

Atchison County Community Schools  
Unified School District # 377



## **Parent & Student Handbook**



*“Measuring Success One Student at a Time”*

**2010-2011**

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**Welcome to Atchison County Community Elementary School**

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*"Measuring Success One Student at a Time!"*

Dear Parents, Guardians, and Students,

It is with great enthusiasm that I welcome you to our Atchison County Community Elementary School for the 2010-2011 school year.

As principal, I would like to take this opportunity to share with you my three core beliefs in decision-making, communication, and consistency.

First, I believe all decisions should be based on doing "what's ***BEST*** for all students". Second, I believe that "***communication***" is the key to success for all relationships. Thirdly, I will work to make sure each child is treated equally by focusing on developing "***consistency***" within the education process in each classroom.

It is with the implementation of these three beliefs that I will develop an equitable solution to all decisions.

I would also like to note that our faculty and staff at ACCES are highly qualified professionals that will strive to provide your student(s) with an excellent education in a safe learning environment. We are proud of the achievements we have made and look forward to the opportunity to help all students learn and achieve in academics and life.

The Parent-Student Handbook is designed to help you know and understand building and district guidelines. The scope of this handbook makes it impossible to list every rule or district policy, but an effort has been made to include the most necessary and useful information for you.

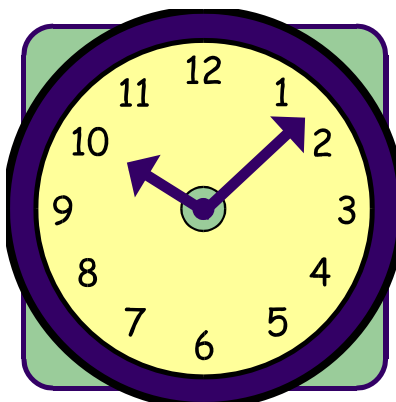
If you have any questions, feel free to contact my office at ACCES, 913-833-4420.

Respectfully Yours,



Mr. Jamie Wetig  
ACCES Principal

## SCHOOL ADDRESS AND OFFICE HOURS



**Address:**

607 8<sup>th</sup> St  
Effingham, KS 66023  
Phone: 913-833-4420  
Toll Free: 877-854-4689

**The school's mailing address is:**

506 6<sup>th</sup> Street  
P.O. Box 289  
Effingham, Kansas 66023

**Fax:**

913-833-5420 Effingham

**Office Hours:**

7:30 a.m. – 4:00 p.m.  
August 1 – June 15

**Mr. Wetig's Office**

913-833-4420 (School)  
wetigja@usd377.org

**-FACULTY-**

Jamie Wetig	Building Principal	ACCES
Vicki Hegarty	Counselor/Character Ed.	ACCES
Jenna Hawk	Character Ed./Bullying	ES/JSH
Shelly Maas	Pre-School	Building A
Nancy Young	Kindergarten	Building B – Room 44
Paula Hall	Kindergarten	Building B – Room 45
Lynn Lanter	Kindergarten	Building B – Room 47
Tracy Pieper	1 <sup>st</sup> Grade	Room 10
Anita Stutesman	1 <sup>st</sup> Grade	Room 12
Kelli Bottorff	1 <sup>st</sup> Grade	Room 13
Elaine Stuck	2 <sup>nd</sup> Grade	Room 14
Wanda Small	2 <sup>nd</sup> Grade	Room 15
Jennifer Gigstad	3 <sup>rd</sup> Grade	Room 24
Brenda Royer	3 <sup>rd</sup> Grade	Room 28
Cherrie Preut	4 <sup>th</sup> Grade	Room 25
Jennifer Dobbs	4 <sup>th</sup> Grade	Room 26
Joyce Thompson	5 <sup>th</sup> /6 <sup>th</sup> Grade	Room 27
Eileen Montgomery	5 <sup>th</sup> /6 <sup>th</sup> Grade	Room 31
Debbie Forbes	5 <sup>th</sup> /6 <sup>th</sup> Grade	Room 32
Sheila Chalfant	5 <sup>th</sup> /6 <sup>th</sup> Grade	Room 34
Jodi Watkins	Keyboarding/VPL	Room 20
Justin Sloop	PE	Gymnasium
Pam Liewer	PE	Gymnasium
Jeanne Gregory	Art	ES/JSH
Natalie Leseberg	Academic Coach	Room 21
Rita Eckert	Academic Coach	Room 30
Alison Ostertag	Title I/Reading Recovery	Room 9
Susan Erickson	Librarian	K-12
Amy Eckert	Music	ES/JSH
Joe Worthington	Band/Music	ES/JSH
Amy Pound	Special Education (Pre-K)	Building A
Carolyn Dawson	Special Education	Building A
Lyndsay Dorzweiler	Special Education	Room 51
Jennifer Richardson	Special Education	Room 33
Janet Trust	School Psychologist	ACCES
Kara Mitchell	Speech/Language	Room 51

**-SUPPORT STAFF-**

Debbie Falk	Secretary	Elementary Building
Jane Halling	Secretary	Elementary Building
Tammy Ricketts	Transportation Secretary	Elementary Building
Tenille Forbes	School Nurse	ES/JSB
Sara Hinz	Title I Aide	Elementary Building
Jan Oswald	Title I Aide	Elementary Building
Lorraine Strine	Title I Aide	Elementary Building
Dee Scherer	Title I Aide	Elementary Building
Tina Wagner	Title I Aide	Elementary Building
Carla Lindsay	Title I Aide	Elementary Building
Jan Falk	Title I Aide	Elementary Building
Laura Pennington	Title I Aide	Elementary Building
Mary-Kay Olmstead	Para-Educator	Elementary Building
Tammy Jones	Para-Educator	Elementary Building
Ernest Bautista	Custodian	Elementary Building
Nathan Culver	Custodian	Elementary Building
Linda Moses	Custodian	ES/JSB
Annette Heineken	Custodian	Elementary Building
Deborah Schneider	Food Service	Elementary Building
Marlena Wheeler	Food Service	Elementary Building
Diane Besinger	Food Service	Elementary Building
<b>Central Office: 833-5050</b>		
Steve Wiseman	Superintendent	Central Office
Theresa Cattrell	Food Service Director	Central Office
Kathy Enzbrenner	Accounts Payable	Central Office
Ruth Dillon	Board Clerk	Central Office
Beverly Jeffrey	Substitute Coordinator	Central Office
<b>Primary School: 833-2200</b>		
Kristi Wiseman	Technology Facilitator	Primary School
Dan Coder	Maintenance Supervisor	Primary School
<b>Bus Garage: 833-2035</b>		
Charles Buttron	Transportation Supervisor	Bus Garage

## MISSION STATEMENT

Empowering individuals to DREAM, ACHIEVE and *SUCCEED*.



