your child has a medical condition such as asthma or epilepsy, or is taking prescribed medication on a regular basis, please let the school office know in writing.**

(Information on Health Wave and Student Accident Insurance is also available, non-refundable.)

## **Inclement Weather**

If poor weather conditions make it necessary to curtail bus routes or cancel school, the Superintendent of Schools makes the decision. Notification of school closing or a change of bus routes will be sent to local radio and television stations. Radio stations include: KGNO (Dodge City), KANS (Larned), and Q97 FM (Dodge City). TV stations include: KSNW - channel 3 (Wichita, NBC); KAKE - channel 10 (Wichita, ABC); and KWCH - channel 12 (Wichita, CBS). **The Alert Now communication system will also be used to notify families of changes in school scheduling. Phone information for this purpose will be gathered from student enrollment forms.**

## **Jurisdiction of School**

Students are responsible to the school for their behavior while on school grounds, before, during and after school-sponsored events (at home or out of town), and at other times "if engaged in conduct detrimental to the operation of the school or detrimental to the morale of the school."

Students are expected to comply with the directions of faculty (teachers, paraprofessionals, and substitute teachers) student teachers, administrators, adult volunteers and school staff members during any period of time when properly under the authority of the school.

**\*\*The school will not be responsible for students who, at the end of the day, continue to wait on transportation.**

## **Behavior Expectations**

**PHILOSOPHY:** The staff at Kinsley-Offerle Elementary School believes that all students will behave in a responsible manner. Students who do not meet these expectations will be subject to faculty and administrative disciplinary procedures. Parents will be notified in writing or by phone of referrals to the Principal's office. The school will follow the district's adopted Student Behavior Plan, which addresses the areas of Transportation, School and Activities.

## Discipline

**Level 1: Productive Personal Environment – Behaviors that occur in the classroom and affect only the misbehaving student.**

<b>Examples, not inclusive, are:</b>	<b>Possible consequences:</b>
<ul style="list-style-type: none"><li>• Not having appropriate materials</li><li>• Being off task, but not disturbing others</li><li>• Failure to turn in homework or completed assignments</li></ul>	<ol style="list-style-type: none"><li>1. Verbal reprimand</li><li>2. Isolation in the classroom</li><li>3. Loss of regular recess privileges</li><li>4. Detention/ Parent Contact</li><li>5. Saturday School</li><li>6. In-School Suspension</li></ol>

**Level 2: Productive Classroom Environment – Behaviors that occur in the classroom and interfere with the learning of others.**

<b>Examples, not inclusive, are:</b>	<b>Possible consequences:</b>
<ul style="list-style-type: none"><li>• Failure to follow the reasonable request of an adult</li><li>• Talking out</li><li>• Cheating</li><li>• Horseplay</li><li>• Disturbing another student</li><li>• Showing disrespect/defiance</li><li>• Improper use of equipment</li><li>• Leaving the room w/o permission</li></ul>	<ol style="list-style-type: none"><li>1. Verbal reprimand</li><li>2. Isolation in the classroom</li><li>3. Loss of regular recess privileges</li><li>4. Teacher-parent conference</li><li>5. Referral to the principal</li><li>6. Principal-teacher-parent conference</li><li>7. Time Out</li><li>8. Detention</li><li>9. In-School or Modified In-School Suspension</li><li>10. Saturday School</li><li>11. Out-of School Suspension</li><li>12. Behavior Contract</li></ol>

