

## INTRODUCTION

Welcome to Osage City Elementary for the 2009-2010 school year. This handbook will outline many of the school functions throughout the year. Please keep this in a convenient place for reference throughout the year if questions arise.

We, the faculty, will do our best to help your child achieve academically, physically and socially. You are sending us the very best you have and we will give you the very best we have. High expectations, responsibility and accountability for hard work and respect are essential components of our school. With the school and community working together to support your child, we look forward to an overall positive outcome.

If you have questions, concerns or comments, please feel free to call or visit the school at any time.

Dwight Stoppel

Elementary Principal

**U.S.D. #420 OSAGE CITY ELEMENTARY SCHOOL**

**BOARD OF EDUCATION**

Todd Peterson, President  
Diane Scott  
Cindy Cook  
Brian Davies  
Pat Bean  
Ray Lauber  
Trisha Swindale  
Vickie Gragg, Treasurer  
Kathy Coen, Clerk

**FACULTY**

David Carriger; ..... Superintendent  
Dwight Stoppel; ..... K-5 Grade School Principal  
Josi Garland; ..... KA  
Amie Lohmeyer; ..... KB  
Marilyn Davies; ..... KC  
Marcia Wischropp; ..... 1A  
Audrey Garton; ..... 1B  
Jessica Kirkpatrick; ..... 1C  
Kylie Haskins; ..... 2A  
Nicole Edwards; ..... 2B  
Debra Brosch; ..... 2C  
Amy Linton; ..... 3A  
Angela Bergeron; ..... 3B  
Amie Parsons; ..... 3C  
Brian Stromgren; ..... 4A  
Gilbert Gonzales; ..... 4B  
Jeff Edwards; ..... 5A  
Jeffery Whitmer; ..... 5B  
Aaron Graversen; ..... Instrumental Music  
Susan Smith; ..... Title I Mathematics  
Kathy Reed; ..... Title 1 Reading  
Tammy Serna ..... K-6 Physical Education  
Cheryl Smith; ..... Librarian  
Jennifer Wassemler; ..... Vocal Music  
Brent Johnson; ..... Alternative Classroom Coordinator  
Cori Thomas ..... Interrelated  
Kim Sprecker; ..... Interrelated  
Treva Gulick ..... School Psychologist  
Collene Stucky; ..... Interrelated  
Bev Rose ..... Interrelated

Heather Estrada; ..... Speech Therapist  
Mary Williams; ..... Gifted  
Maxine Sahlberg; ..... K-8 Counselor  
Laurie Fager; ..... K-8 Computers

**STAFF**

Michelle Martin; ..... Elementary Secretary  
Kristi Gantenbein, R.N; ..... Nurse  
Connie Wright; ..... Carerom  
Lori Garner ..... Alternative Classroom Coordinator  
Daniel Fager; ..... Custodian  
Lorene Bartee; ..... Custodian  
Jenny Gailey; ..... Custodian  
Clyde Gailey ..... Custodian

**OSAGE CITY ELEMENTARY SCHOOL  
CALENDAR 2009-2010**

**August**

- 12 Teacher In-Service
- 13 Teacher Work Day
- 14 First Day of School - 11:30 a.m. Dismissal **(No breakfast or lunch served)**

**September**

- 2 Committee Meetings (Students dismissed at 11:30 a.m.)
- 7 Labor Day - **NO SCHOOL**

**October**

- 12 Teacher In-Service - **NO SCHOOL**
- 16 End of First Nine Weeks
- 27 Students dismissed at 1:00 p.m., K-12 Parent/Teacher Conferences 3:00 to 8:00 p.m.
- 28 Students dismissed at 1:00 p.m., K-12 Parent/Teacher Conferences 3:00 to 8:00 p.m.
- 30 Fall Break **(NO SCHOOL)**

**November**

- 25-28 Thanksgiving Vacation - **NO SCHOOL**

**December**

- 18 End of Second Nine Weeks & First Semester
- 21 Christmas Vacation starts - **NO SCHOOL**