“I promise you everyday your children will learn something.  
Some days they will bring it home in their hands.  
Some days they will bring it home in their heads.  
And some days they will bring it home in their hearts.”  
--Valerie Welk

### USD 377 GOALS

1. The student will be able to set personal goals, exhibit self-reliance, and be motivated to be a lifelong learner.
2. The student will be able to communicate effectively.
3. The student will have basic skills and knowledge obtained through an integrated and multi-faceted education.
4. The student will have positive self-esteem and confidence to make responsible decisions and set realistic goals.
5. The student will be a responsible citizen and show respect for society and the environment.
6. The student will be able to live in a changing society and be self-sufficient.
7. The student will use critical and creative thinking skills to be an effective problem-solver.

## *We Believe...*

As a faculty and Staff we have put together ten beliefs that will guide our decision making, instruction and interaction with each and every child we see and teach.

- **Kids Come First.**
- **Everyone and everything will be treated with respect.**
- **Everyone can learn.**
- **Everyone needs to be at school, on-time, and ready to learn.**
- **In open and honest communication.**
- **School should be a fun, positive, and safe environment.**
- **Everyone is a role model.**
- **Education is a community process.**
- **Education is important to our communities' success.**
- **In creating a culture of discipline, pride, and respect in the classroom.**

## Atchison County Community Schools



U.S.D. 377, Atchison County Community School District consists of three schools. A Pre-School, (K-6) an Elementary School, and a Junior/Senior High School (7-12), all located in Effingham, Kansas.

**Unified School District 377 Central Office:**

Superintendent: Mr. Steve Wiseman  
 506 6th Street  
 PO Box 289  
 Effingham, KS 66023  
 Phone: 913-833-5050

**Junior/Senior High School:**

Principal: Mr. Mark Preut  
 908 Tiger Road  
 Effingham, KS 66023  
 Phone: 913-833-2240  
 Toll Free: 877-854-4615

**Elementary School:**

Principal: Mr. Jamie Wetig  
 607 8th St  
 Effingham, KS 66023  
 Phone: 913-833-4420  
 Toll Free: 877-854-4689

**Pre-School:**

Little Paws 8:00 a.m. - 11:15 p.m.  
 Tiger Paws 12:15 p.m. - 3:15 p.m.

**Meal Schedule:**

	Prices: Adult	Elementary	JSH
<b>Breakfast</b>			
7:45 a.m. – 8:00 a.m.	\$1.85	\$1.20	\$1.30
<b>Lunch</b>			
11:05 a.m. – 11:35 a.m. (K-1)	\$3.25	\$1.90	\$2.15
11:40 a.m. – 12:10 p.m. (2-4)			
12:15 p.m. – 12:45 p.m. (5-6)			

**Enrollment:**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records (JBC).

Students enrolling for the first time and students transferring to Kansas schools from another state must present a child health assessment that has been completed within the sixth months prior to school admission. Any student who fails to provide this documentation as required by law may be excluded from school by the superintendent or his designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/guardian as prescribed by law.

The principal shall forward evidence of compliance with health tests and the inoculation law to other schools when requested by such schools or the student’s parent/guardian. All students enrolling in any district school must provide the principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements.

**2010-2011 Immunization Requirements:**

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school.

<b>Early childhood Program Operated by a School Ages 4 years and Under</b>	<b>Requirement</b>
<b>Vaccine</b>	
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	3 doses
Prevnar (pneumococcal conjugate)	4 doses
<b>Kindergarten and Grade 1</b>	
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
<b>Grades 2-6</b>	
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

**\*Varicella (chickenpox)** vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox disease.

\*\*Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).

**School Entry Physicals:**

Any new early childhood program of kindergarten student will need a school entry physical completed by a Kansas physician within 12 months prior to the first day of school. New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above. Documentation of the physical must be provided to the school prior to attending the first day of school.

**Non-Resident Students:**

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Since schools are maintained for the primary residents of the district, non-resident students will be required to satisfy application procedures through the district office. Out of district students must apply for admittance and receive a recommendation from the principal (JBC).

**Assignment to Classes:**

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The building principal shall be responsible for assigning students to classes. In the elementary school the principal may take into consideration previous schooling of the child, but may assign the student to a lower or higher grade level, if the best interest of the student would be served (JBC).

**School Day:**

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Students should arrive at school no earlier than 7:40am unless they are riding on a bus. Parents should make arrangements for before school care if they cannot keep their children at home prior to the start of the school day.

The school breakfast program begins at 7:40am and serving ends at 8:00am. Lunch begins at 11:15am with classes rotating and ends at 12:45pm.

Elementary School: 8:05am – 3:15pm Junior/Senior High School: 8:10am-3:20pm
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School start and dismissal times are staggered to allow for bus transportation. School dismissal begins with bus riders, parent pick-ups, and then walkers.

**Attendance Policy:**

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The state of Kansas has a compulsory attendance law. This law's main purpose is to ensure equal opportunity for all youth to receive a sound education. Active and regular attendance in class is a valuable and integral part of the student's total education. The parent/guardian of a student who is absent should call the school between 7:30 and 9:00 a.m. on the day of the absence. If the office is not notified of an absence, we will call the student's home or parents' work numbers for verification (JBD).

**Tardies:**

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A student will be considered tardy if he/she arrives at school after 8:00a.m. Any student who comes after 9:00 a.m. but before noon, will be counted absent for ½ day. Students who leave after noon with more than an hour of school remaining will be considered ½ day absent for the afternoon.

### **Excused Absences:**

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This type of absence includes absences due to:

- 1) Personal illness
- 2) Death in the immediate family
- 3) Administrative approval in advance

Students with **five excused absences** during any nine-week grading period may be required to bring a doctor's note for any additional absences.

### **Unexcused Absences:**

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When students are absent without a parental call or note, or have reasons which are unacceptable, their absence is unexcused. Unexcused absences include absences of which the parent is unaware, oversleeping, skipping school, and shopping. If a student is not in school, he or she is considered absent.

### **Truancy:**

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Truancy is defined as any **three consecutive unexcused absences**, any **five unexcused absences in a semester** or **seven unexcused absences in a school year**, whichever comes first.

School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day, shall be considered truant. Prior to reporting to Social and Rehabilitative Services (SRS), or the county attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. (JBE)

If a student's excused absences become excessive (**5 days during a nine-week grading period**) a parent/principal conference will be held to resolve the problem. The administration reserves the right to establish disciplinary measures as they relate to the resolution of any attendance problem.

### **Release of Student during the School Day:**

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Students who must leave during the school day must check out through the office. Parents must come in, call or send a written notice to confirm the reason for leaving. Students will not be allowed to leave the building without parental permission (JBH).

## **School Visitors:**

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All persons visiting Atchison County Community Elementary School buildings, which include Building A and Building B, must check in at the first floor office in the main building. The following procedures must be followed:

- All persons will sign in and out at the first floor office.
- All persons must identify the reason they are visiting the school and the location they wish to go.
- All persons will wear a visitor badge at all times.
- Parents picking up students will wait by the first floor office for the student.
- Visitors wishing to meet with faculty or staff will be sent to the main office on the second floor.
- A building representative will meet and direct them to their location.

All persons who are not students in good standing, employees, or officials of the school district are visitors. Failure to report to the school office for a visitors permit may result in a charge of trespassing being filed against that person.

