

Stanton County Elementary School Handbook



Unified School District 452
Johnson, KS 67855

Mission Statement:
USD 452 strives for educational
Excellence for a lifetime of learning

Office and School Hours

SC Elementary office hours are from 7:45 a.m. to 4:00 p.m. Monday through Friday. To notify the school of your child's absence, call 492-6216 before 9:00 a.m.

School Hours

School begins @ 8:20. Students are to arrive NO earlier than 7:45. Students can either go directly to the gym to sit with their class or go to the breakfast room for breakfast. Breakfast is served from 7:45 to 8:10. All students are dismissed from the gym to go to their classroom # 8:15. School begins @ 8:20. After 8:20 students are tardy and must first go to the office before proceeding to their classroom so they can sign in their arrival time.

Dismissal

Dismissal of students is at 3:35. Any student not going home in the usual manner must have a parent note. This note must be given to the teacher/principal/secretary. Without a note, no students will be permitted to walk somewhere if they usually ride a bus, or want to ride a different bus. Please remember that if someone other than the legal parent/guardian (or normal baby-sitter) is to pick up a child, we must have written permission.

If you must meet your child after school, please wait in your car or outside the front doors. This is a very busy time of day and if you are in the hall, you may interfere with dismissal.

Please remember the teachers are happy to talk with you, but you will need to make an appointment. Discussing your child's progress at dismissal time, right before class, or during class, makes it difficult for the teacher to give you his or her full attention.

Visitors

Parents, grandparents, and local patrons are always welcome to visit our school and classrooms. Coming for lunch? Please let us know by 9:00 on the day of your visit so we can prepare enough food. ALL visitors must check in through the office, sign in and receive a visitor's pass upon arrival.

Attendance

Regular attendance has been identified as one of the leading predictors of success in the classroom. In order for our students to have the greatest opportunity to achieve academic excellence, we expect our students to be consistent and punctual in his/her attendance. If possible, when parents know about absences ahead of time we ask you to make arrangements for missed work with the teacher. Excused absences include: illness, personal/family emergencies, severe/inclement weather, and school activities, deemed necessary/appropriate by the parent/guardian or principal with prior approval. All work missed because of absences will be made up. The amount of time allotted will be determined by the classroom teacher. Should more time be needed contact your child's teacher regarding your child's progress of the work to be made up and how much more time is needed.

Dress Code

The school administration and teachers strongly encourage all students to dress in fashion that reflects good grooming habits appropriate for a school day. Questionable clothing is as follows:

- Clothing or articles of clothing that are excessively soiled, torn or ragged. Clothing displaying objectionable symbols, sexual-reference.
- Clothing that is excessively revealing such as short mini-skirts, short-shorts, loose fitting tank tops, low cut halter tops or shirts of any kinds, mesh shirts, (unless T-shirt is worn underneath), all shorts should be mid-thigh or below in length. No biker or boxer shorts. Wearing of shorts is allowed only the first and fourth nine week periods of the school year.
- Clothing with alcohol, tobacco, or controlled substance advertisements or references.
- Hats, caps or sunglasses will not be worn in the building during school hours as well as while attending any school activity.
- Any other apparel which the principal determines to be unacceptable in light of community standards.

- Students who participate in interscholastic activities or extracurricular activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and school administration

General conduct

The school is primarily an institution for learning. The basic purpose for discipline within the school is to maintain an environment in which teaching and learning can take place without unnecessary distractions and to allow all students to feel free to attend without undue disruptions. It is the responsibility of each teacher to assure that the classrooms provide this atmosphere. Infractions of a minor nature should be handled with the following steps in order to avoid or correct unacceptable behavior.

- Teacher/student conference: Teacher may assign corrective discipline if deemed necessary.
- Teachers will call parents. The teacher may assign corrective discipline if deemed necessary.
- The student will be referred to the principal, with documentation of the above actions. The principal may assign corrective discipline if deemed necessary.
- The principal will conference with the student to determine what further action needs to take place. Disciplines range from simple conversation of not doing it again, after school detention, ISS or OSS when the offense warrants this. In most cases, parents will be called just to inform them of the office referrals.

Expectations

- Students are expected to use courteous and proper language at all times.
- Obscene gestures or language toward teachers, administrators, supporting staff or fellow students will not be tolerated and corrective discipline will be assigned.
- Cheating is unacceptable and will result in corrective disciplinary action.
- If there is a need for a student to be absent, every effort should be made by the parent or guardian to notify the school office either before the absence, or on the day of the absence. If this cannot be done then parents may send a written note the day the student returns. Notes may be verified with the parent by office personnel.
- Classroom behavior should always be courteous, attentive and responsive.
- Students must come prepared to do their work; homework assignments completed, etc. The office will not furnish supplies.
- Running, shouting (inside the school building) and throwing of any dangerous objects are not permitted on school property. Disciplinary action will be taken because of the danger involved.
- Students are expected to respect other people's property at all times. Stealing will not be tolerated. Strong disciplinary action will be taken.
- Personal items such as CD players, iPods, MP3 Players, CD's large amounts of money, etc. are not to be brought to school. The school is not responsible for the damage or loss of such items.
- Cellular phones and pagers are not allowed at school. Cell phones for students will only be allowed if cleared through the principal first. Then, those cell phones MUST be checked into the office or with the classroom teacher during the class day.
- Any Valentine deliveries for anyone in the school building will not be permitted until the last 20 minutes of the school day and those deliveries will be picked up in the office after the school bell rings.