**Level 3: Orderly Environment – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual and may be illegal.**

<b>Examples, not inclusive, are:</b>	<b>Possible consequences:</b>
<ul style="list-style-type: none"> <li>• Disruptive behaviors in the hall</li> <li>• Disruptive behaviors in the lunchroom</li> <li>• Disruptive behaviors at a school activity</li> <li>• Disruptive behaviors before or after school</li> <li>• Disruptive behaviors at recess</li> <li>• Absence/skipping/tardiness/truancy</li> <li>• Theft</li> <li>• Solicitation-selling/buying unauthorized material at school</li> <li>• Inappropriate literature</li> <li>• Display of Public Affection</li> </ul>	<ol style="list-style-type: none"> <li>1. Verbal reprimand</li> <li>2. Teacher-parent conference</li> <li>3. Referral to principal</li> <li>4. Principal-teacher-parent conference</li> <li>5. Loss of regular lunchroom and/or regular recess privileges</li> <li>6. Confiscation of personal items (must be picked up by parent)</li> <li>7. Detention</li> <li>8. In-School or Modified In-School Suspension</li> <li>9. Restitution</li> </ol>
<ul style="list-style-type: none"> <li>• Inappropriate display/use of personal items (make-up, electronic devices, <b>cell phones</b>, etc.)</li> </ul>	<ol style="list-style-type: none"> <li>10. Suspension from school-related activities</li> <li>11. Saturday School</li> </ol>
<ul style="list-style-type: none"> <li>• Destruction or defacement of property</li> </ul>	<ol style="list-style-type: none"> <li>12. Out-of School Suspension</li> <li>13. Behavior Contract</li> </ol>

**Level 4: Safe Environment – Behaviors that are intended to cause another individual physical or mental harm and/or may be illegal.**

<b>Examples, not inclusive, are:</b>	<b>Possible consequences:</b>
<ul style="list-style-type: none"> <li>• Weapons or facsimile</li> <li>• Fighting- assault or battery of any kind (includes biting/spitting)</li> <li>• Intimidation/ extortion/threats</li> <li>• Gross disrespect toward an adult or student (cursing, name-calling, etc.)</li> <li>• Defiance</li> <li>• Alcohol/illegal drugs/tobacco – possession, sale, or use of</li> <li>• Sexual harassment</li> <li>• Arson</li> <li>• Explosive or destructive devices – possession or use of matches, fireworks, lighters</li> <li>• Bullying</li> </ul>	<ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. Conference including parent</li> <li>3. Detention</li> <li>4. Saturday School</li> <li>5. In-School Suspension</li> <li>6. Out-of-School Suspension</li> <li>7. Long-term Suspension</li> <li>8. Expulsion for the rest of year</li> <li>9. Expulsion for 186 Days</li> </ol>

In each instance that a student is referred to the principal for disciplinary action, the principal will discuss the problem with the student and may include the instructor to seek a solution to the problem.

The administration reserves the right to make individual decisions regarding the sequence of disciplinary procedures listed above. In instances that endanger students, school personnel, school property, etc., the principal may bypass both in-school and out-of-school suspension and recommend expulsion.

While in Modified ISS, the student remains in the regular classroom during times of instruction. The student reports to the office during any activities that take place outside of the regular classroom (Music, PE, Technology, Recess and Lunch). If assigned ISS, the student spends the regular amount of time in school in isolation from other members of the student body. During OSS assignments, students may not attend regular school sessions and may not participate in after-school activities.

## **Detention**

Students receiving a detention will be required to serve said detention after school the same day or the next day. Parents will be required to arrange transportation from the elementary school to home after the required detention time has been served. If the student misses a scheduled detention, the time will be doubled. **NO district transportation will be provided. KOES Faculty and Staff will not be permitted to drive a student home after detention.**

## **Short Term Suspension**

A student may be suspended by administrative staff for up to ten (10) days in accordance with Kansas Statute 72-8902. No suspension for a short term shall be imposed upon a pupil without giving the pupil and parent notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

## **Extended Suspension or Expulsion**

Building principals are authorized by the board of education to suspend students for willful and/or persistent disobedience to the authority of any teacher, or for violations of the regulations of the school. This suspension shall not extend beyond a period of ten (10) days. An extended suspension or expulsion for a period of more than ten (10) days shall be subject to the limitations and procedures as defined by the board of education policy.

## **Smoking and Drinking**

Smoking and drinking are not allowed in any building or on any property of USD #347. Any student participating in these activities will be subject to disciplinary action.

## **Weapons Policy**

Board of Education policy prohibits possession or use of lethal weapons and defines the offense as "possessing, using, or transmitting any object or substance, that in fact, or under the circumstances, can reasonably be considered sufficient to cause serious harm."