## **Security Systems:**

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All attendance centers are equipped with security cameras outside the main entrance. Doors are locked and visitors will be buzzed in after visual confirmation from the secretary.

## **Withdrawal from School:**

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When a student must withdraw from school, the office should be notified as soon as possible. All books and items belonging to the school should be returned and bills paid. Parents should come to the office to formally withdraw the child from school. The following reimbursement schedule of student's fees will be followed: end of first quarter-75% of fees; end of semester- 50% of fees, end of 3<sup>rd</sup> quarter- 25% of fees; end of second semester-no reimbursement. All students who plan to transfer to another school district are encouraged to give advance notice. Records will be sent to the new school upon their request.

## **Volunteers:**

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Volunteers can really make a difference in serving the varied needs of our students. If you have time, talents, hobbies or experiences to share with our school, please contact us. We would like to invite parents, grandparents, and district patrons to participate in the education of our children. School volunteers work under the school staff's direction with the principal's and Board's approval. An application must be submitted for approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation, and are not covered by workman's compensation (KFD).

Volunteers are always welcome, their assignment or duties will be on a day-to-day basis. Volunteers will not be assigned on a long term basis to work in one classroom or with one student.

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**Academic Programs:**

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Atchison County Community Elementary School provides a balanced literacy program using Guided Reading. In Guided Reading, students read books that are designed for the student's instructional level. As the students progress, they read more difficult books. Students receive their reading instruction in both whole groups and in a small group. Reading, math, science and social studies are aligned to state standards. Development and alignment of curriculum and the development of assessments (tests) are ongoing district projects.

Teachers and administrators K-12 are provided time for inservice meetings during the contracted school year to address the curriculum needs of the district to ensure a continuity of experiences. Teachers and administrators attend district inservices in various content areas and attend local, state, regional and national workshops and conferences to update skills and information relating to the classroom experience.

Teachers use a variety of materials, resources, speakers, study trips and hands-on activities to teach their lessons. Textbooks are just one of many resources. At times you will find your students working cooperatively in groups and at other times working individually.

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**Assessments:**

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During the school year, various tests will be given to check student progress and to help evaluate our academic programs. Assessments include the MAP, A+ Learning, local assessments, and State Assessments in Grades 3-6.

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**Special Education:**

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Special education services are provided by the Keystone Learning Center. Services for Learning Disabilities, Behavior Disorders, Hearing and Visual Impaired, Speech and Language, as well as others, are provided to the school by certified teachers and trained paraprofessionals, a school psychologist and social worker.

Special education services are provided through the Inclusion model within the regular classroom or as pullout with services provided in a separate classroom called the resource room. The decision on how services are to be provided is jointly arrived at in a meeting of educators and parents. Individual Education Plans (IEPs) are written for each child in Special Education.

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**Gifted Program:**

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A certified teacher from the Special Education Service Center delivers services for students who are identified through testing as gifted and talented. Special projects and study trips are often part of the curriculum.

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**Title I Program:**

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The Title I Program is a federally funded program which provides assistance to children who need extra help in reading and math. The program provides additional help to children who qualify based on teacher recommendation and assessment scores. Services are provided primarily in the regular classroom, with some pullout services as needed. Instructional aides deliver the services to students. Parental consent and parental participation is required for the program. Two informational parent meetings are held each year. Limited staffing can sometimes mean that students who would benefit from services cannot receive them. We serve students who are faring the worst first.

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**Multi-Tier System of Supports (MTSS):**

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MTSS is the guiding framework for school improvement activities to address the academic and behavioral achievement of all students.

MTSS is a set of evidence-based practices which are implemented across a system designed to meet the needs of all learners. They include a continuum of increasingly intense research-based interventions provided to students to respond to their academic and/or behavior needs. This continuum is a self-correcting cycle that includes ongoing monitoring of the effectiveness of the interventions provided to ensure that each Kansas student achieves to high standards.

The goal of MTSS is to provide an integrated systemic approach to meeting the needs of all students. This means using resources in the most effective and efficient way to enable every student to be successful. (MTSS Pyramid page 38)

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**After School Program:**

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An academic After School Program is offered at the school four nights a week, if staffing is available. The after school program is designed to offer additional support to students who need to bring their skills up to grade level standards. Reading and math skills are emphasized. This is a skill enrichment program, not a homework help program. Students are referred to the program by their classroom teachers. Students are transported home on activity bus routes.

(After School Model page 39)

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**Summer Learning Enrichment:**

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An academic Summer School program is available during the month of June. This program is mandatory for students who do not meet grade level standards in reading and math, and who are referred by the Student Improvement Team. Transportation, breakfast and lunch are provided. Participation with the SLE program is mandatory. "Below grade level" is determined through MAP, state assessments, teacher observation and classroom assessment. Students who attend the programs and achieve grade level proficiency can be exited out.

(SLE Model page 40)

## **Promotion and Retention:**

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### **What does retention mean?**

Retention does not mean that the child has failed. It does not mean that the teachers or parents are not working hard enough. It does mean that the child needs more time and help to catch up in an identified academic area (reading/mathematics).

### **Purpose of Retention:**

The purpose of retention is to give children who have substantial deficiencies more time and the intensive instruction they need to catch up in a core academic area (reading/mathematics).

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level. When circumstances indicate that retention is in the best interest of the student, the child will have individual consideration, and decision will be made only after a careful study of facts relating to phases of the child's growth and development. The child's academic achievement level and mental ability are important, but physical and social characteristics are also important factors.

A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place the child in the school program where he or she will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan.

A parent may appeal to the Superintendent for reconsideration on any placement decision.

### **Identifying Students:**

Students in the second – sixth grade will be identified based on the triangulation of data from three sources: MAP Test, KCA Test, and Local Assessments. Students identified during the school year will be referred to the schools "Student Intervention Team", "MTSS" plan and Summer School.

### **Progress:**

The evaluation of students will be a continuous process which will utilize daily work, A+ learning, and local assessments. Students who are retained and show growth within the area of weaknesses or advance to grade level may then be promoted to the next grade level during the school year.

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**Physical Education/Health:**

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Physical Education/Health is provided to all students 2-6. The Wellness Policy recommends 100 minutes of P.E. a week. Classes are held in the gymnasium or on the playground. Human sexuality and AIDS education is part of the district curriculum. Notice will be given before these classes commence.

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**Gym Shoes:**

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All students at the Elementary School are required to change into athletic shoes for physical education. Outside shoes may cause damage to the gym floor. Students who do not have gym shoes will have to clean their shoes before participating. Shoes with Velcro straps are encouraged for kindergarten students.

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**Appropriate Dress for Physical Education Classes:**

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Students are expected to dress appropriately for the activities. Students who need to be excused from physical education activities for medical reasons must have a note from the doctor.

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**Art/Vocal Music:**

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All students in grades K-4 will have Art and Music class during the week from a certified teacher.

Fifth and Sixth grade students will have Art and Music as an elective.

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**Enrichment Activities:**

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All students and teachers participate in a variety of activities throughout the school year that enrich the school experience.