Parent—Teacher Conferences

Parent/teacher conferences are an important part of our educational program. They offer an opportunity to develop a strong partnership between school/home. Conferences are held twice a year on a formal basis but are encouraged at anytime deemed appropriate or necessary. For the two formal conferences you will receive a letter stating the time of your conference. Conference dates are shown on the district calendar. However, parents are urged to talk with their child's teacher anytime they have concerns. Feel free to call the office to set up a conference. Teachers, of course, are not able to leave their students in order to take phone calls.

Report Cards

Report cards will be sent home at the close of each grading period which is done on a nine week basis. Grades are an important indication of the teacher's assessment of your child's progress. Feel free to contact your child's classroom teacher for clarification of any grade given. EduStar, an online tool for

checking your child's grades, is also available for any parent wishing to sign up.

Illness

Parents are required to keep students home when they are ill. Contact the office to let us know of the absence. Perhaps we can get work together for the child to help keep him/her from falling behind. When a child becomes ill at school, we will contact the parent or the person listed as an alternate when the parent/guardian can't be reached. Students ill more than 3 days consecutively, will need to have a doctor's note to return to school. When a student has exceeded the minimum accumulation of three unexcused absences or a total of eight absences in a semester, the student will immediately be placed on probation and a written notice will be given to the student and parent. The principal will advise the student and parents of the policy and the consequences that will result if the maximum number of absences is exceeded and appropriate time is not made up. Excessive absences many result in the principal requiring a doctor's note or to be checked out by the school nurse for even a single absence to be excused.

Medication

School personnel can not provide students with aspirin or other medication. Any medication brought to school by a student MUST be accompanied with a prescription from a physician and given to the school nurse or office personnel. A signed medical release form needs to be on file before any medication can be dispensed. Please remember that students need to be fever free for 24 hours before returning to school. ANY medication brought by a student MUST be left in the nurse's office or main office to be administered at the appropriate time.

Accidents

The school doesn't carry insurance to cover doctor/hospital bills in case of accidents which occur at school. However, the school does provide information regarding individual student insurance which can be purchased by parents. This information can be secured from the school office and purchased by families if desired. If a child is injured at school, the parents will be notified.

Enrollment information-Proof of identity

The parents/guardians of any student, grades K-12, enrolling in the District for the first time, shall furnish evidence regarding the identity of the student. This includes one or more of the following: birth certificate, certified transcript, passports, baptismal records, SSN, etc. Children must be at least 5 years of age prior to September 1st of the present school year to be eligible for enrollment in the kindergarten class. Children must be at least 6 years of age prior to September 1st of the present school year to be eligible for the first grade or have attended one year of kindergarten in a public school.

Immunizations

All students entering school for the first time in Kansas must present official immunization records.

Bus Transportation

Questions regarding bus services are handled by the bus transportation director. Please feel free to contact the school secretary should you have any questions.

Truancy

Kansas Senate Bill 26 defines truancy as "either three consecutive days or five days per semester of unexcused absences. Ten tardies equal one school day. For the purpose of enforcing this rule, the Board of Education of USD #452 has designated the building principal as the official responsible for reporting absences and truancy cases to the SRS.

Withdrawals and Transfers

Students who transfer from our school during the school year are asked to notify their teacher and principal as soon as it is known that they are leaving. All lunchroom and library fees need to be taken care of prior to school withdrawal and all library and classroom textbooks must be turned in.

Telephone Usage

Telephone use will be left to the discretion of the classroom teachers and/or office personnel.

Field Trips

Students go on a variety of field trips each year. Trips are selected on their educational value and age-appropriateness along with meeting curricular objectives. Teachers will notify parents of all upcoming field trips and secure parental permission for out of district trips.

Lost and Found

Unidentified items found at school are placed immediately on our lost and found coat rack which is in the front entrance door area of the building. If your child has lost something please have him/her check this area.