Should any weapon or "look-alike" be found on a child or in his/her possession at school or at a school function, the weapon will be confiscated and the parent notified. Lethal weapons will be turned over to the local authorities.

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

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

Possession of a firearm shall result in expulsion from school for a period of not less than one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency and if a juvenile to SRS.

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

## **Sexual Harassment**

See Board Policy JGEC. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual

involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

## **Racial Harassment**

See Board Policy JGECA. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

## **Searches of Locker and Student**

To protect the health, safety and welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students and lockers. School officials may conduct periodic inspections of all, or a randomly

selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

The building principal or designated representative is prohibited from touching the person of a student for the purpose of conducting a search of the person. All personal searches will be carried out in the presence of an adult witness.

Searches of lockers and students shall be conducted according to the rules adopted by the Board of Education. No law enforcement officer may search any locker without a search warrant unless consent of the building principal has been given and is accompanied by the principal or designated representative.

## **Complaints and Grievances**

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the board's rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. **(Complaint forms for this purpose are available in the school office.)** The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. A copy of the complaint will also be forwarded to the District Office.

## School Property

Any student that breaks, defaces, or destroys school property will be responsible to pay for the damage or replacement. No student will be allowed to attempt repair of any school-owned equipment.

## Toys, Electronics and Personal Items / Lost and Found

Toys, cell phones, electronic games and personal items should not be brought to school unless prior permission is secured from the teacher. These items may be confiscated by school personnel and returned only to a parent. The school is not responsible for broken, lost, or stolen items.

All lost and found articles are to be turned into the office. Items will be stored until claimed. Articles not claimed by the end of each semester will be disposed of.

## Gang Activity

Gang activities, which initiate, promote or threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, is prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or affiliation, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

## Band Policy

As students enter the 5<sup>th</sup> grade they are given the opportunity to take band as an elective class. If students choose to enroll in band, it will be for a one year commitment. Students may purchase their own instruments. School rental instruments are also available on a first come first serve basis. Instruments that are rented from the school must be paid in full at the time of enrollment. Care of the rented instrument and damages beyond the normal wear and usage will be the responsibility of the student and parents.

## Bus Rules

All students will obey the bus driver/adult monitor and rules of USD #347 or may be denied the privilege of riding the bus. The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.

1. The bus driver shall have the authority to assign a seat to each student passenger, if needed.
2. The bus driver shall be in charge of all students while they are riding, loading on or unloading from the bus.
3. Follow the directions of the bus driver the first time they are given.
4. Stay seated and keep all parts of your body and personal belongings inside the bus and out of the aisle.
5. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
6. Animals shall not be transported on a bus.
7. Students must not throw waste paper or other rubbish on the floor of the bus or out the window.
8. Glass containers will not be allowed on the buses.
9. Students shall remain seated in a bus seat while the bus is moving.
10. Excessive noise, scuffling or other forms of horseplay will not be tolerated while students are on the bus.
11. Eating and drinking will not be allowed on any bus without permission of the driver or sponsor.
12. Be courteous and respectful of other persons and their property.
13. Use appropriate language and tone when speaking.
14. **Students are required to have a note from parents granting permission to ride on a route that they normally do not ride. This note must be shown to the classroom teacher and then given to the bus driver.**
15. Smoking inside a school bus shall not be permitted.
16. Weapons or other dangerous objects shall not be transported on a school bus.
17. Alcohol, liquor, and drugs shall not be consumed in or transported on a school bus.
18. **No electronic games, i-pods or cell phones shall be used while on the bus.**

**\*\*All adult bus monitors will have the same authority to enforce Bus Rules as the bus drivers.**

### Consequences for Violation of Bus Rules:

1<sup>st</sup> offense of the year-Discipline warning notice and parents notified.

2<sup>nd</sup> offense of the year-Parents notified, parent conference with principal and loss of bus privilege for three (3) days.

3<sup>rd</sup> offense of the year-Parents notified, parent conference with principal and loss of bus privilege for five (5) days.

4<sup>th</sup> offense of the year-Parent conference with principal and loss of bus privilege for the remainder of the first semester, second semester or year.