These activities include:

- Character Education: a character education program that teaches children about 6 character traits: respect, responsibility, fairness, caring, trustworthiness, and citizenship.
- Book Fairs: an opportunity for parents and students to purchase books and benefit the school.
- Study trips to businesses, farms, wildlife areas, museums, and other points of educational interest.
- Special guests and community resources that are brought into the classroom or to special assemblies.
- Jump Rope for Heart.
- Classroom programs and celebrations.
- Student Council
- Friends of Rachel
- DARE (Drug Abuse Resistance Education)

## **Academic Dishonesty:**

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

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to, and including, suspension and expulsion.

## **Study Trips:**

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Study trips are planned educational activities that are an important part of the curriculum. Local trips of short duration generally do not require parental chaperones. Parents will be notified of the nature of the trip, departure time, expected return time, mode of travel and anticipated costs. Parents may ask that their child be excused and state the reason for the requested exemption. Permission slips need to be signed by a parent/guardian and returned to the office before the student can participate in a trip. However, permission slips are not necessary for in district travel to assemblies etc. Students, teachers, and aides are required to ride in school district transportation. When space allows, all authorized field trip participants will be required to ride in school district transportation, unless prior administrative approval has been granted. Students who are behind in class due to poor attendance, lack of effort, or inappropriate behavior may not be allowed to attend study trips at the discretion of the principal. Trips are for the students; children not enrolled in school should not participate.

Study trips are just that—a chance for students to see and learn about their curriculum in the outside world. They are class trips, not family outings, although parents are often invited to attend. Sometimes there are restrictions on the number who can attend and a lottery is used to determine who can go.

- The teacher plans the trip and is in charge of all activities and decisions before and during the trip.
- The teacher decides how to group the students.
- Parents who are invited to chaperone agree to supervise a small group of students at all times—during the presentations, at the restrooms, during lunch, and on the bus. They are under the direction of the teacher. Any problems or concerns should be immediately reported to the teacher.
- Parents who do not want the responsibility of supervising other children may simply accompany their child.
- Parents who attend study trips will not purchase treats or gifts for anyone other than their child, unless they are providing it for every student in the class, and have the teacher's approval prior to the trip. This is a fairness issue.
- Parents may not bring other children with them. The trip is a special activity for the child in the class.
- All students ride to the destination on the school bus or in a school vehicle. They may be signed out to their parent at the end of the trip if there is no expectation of having class on returning to school. Parents may also sign permission in advance for their child to go with another parent at the end of the trip.
- Parents are responsible for their own lunch and entrance fees to events. Parents who chaperone are expected to ride the bus. Other parents may ride the bus if there is room.
- Parents should avoid cell phone conversations that disrupt the students, teachers, or the activity.
- We welcome your participation in study trips and hope that the day will be enjoyable for all.

**Textbooks:**

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Textbooks will be provided by Atchison County Community Schools on a rental basis to each student. The student is expected to take care of his or her books. Any book that is lost or damaged beyond reasonable wear will be replaced by the student. The cost of a student book can be as high as \$60 each.

**Parent/Teacher Conferences:**

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Parent/Teacher Conferences will be conducted during the first and third quarters. Additional conferences may be scheduled any time during the school year if deemed necessary from either the parent's or the teacher's standpoint.

**Report Cards:**

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Grades K through 6 will have report cards during the year on a quarterly basis. Report cards provide information on your child's progress on the district curriculum and on state standards.

Students in grades K-4 may be marked "Below Grade Level Standards", "Approaching Grade Level Standards", and "At Grade Level". The standards and benchmarks for each core area are listed. More information in terms of Guided Reading levels, Assessments, and Strategies that may be in place for your child, are included.

Students in 5<sup>th</sup> and 6<sup>th</sup> grade receive progress reports utilizing an A-F grading scale.

Every effort will be made by school personnel to keep parents informed of student's progress.

**School Supplies:**

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School supplies that promote the use of alcohol, tobacco, or drugs, or that use profanity or sexually suggestive messages are not allowed. If the supplies cause disruptions or distractions to the learning process, they will be deemed inappropriate and sent home. A list of needed supplies is provided to parents and local businesses.

**Assemblies:**

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From time to time assemblies may be held for individual classes and/or the entire student body. When we have assemblies where we bring in all elementary students, they are usually held in the gymnasium. Parents are welcome to attend and will be given notice as soon as possible as to the time, location and topic of the assembly.

## **School Cancellations:**

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Severe weather is one of the most serious potential dangers to the safety of our school children. With the distances that school buses have to travel, it is conceivable a bus could begin its route in relatively clear weather and yet be caught in a severe storm before its route is ended.

In case of school cancellation due to bad weather or other emergency situations, USD 377 announcements will be broadcast on local radio stations KNZA (104.3 FM) Hiawatha, and KAIR (93.7 FM, 1470 AM) Atchison, and TV channels 13, 27 and 49. These announcements will be made as early as possible on the day concerned.

On bad weather days (snow and ice) when school is in session, buses will start about 15 minutes early. Students at the beginning of the route may expect the buses early, middle of the route about on time, and end of the route may be a little late.

Schools will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents or guardians may have their child dropped at an emergency drop site if approved in advance by the building principal. If the site is not approved, parents or guardians may submit another drop site for approval. This emergency drop site should be listed on the enrollment form. The early school dismissal schedule is as follows: Primary School dismissal is the time announced, Elementary School dismissal is five minutes later, Junior/Senior High School dismissal is ten minutes later.

## **Fire Drills:**

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Fire drills are held monthly. The sounding of the fire horn is the signal for a fire drill. At that time, students must file out of the classroom in a prearranged route and usually exit out the nearest door. The exit routes for individual rooms are practiced each month. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building. All students must move quietly and as quickly as possible. There must be absolutely no running.



**How does the fire drill need to be performed?**

The Kansas Fire Prevention Code and Fire Fact 027 provide some clear guidance on this:

- Fire drills need to be done once each month school is in session.
- The drills should take place at different times during the day and on different days of the week.
- The drills must be unannounced! A fire drill is meant to teach students and teachers alike to leave unnecessary things behind and exit the building in the event of an emergency. Rarely will you know an emergency is happening before it strikes.
- After the alarm sounds, students should proceed in an organized manner to their area of safety using a designated evacuation route. It's perfectly acceptable to require various classrooms to practice their secondary routes.
- Once everyone is outside, faculty and staff should verify that all occupants have evacuated. Restrooms and locker rooms should be checked by sight and voice. After it is verified that all occupants have left the building, the building may be reoccupied.

**Tornado Drills:**

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Tornado drills are held once in the fall and twice in the spring. Intermittent rings of the bell signal a tornado drill. The school makes every effort to participate in the county-wide emergency preparedness drill in March. Students are to move quietly to their designated safety location as quickly as possible.

**Evacuation Procedures for Disabled Students:**

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The teacher, teacher's aide, or a para-educator will take any student who is disabled (whether permanently or temporarily) out the closest exit to the area in front of the building or to the playground. During a tornado or tornado drill, disabled students will be taken to a designated tornado refuge area. Students in wheelchairs will be removed from their chairs and placed on the floor in proper position with para-educator assistance.