E-Mail

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Discipline

The administration, teachers and staff of the Stanton County Elementary School strive to provide a safe, orderly environment in which all children will earn and strive for excellence, always. We encourage students to develop the self discipline necessary to be contributing and responsible members of the community. Human rights and equal opportunity are intended for every person according to our Constitution. Laws are designed to protect individuals and groups rights. It is our belief that all teaching of discipline must be aimed at the achievement of SELF-DISCIPLINE. This goal is realized in a step by step process which is achieved at different times depending upon the age and stage of development of the individual student. Each teacher is responsible for classroom discipline for routine matters and may assign a variety of measures to insure improvement. The more severe cases will be referred to the building administrator for correction. Parents are urged to contact their child's classroom teacher for clarification on any disciplinary matter.

School Rules

- Students may ride bikes/scooters to school. They must be placed in rack upon arrival.
- Students are not permitted in school after dismissal unless supervised.
- No hats in the building.
- During fire drills, students should exit quietly and quickly.
- Students are permitted to go home for lunch only when they have a note signed, and are picked up, by a parent or guardian.
- Students should be positive, respect school property, respect themselves and others.
- All language will be school appropriate.
- Keep hands, feet, objects and negative comments to yourselves.
- Students are responsible for the care of their textbooks, library books, and all other school property. Missing or damaged materials must be paid for or report cards will not be issued.
- In the hallways, walk, and keep conversations at a low tone, as to not disturb classes.

Lunchroom Rules

- Listen to staff on duty for instructions while entering and exiting the lunchroom.
- Sit and visit appropriately while eating.
- Students are asked to eat everything except for one item (example: vegetable, fruit, etc.) on their plate to go to the seconds bar. The main meat MUST be one of the items eaten.
- We request students to at least eat one bite of their meal before just dumping their tray.
- Students not wanting to eat anything must at least drink their milk.
- Students with food allergies MUST have a written note from the doctor. We need to have this documentation on file with the nurse so the kitchen staff knows who needs special items prepared.
- Keep your area clean.

Playground Rules

- Keep stones off equipment and sidewalks.
- Throwing stones is not allowed.
- Students go through tunnels, not over the top, of equipment.
- Respect each person’s space, don’t crowd.
- One person on a swing at a time.
- Basketball & soccer are allowed when played appropriately.
- Students are to stop playing immediately when the bell or whistle sounds.

Promotions/Retentions

Promotions/retentions are based on evaluation of academic, physical, social and emotional growth. Parents are always involved in a retention decision. The primary reasons for considering retention are:

Indifference/lack of effort

Physical/social immaturity

Frequent/long absences

Failing grades

Grading Scale

The following grade scale is utilized for grades 1-12

	A+	100, 99		C+	81, 80, 79
A	A	98, 97, 96, 95	C	C	78, 77, 76
	<u>A-</u>	<u>94, 93, 92, 91</u>		<u>C-</u>	<u>75, 74, 73</u>
	B+	90, 89, 88		D+	72, 71, 70
B	B	87, 86, 85, 84	D	D	69, 68, 67
	B-	83, 82, 81		D-	66, 65, 64
		<u>F</u>			<u>63 and below</u>

Pre-Kindergarten and Kindergarten use a checklist reporting system

Honors

The staff at Stanton County Elementary School recognizes and honors students for achievement in a variety of ways: personal letters home, bulletin boards, community newspaper, Book-It programs, etc. Awards assemblies will be held at the end of each semester.

District Test program

USD #452 uses the Terra Nova Achievement test for third through fifth grades. Parents are provided test results. Should any questions arise as to the overall meaning, you are urged to contact the classroom teacher or school counselor for clarification. Kansas State Assessments are given in the areas of reading and math to all 3rd through 5th grade students. At the elementary, the 4th grade students take the state science assessment test and the 5th grade students take the state writing assessment test.

Band

Band for 5th grade students is a class. Students who do not own their own instrument will have access to some district owned instruments. Students are responsible for reeds, and other needed incidentals. As soon as school begins in August a student/parent band night will be held for students to select their instruments and discuss purchasing an instrument or using district instruments.

Computer Lab

The computer lab allows students to practice typing skills, as well as practice and improve their skills in the four core areas. Students K-5th grades are in the computer lab for class once a week. Students and individual students also go into the computer lab for AR tests, A+ Lab and class assignments.

Physical Education

Physical education is an integral part of your child’s curriculum. As such, participation is considered important to a well rounded educational program, this includes the swimming portion of our weekly

classes. If a student is not to participate in PE or swimming class, a written parental/medical excuse is required.

School Property and Textbooks

School property (textbooks, desks, band instruments, etc.) is public property and is not to be defaced or marred in any way. In cases of willful damage of property, full payment will be expected. Student textbooks are provided by the school district. However, damaged or lost textbooks must be paid for by the student and parent as follows: new, 100% of the cost, 2-3 years old, 75% of the cost, 4 years old, 50% of the cost, 5 years and older, 20% of the cost.