*If a student has suspended bus privileges, at the principal's discretion, that student will not participate in activities that require bus transportation.*

### **Playground Rules**

1. Walk to and from the play area.
2. Hold balls, bats, and other equipment until you are in the game area.
3. When a ball goes outside the playground, get permission from a supervisor to get it.
4. On slides, horizontal bar, and swings, only one student at a time. NO STANDING.
5. At the end of the period, students will line up on the playground by class and walk to the classroom.
6. No throwing of sand, rocks or snowballs or play fighting on the playground.
7. Students must stay within the sight of the recess monitors.

**\*\*Whenever possible, K-6 students will go outdoors for recess so students should dress according to the forecasted temperatures.** If the temperature or wind-chill factor falls below freezing (32 degrees F), then recess monitors will use the gym or classroom for alternate recess activities.

### **Lunchroom Rules**

1. Lunchroom Supervisor is in charge. Students are to treat him/her with respect and do as requested.
2. Once seated, students are to stay in seats. Only get up for seconds or to clean trays.
3. No running, jumping, or pushing in the lunchroom.
4. Leave eating area neat. Pick up food spilled on the floor. Push chairs in before being excused.
5. Keep the noise level down.
6. **NO POP** is allowed in the lunchroom during the lunch period.

## Meal Payment Policy

All students and employees may **charge no more than 10 meals** (breakfast and/or lunch) before not being allowed to eat a hot meal. The parent or employee shall be notified when five meal charges have accumulated and that they will only be allowed to charge five more meals before being refused service. **Parents are encouraged to apply for free and reduced meals if they qualify.** Students may bring sack lunches.

## Library Use

1. The student is expected to observe the habits of courtesy for others.
2. Materials must be checked out in the student's name. The librarian is responsible to know where the materials are at all times.
3. If material is misplaced or lost, report the loss to the librarian immediately so that an effort can be made to locate it.
4. The student is responsible for anything checked out in their name. They will be expected to reimburse the school for lost or damaged materials at replacement cost.
5. If a student has overdue material, no other material may be checked out until the overdue material is returned.
6. Treat library materials as if they were a treasure. Hold them carefully and treat them with respect.

## Dress Code

Students generally conduct themselves in a manner similar to the way in which they dress and groom. It is recommended that students dress in clothing appropriate for the weather conditions. Any type of dress or grooming which is disruptive will not be permitted. This includes, but is not limited to: clothing containing printed or visual messages which are inappropriate in a school setting, "bagging and sagging" pants, bare midriffs, spaghetti straps, halter tops, tank tops and clothing inappropriate to the weather. Muscle shirts with gaping armholes are not acceptable. **Shorts, skorts, skirts, and dresses must be mid-thigh in length** and not covered by the shirt. Hats and sunglasses are not to be worn in the building. Chains hanging from pockets will not be accepted. "Heelies" may be worn during the school day **ONLY** if the wheels are retracted. Students wearing inappropriate garments or accessories will be asked to call a parent for an appropriate change of clothing or will be loaned suitable clothing or asked to remove the accessory. If

there is a question, please contact your child's teacher or the school principal. Final discretion will be left to the building administrator.

**\*\* Shorts and flip flops will be allowed only the first and last quarters of the school year.**

## **Medication**

Any medication to be given at school (over the counter or Doctor's prescription) must be accompanied by a **Permission for Medication Sheet**. This form must be signed by the parent for an over-the-counter medication, and signed also by a doctor if it is a prescription medication. The medication is to be brought to school in the original container, appropriately labeled by the pharmacy stating the name of the medication, the dosage and times to be administered. This bottle will be kept at school until the prescription is taken in full and/or the bottle is empty. Teachers should be **notified** if your child needs to use cough drops.