**CODE OF CONDUCT at USD 377 Schools:**

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*Mission Statement: "Empowering Individuals to Dream, Achieve, and Succeed"*

- 1. We treat each other with courtesy and respect at all times.**
  - a. We listen carefully and respectfully as others express opinions that may be different from ours. We do not argue.
  - b. We share our opinions and concerns without loud or offensive language, gestures or profanity. We speak respectfully.
  - c. We ask others about ways we may help them. We don't wait to be asked.
  
- 2. We treat each other with kindness.**
  - a. We treat each other as we would like to be treated.
  - b. We speak words of encouragement to everyone.
  - c. We do not threaten or cause physical or bodily harm to another person.
  - d. We do not threaten or cause physical damage to the property of another person or to any school facility.
  - e. We do not bully, belittle, or tease another person, and we do not allow others to do so in our presence.
  - f. We do not demean and are not abusive or obscene in any of our communications (oral, written, and body language).
  
- 3. We take responsibility for our own actions.**
  - a. We share information honestly.
  - b. We refrain from displays of temper.
  - c. We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
  - d. We apologize when we have wronged someone by our actions or words.
  - e. We do not blame others for our behavior. No one can make us do anything or make us angry. Our actions and words are our choice.
  
- 4. We cooperate with one another.**
  - a. We obey school rules and procedures for access and visitation.
  - b. We respect the legitimate obligations and time constraints we each face.
  - c. We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
  - d. We respond, in a positive way, when asked for assistance.
  - e. We understand that we do not always get our way.
  - f. We respond the first time, in a positive way, to requests and directives given by any adult or supervisor.
  - g. We do not argue with another person in front of a group. We seek a time when we can conduct a positive discussion in a private setting.
  
- 5. We complete our tasks in a timely manner and give our best effort to our work.**
  - a. We turn in assignments on or before the due date.
  - b. We build a habit of giving our very best effort to all tasks we undertake.
  - c. We work and act in a manner that brings pride to our school, our families, our community, and ourselves.

## **Discipline:**

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The goal of any discipline program is to create a positive climate, safe schools, and responsible students.

The following “Discipline Steps” provide a structure for teachers to utilize when correcting classroom behavior.

1. Warning – Teacher correcting the students behavior (verbal request)
2. Time-Out – Loss of recess or detention
3. Think Sheet and Student/Teacher Conference – Student must fill out school behavior sheet identifying his/her behavior. Teacher will meet with student to discuss how to change the behavior.
4. Call Parent/Notify Principal – A meeting will be arranged with the classroom teacher, parents, student and principal to discuss the behavior.

Severe disruptions will result in an immediate referral to the building principal and parent notification.

## **5 Keys to Success:**

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1. Students will address adults with Mr./Ms. or Sir/Ma’am. Students should answer questions using complete sentences when appropriate.
2. Students will stand with their hands behind their backs and not talk when in the hallway, lined up for recess or lunch. “Zip and Clip”
3. Students will learn the importance of being organized and prepared. They should keep their desk clean and only get out what is needed when working in class.
4. Students will learn the importance of completing class assignments on time by developing due dates and timeframes.
5. Students will be “on-time” to school and class

## **Drug Free Schools:**

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Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school-sponsored activity is prohibited. (JDDA)



## **Bullying:**

Bullying of any type shall not be tolerated in the school setting. U.S.D. 377 will endeavor to maintain learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, written interactions, or via the internet, email, or any social networking site. Bullying can cause undo anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation – either physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical, mental, or toward property.

The school board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

The district is actively engaged in a whole school campaign to address bullying and harassment in our schools. This involves strong commitment and a willingness to work together on the part of everyone involved. The plan incorporates the training and professional development of all school personnel, students and parents.

The following are elements of the plan:

- Code of Conduct
- Supporting an Environment of Reporting All Instances of Bullying
- Coaching Students On What To Do
- Training and Staff Development
- Developing Positive Relationships
- Character Education Program
- Developing A Common Language

(EBC, GAAB and JDDC)

## **Suspensions and Expulsions:**

District policy is followed in regards to suspension and expulsion. Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation.
- Conduct which substantially disrupts, impedes, or interferes with school operation.
- Conduct which endanger the safety or substantially impinges on or invades the rights of others.

**State Safety Hotline:**

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Help keep your school safe! Report any information that might threaten the safety of school or students. Call 1-877-626-8203.

A statewide hotline is available 24 hours a day and 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials.

**Dress Code:**

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A student's appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. This code is not intended to cause a financial hardship upon any student or family. We realize with changing fashions, it is impossible to state exactly all types of apparel that can or cannot be worn. The staff and the administration reserve the right to determine if clothing is suitable for classroom wear. This code will be in effect during all school hours.

The following points should be observed:

- A student's appearance should be neat and clean.
- Torn clothing is not appropriate.
- Shirts must have a 1" strap, no low armholes that over-expose.
- Midriffs shall not be exposed.
- When shorts are worn, care must be taken to ensure that they fit properly and are of sufficient length and at fingertip length. All pants should fit at the waist.
- Footwear must be worn at all times.
- Shoes should be appropriate for recess and P.E. activities, such as running. Flip-flops and hard-soled cowboy boots are not appropriate for recess or P.E.
- Any style or type of clothing or accessory that causes disruptions or distractions to the learning process will be deemed not appropriate.
- Clothing that promotes the use of alcohol, tobacco, drugs, or gangs, or that uses profanity or sexually suggestive messages is not allowed.
- Hats are not to be worn in the building.
- Students who are wearing inappropriate clothing will be given the choice of wearing an item of clothing provided by the school if available or calling home for a change of clothes.
- Unnatural hair colors are prohibited.
- Face piercings are prohibited which includes but is not limited to: Nose, Lips, Cheeks, Eyebrows, Tongue.

**Possession of Weapons:**

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

**Sexual Harassment:**

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The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district.

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.

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

**No Smoking Policy:**

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The use of tobacco products in any form is prohibited in any school buildings, owned, leased or rented by the district used for pupil attendance purposes. The use of tobacco products in any form is prohibited in any school vehicle. (JCDA)

Use of tobacco products is prohibited in all buildings. Principals will designate areas on sites outside buildings where smoking will be permitted by individuals attending evening school activities and members or groups renting facilities.

Adopted: USD 377 BOE – 11/08/05

Smoking is prohibited within ten (10) feet of any doorway or entrance.

**Loss or Damage to School Property:**

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Students will be expected to return books checked out in their care at the end of the school term. Abusive care, beyond normal wear and tear, given to school-owned books, supplies or equipment will result in students being charged repair or replacement costs for the item.



## **Transportation:**

### **Arrival and Departure:**

Many supervision problems occur when pupils arrive at school or the bus stops too early. There is no need for a student to be at school prior to the time buses arrive. When elementary students arrive at school, they should come directly into the building.