Alcohol/Drug Policy & Drug dog procedures

The use, consumption or possession of alcohol, tobacco in any form, or controlled substances or associated paraphernalia by students will not be tolerated. Canine searches will be utilized according to the following procedures:

General Searches:

- Contact Stanton County's K-9 officer and check possible dates and times for a general search.
- Contact USD 452 Superintendent and notify him/her of possible dates and times for a general search.
- Carry-out general search of school property.
- Contact USD 452 Superintendent of the results from the general search.

Emergency Searches:

- Contact Stanton County's K-9 officer and set-up emergency search.
- Carry-out emergency search.
- Contact USD 452 Superintendent of the emergency search and results.

Drug Dog Building Procedures

- Announce lock down procedures in classrooms or all students to the gym.
- School Administrator and another designated witness (school employee) observe K-9 officer carry-out the search.
- No K-9 Indication—Announce getting-out of lock down procedures. OR
- K-9 indication on a locker.

School Administrator secures indicated school locker, and any adjoining locker at the discretion of the K-9 Officer, with a school lock.

Continue K-9 search

When the search is complete, go back and the School Admin. will search the indicated locker(s) in the presence of witness and law enforcement officer.

A. If no substance is found, move to next locker: if there are no lockers left, end the search.

B. If a substance is found, School Admin. Secures the evidence in the presence of witness and law enforcement officer and takes it to the School Admin. Office.

* Student will be brought to the School Admin. Office and parents/guardians will be notified.

* School Admin. will question the student.

* Superintendent will be notified.

* Law Enforcement Officer takes the student to the Law enforcement center.

- K-9 indication on a coat and/or Backpack

1. School Administrator and witness secures coat and/or backpack and takes to the School Admin.'s office and locks that office
2. Continue K-9 search
3. When the search is complete, go to the School Admin. Office and search the coat(s) and/or backpack(s).

- A. If no substance is found, move to the next coat and/or backpack(s)
- B. If a substance is found, School Admin. Secures the evidence in the presence of witness and law enforcement officer.
 - 1. Student will be brought to the School Admin. Office and parents will be notified.
 - 2. School Admin. will question the student
 - 3. Superintendent will be notified.
 - 4. Law Enforcement Officer takes the student to the law enforcement center.
- K-9 Indication on a vehicle and/or item on school property.
 - 1. Law Enforcement Officer denotes tag # for suspected vehicle.
 - 2. Continue K-9 search.
 - 3. When the search is complete, the student(s) whose vehicle(s) had an indication on it are brought out to the suspected vehicle
 - A. If no substance is found, move to the next vehicle: if there are none left, end the search.
 - B. If a substance is found,, the Law enforcement Officer secures the evidence in the presence of the School Admin. and witness, and takes the student to the law enforcement center.
 - * School Admin. will notify the parents/guardians
 - * Superintendent will be notified

In the event a substance is found and determined to belong to a USD #452 staff member, the evidence will be secured by a Law Enforcement Officer and the matter referred to Law Enforcement and the Superintendent will be notified.

Weapons

A student shall not knowingly possess, handle or transport any object that can reasonably be considered a weapon (i.e. pocket knife) at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

WARNING: Possession of a weapon or firearm as defined by federal and state law will result in a full 186 day expulsion as required by federal and state law.

Bus Rules

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign seats.
3. Be courteous.
4. No profanity or obscene language/gestures.
5. Violence is prohibited.
6. Pupils shall not get on or off the bus or move about while the bus is in motion.
7. Keep your hands and head inside the bus.
8. Pupils must not throw trash on the floor of the bus.
9. Any damage to bus is to be reported at once to the driver.
10. For your own safety, do not distract the driver through misbehavior.
11. Do not eat or drink on the regular school bus routes.
12. No smoking, chewing tobacco, alcohol, or illegal drugs are allowed on the bus or on school property at any time.
13. No animals on the bus.
14. No weapons of any kind (including knives) are allowed on the bus or on school property at any time.
15. Keep the aisle clear of any obstructions, including feet.
16. The bus driver will notify the school administrator when problems arise and bus driver and administrator will discuss consequences. Parents will be notified of the problems.

Student Behavior with Substitute teachers, aides, paraprofessionals, and other school employees

The expectation of Stanton County Elementary teachers and principal is that students will respect the authority of any adult working with them at school. This includes time spent attending school activities and programs. Students not respecting authority and being willfully disobedient will be immediately sent to the principal's office for consequences.

All other information concerning Special Education Public Notification, OCR VOC/ED Guidelines, Family Educational Rights, and complaints and discrimination can be found in the formal school handbook. This Handbook was given out at enrollment or can be picked up in the school office.



GO TROJANS !

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U.S.D. 452 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the compliance with Title IX may be directed to the Title IX Coordinator, Susan Scherling, who can be reached at (620) 492-6226, Box C, Johnson, Kansas 67855, or the assistant Secretary for Civil Rights, U.S. Department of Education.