## **Proof of Identity**

Kansas Law provides that whenever a child enrolls in a public school for the first time, the school is required to secure proof of identity of the child. Proof of identity is either:

- a. copy of the birth certificate or Social Security number
- b. copy of the court order placing the child in the custody of the SRS
- c. certified transcript or other pupil record if enrolling in grades 1-12
- d. other documentation which the board determines to be satisfactory may be provided

## **KOES Grading Policy**

1. Grades will be based on homework, class work, projects, group work, quizzes, tests, and participation.
2. The following grading scale will apply to students in Gr. 2 - 6:

90-100%	A
80- 89%	B
70- 79%	C
60- 69%	D
59% and below	F

## Homework Policy

Homework is left up to the discretion of the teacher. In assigning homework, the teacher is to use his/her own professional judgment overseen by the building principal.

Generally speaking, most homework consists of practicing concepts and skills, studying for tests and completing work from the school day. \*\*For each homework assignment that is late and/or incomplete, **students in Grades 3 - 6** will call his/her parent/guardian and will stay a **30 minute detention** the same day or the next day. If the student misses a scheduled detention, the time will be doubled. After three detentions in one grading period, Saturday School will be assigned. **Parents are expected to provide transportation home following detentions. PLEASE do not ask KOES faculty and staff members to give your child a ride home after a detention for homework issues.**

## After School Program

If a student in gr. 3 - 6 is not making sufficient progress academically, they may get extra help in our after school program. This program employs at least one teacher and a para educator. Students in this program meet each Tuesday & Thursday from 3:30 to 5:00 p.m. Snacks are provided. A shuttle bus transports students back to KJSHS in Kinsley for drop-off. The After School Program is **mandatory** for students who are referred for low test scores, poor classroom achievement, or lack of study skills. Regular attendance is expected. Absences will be recorded and dealt with according to regular attendance policies.

## Summer School

Summer School classes will be offered by Kinsley-Offerle Elementary for students exiting grades 1 - 6. The purpose of the program will be to re-teach, review and reinforce skills that need improvement in the areas of math and reading. **Students not "Meeting Standards" on the KS Assessments will be required to attend Summer School classes in order to be considered for promotion to the next grade level.** Teachers may also recommend summer school for students who are struggling with regular course work, who may be considered for retention, or who have not met the district reading goal. Parent requests will be considered on an available space basis.

## **Reporting Student Progress**

Parent-Teacher Conferences are scheduled twice throughout the year. Conference dates are listed on the district school calendar. Progress notes will be sent home at the mid-point of each nine week period. Report cards will be sent out after each grading period. Progress for students in grades 2 - 6 can also be tracked by accessing the district student information system via internet - "Parents On Line".

## **Telephone Use**

The use of the phone will be limited to necessary calls. Transportation needs should be arranged before the student comes to school. Students will not be called from class for a phone call. A message will be passed on to the student when necessary. Students are not allowed to use the phone without the permission of the classroom teacher or the office staff. **Cell phones should not be brought to school.** Cell phones being displayed or used inappropriately will be confiscated and must be picked up by a parent.

## **Required Notes**

Parents are required to send a note or make a phone call to the classroom teacher or to the school office when it becomes necessary to change the usual destination of their child.

Parents are required to send a note or make a phone call when their child is not to participate in Physical Education class or go out to recess. If an extended period (3 days or more) is required, it will be necessary to have a signed note from a doctor to be on file in the office.

## **Non Discrimination Clause**

The Kinsley-Offerle Elementary School does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above, please contact: Becky Burcher, Principal (620-659-2866).

## Notice to Parents and Students of Rights under the Family Education Rights and Privacy Act (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD #347. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exception. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "director information" and you have not objected to the release of such information; or
  - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #347 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Ave. SW, MES, Room 4074, Washington, DC 20202.
5. The right to obtain a copy of USD #347's policies for complying with FERPA. (A copy may be obtained from Mr. Bob Davies, Superintendent of Schools, at the Unified School District #347 Office in Kinsley.)

For purposes of FERPA, USD #347 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #347 at Unified School District #347 Office, Kinsley, Ks. 67547, on or before September 1<sup>st</sup>, 2010. If a refusal is not filed, USD #347 assumes that there is no objection to the release of the directory information designated.

### **Notice of Parents and Students of rights under the Health Insurance Portability and Accountability Act (HIPAA)**

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.