For your child's safety, please notify the office if someone other than the parent/guardian is picking up your child. The office may ask for identification.

If you wish to have your child go somewhere other than home or their usual drop-off point, please send a note to the building principal, classroom teacher, secretary, or call the office by 1:00pm to make transportation arrangements. Without a note, your child will be sent home as usual.

### **BUS SCHEDULE**

<b>SCHOOL</b>	<b>ARRIVAL</b>	<b>PICK-UP</b>	<b>SCHOOL DAY</b>
ACCES	7:40-8:00	3:15	8:05-3:15

## **Bus Discipline Procedures:**

**1<sup>ST</sup> Offense- Driver calls parents and conferences with student.**

**2<sup>nd</sup> Offense- 2<sup>nd</sup> Referral to office: 1 day suspended from bus.**

**3<sup>rd</sup> Offense- 3<sup>rd</sup> Referral to office: 3 days suspended from bus.**

**4<sup>th</sup> Offense- 4<sup>th</sup> Referral to office: 5 days suspended from bus.**

**5<sup>th</sup> Offense- 5<sup>th</sup> Referral to office: Loss of bus privileges.**

**Students who are continually disruptive may lose bus privileges indefinitely.**

**Severe offenses may result in loss of riding privileges with no warning:**

- weapons
- fighting
- swearing at the bus driver

## **Student/Passenger Conduct Rules:**

The following rules, adopted by the Board of Education on June 10, 1996, became a part of the Board's transportation policies and rules relating to student conduct on the district's regular route buses and activity trip buses.

These rules were adopted by the Board of Education to conform with J.B. 2059, which was enacted by the 1981 session of the Kansas Legislature.

The requirements of this policy shall apply to all passengers when transported in a USD 377 bus.

- The bus driver shall be in charge of all passengers while they are riding, loading, or unloading from the bus.
- Bus drivers will wait one minute for home student pick-ups.
- The bus driver shall have the authority to assign a seat to each passenger.
- Passengers shall not stand in the traveled portion of a roadway while waiting for the bus.
- Passengers shall not extend any part of their body out of the bus windows.
- Passengers shall not get on or off the bus or move about while the bus is in motion.
- Possession or use of tobacco inside the bus shall be prohibited.
- Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried on the bus.
- Animals shall not be transported on the bus.
- No weapons of any type, except side arms carried by law enforcement, shall be transported on a bus.
- Classroom conduct shall be observed on district buses at all times.
- Ordinary conversation in a normal tone will be permitted but unnecessary noise, profanity, crowding, pushing, or fighting will not be tolerated.
- Passengers are not to converse with or in any way distract the driver while the bus is in operation.
- Passengers who must cross the road after disembarking from the bus shall pass in front of the bus.
- Passengers will not be permitted to leave the bus other than at their designated destination without parental/guardian permission in the form of a note or telephone call to the building principal, or the bus driver.
- Eating or drinking will not be allowed on the bus.
- Display or use of an open flame on the bus is prohibited.

## **Permission to Ride:**

Passengers wanting to ride any bus/route other than that assigned must have permission signed by their parent/guardian and approved by the building principal, or a telephone conversation with the principal or building office that day.

## **Communication Channels:**

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Communication between parents/patrons and the school is of vital importance. Most problems can be solved through proper communication channels and by beginning with those closest to the problem.

If a problem develops and involves a particular teacher, please contact that teacher. Atchison County Community Elementary School teachers are willing to discuss any problems or concerns that parents and students may have. A conference will be held if necessary.

If, after visiting with the teacher, a problem still exists, then please arrange for a conference with the building principal. This conference may include the teacher involved.

If, after this conference, you still feel a problem exists, please schedule a conference with the Superintendent of Schools. The conference with the superintendent may include the building principal and the teacher.

If a parent/patron follows these lines of communication and still feels unsatisfied with these results, he/she may contact the superintendent to be placed on the agenda of a regular board meeting. No action can be taken on any items, unless put on the agenda.

Board members have been instructed to relay any comments made by parents/patrons concerning students, employees, District Policy, etc. back to the proper administrator.

Please keep the above in mind should a problem arise during the year. It will make for a much smoother situation for all parties involved.

Parents are encouraged to share information and concerns about their children with teachers and the building principal in order to help school workers meet the child's needs.

E-mail distribution lists will be compiled so that information on meetings, closings, cancellations etc. can be relayed quickly to parents.

## **Parent Organizations:**

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All parents belong to parent teacher clubs or organizations and are encouraged to participate in meetings and functions. The organizations provide room parents and plan parties. They raise money to purchase items not provided by the school district. Academic Award Parties are organized and conducted by parents. They supply games, prizes, food and drink. Parties will be held one hour before dismissal. Monthly meetings are open to all parents or guardians of students.

### **Site Council:**

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This committee was formed as part of our school improvement effort. The purpose is to provide leadership, advice and counsel regarding building improvement and staff development. Members of Site Council are chosen for three-year terms. The committee consists of certified staff, classified staff, patrons and administration. Meetings are held five times a year. An annual report is submitted to the Board of Education. Visitors are always welcome.

### **Student Privacy Rights:**

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District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitative Services (SRS) interventions, Social Security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district, will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including termination.

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.** The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## **Student Directory Information:**

In compliance with Public Law 98-380, as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register, the Atchison County Community Schools designates the following information as directory information:

1. The student's name, address, telephone number, date and place of birth;
2. Name, address, and telephone number of parent or guardian;
3. The student's major field of study and grade level classification;
4. The student's participation in officially recognized activities and sports;
5. The weight and height of members of athletic teams;
6. Date(s) of attendance, date(s) of enrollment, withdrawal, and/or re-entry;
7. Diplomas, certificates, awards, and honors received;
8. The most recent previous education agency or institution attended by the student.

This information is considered public information, which may be released by the school district without the prior consent of the parent(s), or eligible student. A parent or eligible student has ten (10) days from the date of annual notification to inform the principal in writing that any or all of the directory information pertaining to such student should not be released without prior consent of the parent(s) or eligible student, except as provided by law.

## **Food Service:**

Breakfast is served from 7:40 to 8:00 a.m. If buses arrive late, children can still eat breakfast. The school office should be notified before 9:00 a.m. if an adult wishes to eat at school that day

### **Meal Prices**

		Breakfast	Lunch	Extra Milk
Attendance Center				
Elementary	K-6	\$1.20	\$1.90	\$.30
JSH	7-12	\$1.30	\$2.15	\$.30

## **Ala Carte and Vending Foods Guidelines:**

- The same portion size of any food is served in National School Lunch Program or State Breakfast Program.
- Canned and fresh fruits and vegetables are offered daily.
- At least 50% of items offered meet all the following guidelines per serving: Fat – Except for nuts, seeds and nut butters, 35% or less of total calories. Sugar – Except for fruit without added sugar, 35% or less of weight from total sugar (or less than 9 g. per 100 calories). Calories – 200 calories or less per selling unit
- Beverages – water, low-fat (1% or ½%) and/or skim milk and 30% - 100% juice.

## **Breakfast, Lunch, and Milk Accounting:**

USD 377 uses a computerized meal accounting system. Parents will be notified when their child's account has \$5.00 left in it. Reminders continue to be sent out with negative balances.

**Birthday Treats and Invitations:**

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Before sending birthday treats to school, PLEASE CHECK with the classroom teacher. The teacher can inform you of allergies or other restrictions children in her room have, as well as the number needed. If invitations are brought to school, each child in the class must receive one. We will not allow students to hand invitations or treats out to only part of the class.

Any gifts, (flowers, balloons, etc.), sent to a child, will remain in the office until dismissal. The student will be notified to stop in and pick up the item at the end of the school day.

**Class Parties:**

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Food and beverages for classroom rewards, parties and celebrations will meet the same guidelines as the ala-carte and vending foods and beverages and will not be provided until at least one hour after the end of the last lunch period. Suggestions for alternatives for classroom rewards are encouraged.

**Ideas for Classroom Snacks:**

Low-fat milk (plain or flavored)  
100% Juice  
Water (non-caloric; flavored)  
Fresh fruit with yogurt dipping sauce  
Apples with low-fat caramel dip  
Fruit and cheese kabobs  
Fruit with whipping topping  
100% fruit snacks  
Vegetables with low-fat dip  
Celery sticks with peanut butter  
String Cheese  
Low-fat pretzels or popcorn  
Graham or animal crackers  
Pizza with low-fat toppings  
Sandwiches – ham, turkey, cheese  
Low-fat pudding cups  
Low-fat yogurt  
Yogurt Smoothies  
Yogurt parfaits  
Quesadillas with sauce  
Granola bars or breakfast bars  
Trail mix or cereal mixes  
Angel food cake with fruit toppings  
Nuts and seeds

## **Student Illness and Medication:**

If a student becomes too ill to function in the classroom, a parent or guardian will be notified as soon as possible. Under the Kansas Nurse Practice Act, 65-1113, we cannot give any medication at school without the proper authorization (JGFGB). This involves any medication whether given as a prescription or an over-the-counter medicine such as Tylenol, aspirin, allergy medications, or cough preparations.

The diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and will not be practiced by any school personnel.

Parents need to be aware of these guidelines. The best procedure for giving medication to students would be to adjust the dosage schedule to non-school hours. In certain circumstances, when medication is necessary in order for a student to remain in school, the school will cooperate with the parent in the administration of medicine, with the proper authorization on file. The official prescription container should accompany all medication. Medication brought to school not meeting the above requirements will NOT be given.

Additionally, if your child has any specific health problems, please notify both the teacher and the office of the condition.

## **Student Illness and Activity:**

If your student is absent from school or leaves early from school due to an illness or medical condition, then s/he should not attend any after school activities (i.e. music programs, after school program, athletic events, school carnivals, etc.).

## **Head Lice Policy:**

This school district follows the guidelines set forth by the State of Kansas. Children must be lice free and nit free in order to attend school. Students will be sent home if they are found to have either live lice or nits (the eggs that attach themselves to the hair shaft). They need to be checked by the nurse/secretary upon return to school.



## **Influenza:**

At this time, Center for Disease Control and Prevention (CDC) recommends the primary means to reduce the spread of influenza in schools by focusing on early identification of ill students and staff, staying home when ill and good cough and hand hygiene etiquette. Decisions about school closure should be at the discretion of local authorities based on local considerations, including public concern and the impact of school absenteeism and staffing shortages.

### **Recommendations**

- School closure is not advised for a suspected or confirmed case of novel influenza A (H1N1) and, in general, is not advised unless there is a magnitude of faculty or student absenteeism that interferes with the school's ability to function.
- **Students, faculty or staff with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptoms resolve sooner.**
- **Students, faculty and staff who are still sick 7 days after they become ill should continue to stay home from school until at least 24 hours after symptoms have resolved.**
- **Students, faculty and staff who appear to have an influenza-like illness at arrival or become ill during the school day should be isolated promptly in a room separate from other students and sent home.**
- Parents and guardians should monitor their school-aged children, and faculty and staff should self-monitor every morning for symptoms of influenza-like illness.
- Ill students should not attend alternative child care or congregate in settings other than school.
- Students, faculty and staff should stringently follow sanitary measures to reduce the spread of influenza, including covering their nose and mouth with a tissue when coughing or sneezing (or coughing or sneezing into their sleeve if a tissue isn't available), frequently washing hands with soap and water, or using hand sanitizer if hand washing with soap and water is not possible.

## **Medical Appointments:**

Medical and dental appointments should be made after school hours or on Saturdays if possible.

**Gifts to Staff Members:**

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Just as it is unethical for any member of the Board of Education to accept personal gifts for personal service from businessmen and taxpayers, so does the Board discourage attempts on the part of students and parents to present gifts to teachers and other school personnel (GAJ).

**Lockers:**

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The locker is the property of the school district and can be opened by the principal or designated staff at any time. Students wishing to use locks must provide the classroom teacher and office with the combination. Students should have no expectation of privacy with their locker. Students should respect their locker. Please do not decorate lockers with stickers, which are difficult to remove (JCAB).

**Recess Guidelines:**

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Students need fresh air and the opportunity to expend some of their energy in physical activity outdoors. Students will have daily recess and should dress appropriately for the weather conditions. Teachers will use their good judgment to decide if it's too wet, too cold, or too windy to take children outside. Parents may send a note to the teacher each day a child is too sick to go outside. For most children, a few minutes of fresh air is not going to cause harm if they are dressed for the weather.

**Bicycles:**

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Students are allowed to ride bicycles to school provided they honor the following rules:

1. Bicycles must be parked in the designated areas.
2. Bicycle locks are recommended.
3. Responsible, respectful behavior at the bicycle racks is expected.

Improper use of one's bicycle, or poor conduct may mean that a student will be asked to leave his bicycle at home for a period of time.

**Errands or Trips:**

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Students will not be sent off the school grounds, nor may they leave on their own, once they are on school property on a school day, unless they have a note with parental approval, or permission has been granted by the principal.

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**Items from Home:**

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Students must not bring items to school that could cause a disruption to the educational process. Items such as toys, pocket knives, radios, CD players, candy, pop, gum and other snacks should be left at home. Students who have permission to use CD players, Ipods, MP3 players on the buses must keep these items in their backpack during the day.

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**Water Bottles:**

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Water bottles are allowed with teacher permission.

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**Knives:**

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Pocket knives are not allowed. If a pocket knife is discovered, it must be given to an adult who will label it and keep it until it can be returned to a parent/guardian.

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**Cell Phones:**

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If parents feel that cell phones are necessary, they are to be kept in the student's backpack, and turned off during the school day. The school is not responsible for the loss or damage to any personal electronic device.

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**Plants, Pets, and Wild Animals:**

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Animals (including vertebrate and invertebrates) and plants may be brought into the classroom for educational purposes. Persons bringing animals into the school must receive prior permission from the supervising teacher and the principal. Animals must be appropriately housed, humanely cared for, and properly handled.

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**School Telephones:**

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The school telephones are available for school use only. Students will be allowed to use a school phone only in an emergency. Please make certain these items are taken care of before the students come to school.

We need to keep the lines open for parents to call in. Bus students will be sent home as usual and if we need to make changes, we can do so by radio communication.

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**Lost and Found:**

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To avoid loss of lunch boxes, backpacks, coats, jackets, hats, umbrellas, and other personal items, PLEASE LABEL EVERYTHING. You may contact the school if your child has lost an item. Any article found in the building or on the playground is to be turned into the office to be placed in LOST AND FOUND. Unclaimed articles will be donated or disposed of in the spring.

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**Newsletter:**

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A school-wide newsletter gives dates of upcoming events and information about school activities. The newsletter can be found on the district website. In addition, many teachers send out a classroom newsletter on a frequent basis.

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**Outside Activities:**

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Any organization or person requesting permission for the presentation of a handout to students must fill out the Request for Public Announcement form available at the offices. If persons wish to use the school facilities on nights or weekends, they must make a formal request on the Request for Building Reservation form in advance.

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**School Pictures:**

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Individual and group photos are taken each year. Parents are under no obligation to purchase these.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

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**Webpage:**

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The district maintains a webpage on the Internet. The address is [www.usd377.org](http://www.usd377.org). Information about all of the district schools can be found here. Teachers' newsletters are posted weekly.

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**Notice of Nondiscrimination:**

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Atchison County Community Schools, USD 377, Effingham, Kansas, does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Anyone having questions regarding compliance with Title VI, Title IX, American's with Disabilities Act or Section 504 should contact the Superintendent of Schools, 506 Sixth Street, P.O. Box 289, Effingham, Kansas, 66023, Phone number 913-833-5050.

## Multi-Tier System of Supports Academic Accountability Model

### • **Summary of Tier III**

- Small groups of 1 to 3 students
- Two 20-30-minute sessions of intensive instruction beyond the core daily
- Specific and customized focused interventions based on academic needs
- After-School Homework Help
- Implemented for more than 12 weeks
- Monitor progress weekly
- Identify students needing additional assistance
- SIT collaboration and possible referral to Special Education
- May or may not include 18-week special education intervention
- Referral to summer school program
- Possible recommendation of retention

### • **Summary of Tier II**

- Small groups of 3-6 (children with similar needs)
- 20-30 minutes per day beyond the core
- More explicit and systematic instruction (based on academic needs)
- Implemented for 8-10 weeks, not more than 12 weeks
- Monitor progress biweekly
- Identify students needing additional assistance
- Referral to After-School Homework Help
- Referral of identified student(s) to both Student Intervention Team (SIT) and Tier III

### • **Summary of Tier I**

- General Education Classroom, All Students
- Scientifically-based core content and direct instruction
- Assess Students (MAP, Observation Survey, Local Assessments, STAR)
- Criterion for success: Benchmark scores of 80% or above
- Monitor progress quarterly
- Identify students needing additional assistance
- Referral of identified student(s) to Tier II

**Atchison County Community Elementary School  
After School Program**

Atchison County Community Elementary School's "After School Program" will be based around improving student's academic understanding of standards and indicators as determined by daily work, local assessments, MAP and/or KCA testing.

The "After School Program" will be divided into two educational blocks. Both educational blocks will incorporate differentiated instruction in the subjects of Math and Reading. This includes students working independently with computerized assignments and assessment by means of A+ Learning, direct instruction, tutoring, homework help, and one-on-one support provided by the teachers and aides.

The "After School Program" will provide a snack, recess, and transportation for each child in attendance.

In order for students to attend the "After School Program" they must be referred by their classroom teacher. Teachers will base their recommendations on daily work, local assessments, MAP and/or KCA testing results.

The After School Program hours will be from 3:15pm-5:15pm, Monday, Tuesday, Wednesday, and Thursday. Transportation will be provided on the activity bus routes. Parents may pick up their student.

**After School Program - Format**

**Educational Staff:**

1 Certified Teacher (per 10 students)

1 Teacher Aide

**3:15-3:30pm: Snack**

Students will receive a snack provided by the school immediately following the regular school day.

**3:30-4:15pm: Block I (A+ Learning/Direct Instruction - Math and/or Reading)**

The classroom teacher and aide will work with the students through direct instruction, small group interaction, one-on-one, and/or independently on A+ Learning. During this block students may be divided into academic groups in order to help facilitate the education process.

**4:15-4:35pm: Recess**

Students will be given a 20-minute break before beginning block II of the after school program.

**4:35-5:05pm: Block II (A+ Learning/Direct Instruction – Math and/or Reading)**

Instruction continued

**5:05-5:15pm: Wrap-Up**

Staff and students will conclude their day and prepare for departure.

**Summer Learning Enrichment Program Structure:**

The focus of the Summer Learning Enrichment Program is to provide academic learning opportunities for students who have been identified as needing additional academic assistance beyond the regular school year. The program will be based on providing supplemental learning opportunities for students in the core areas of reading and mathematics. Academic lessons will be standards based and assigned to address individual student's needs.

Students will report to campus once a week, beginning on the first Wednesday and ending on the last Wednesday in June. Students will report to the Elementary School at 8:00am and be dismissed at 11:30am. During these weekly meetings teachers will provide students with their weekly assignments, directions, guidance, and remediation.

**Assignments:****Reading Enrichment:**

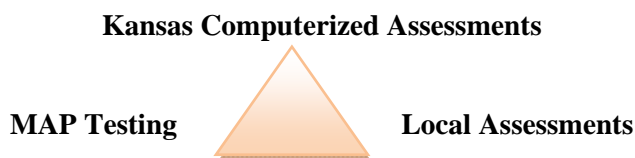
Students will be required to complete three to five reading assignments with the completion of a comprehensive check list. Each check list will be reviewed by an instructor during the weekly check-in.

**Math Enrichment:**

Students will be required to complete three assignments per week based on addressing academic standards that were identified as an area of weakness. Each assignment will be reviewed by an instructor during the weekly check-in.

**Identifying Students:**

Students will be referred by their classroom teachers based on the triangulation of data from three sources (MAP Test, KCA Test, and Local Assessments). Students not scoring proficient or not showing academic improvement throughout the year will be required to complete the SLE program.

**Evaluating Progress:**

The ultimate success of all students will be based on whether they have been able to learn and understand the standards and indicators as identified on their individual summer SLE plan. Students who have obtained an average of 80% on all work will be considered proficient and a recommendation to advance to the next grade level will be made. Student who do not make enough academic advances during this time period and receive an average below 80% on all work will be retained at their current grade level. Any recommended student who does not successfully complete the SLE program will automatically be retained in their current grade.

**Appeal Process:**

Parents may appeal the recommendation to retain their student to the building principal. This appeal must be in written form and express the reasons why the student should be advanced to the next grade level. Within one week of receiving the appeal, the building principal will schedule a meeting with the parents and teacher to discuss the recommendation. If upon further review the parents still disagree, they may appeal the decision to the superintendent of schools.