**January**

- 4 Teacher Work Day
- 5 Classes Resume - Start of Third Nine Weeks - Report Cards Issued

**February**

- 15 Teacher In Service - **NO SCHOOL**

**March**

- 12 End of Third Nine Weeks
- 15 **SPRING BREAK BEGINS - NO SCHOOL**
- 22 Classes Resume

**April**

- 1 Committee Meetings AM/Spring Parent Teacher Conference Afternoon (1:00-3:40pm) **NO SCHOOL**
- 2 Good Friday – **NO SCHOOL**

**May**

- 16 High School Graduation
- 21 End of Fourth Quarter/Second Semester – **LAST DAY OF SCHOOL FOR STUDENTS**
- 24 Last Day of School for Teachers – 1/2 Work Day

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### ACTIVITY/EDUCATIONAL TRIPS

Educational trips which take the students away from the school grounds may be planned during the year. Prior to the trip, each parent will be notified and written consent obtained before their child may participate. Seldom, if ever, will educational trips be taken other than by school bus.

All activity participants including any school organized group of students will travel on school supplied transportation. Students are to go and return from out of town activities on the transportation supplied by the school.

Regardless of how students travel to a game, their actions and conduct are the business of the school and will be addressed when conduct is inappropriate. Inappropriate conduct will be addressed by a school designated sponsor.

Students riding the bus to an activity are expected to return on the bus, except when personally requested in writing and transported by the parent only.

### ALCOHOL, TOBACCO, NARCOTICS, OR DRUGS

The possession, use, consumption, or sale of tobacco, alcohol, narcotics, or drugs in the school buildings of USD 420 or on school grounds or at any school sponsored activity will be subject to Elementary School discipline procedures that may include but are not limited to: In-school suspension, Out-of-school suspension, Expulsion, or other procedures defined by District and State guidelines.

### ANNOUNCEMENTS

By means of the intercom system, announcements will be made on Monday morning. Students should pay close attention to these announcements.

### ASBESTOS NOTICE

USD No. 420 has been complying with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos.

The asbestos-containing materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees, and visitors. The asbestos management plan for USD 420 is located in the district administrative office and in the administrative office of each school. Interested persons may inspect the plan at any time.

USD No. 420 is committed to protecting the health of all students, employees, and visitors, and we will continue to ensure that asbestos-containing materials are maintained according to federal and state requirements. The Superintendent of Schools is our asbestos coordinator us USD 420.

### ATTENDANCE, ABSENCES, AND MAKE-UP WORK

Irregular attendance is often followed by failing grades or dropping completely out of school in later years. Only illness or some serious emergency at home should keep a student away from school. To be absent for reasons such as a mild headache, vacation trip, shopping,

relatives visiting and beauty shop appointments is compromising one's education.

When a student is absent, his **parents or guardian should telephone or email the school at 528-3171 or mmartin@usd420.org between the hours of 7:45 a.m. and 3:45 p.m.** before he/she returns to school, preferably on the date of the absence. If a telephone is not available, a note from the parents will be accepted. Having one's parents call the school regarding an absence merely furnishes assurance that the parents know about it.

Kansas House Bill #2109 regarding school attendance provides the following:

1. It permits law enforcement officers to temporarily detain and take into custody any child not attending school without a valid excuse during hours when school is in session. The child must be delivered to school where the child is enrolled, to any location designated by the school to address truancy issues, or to the parent or other custodian. A designated school employee must notify the child's parent of this occurrence, either orally or in writing.
2. The definition of the term "inexcusably absent" for purposes of determining violations of the compulsory attendance law is changed from three consecutive days or five or more school days in any semester to three consecutive days, five or more days in any semester, or seven or more school days in any school year.

If there is an absence of three or more consecutive days or if the child has had a contagious disease, he/she should be seen by a physician and a note to readmit should accompany the student back to school or the student should report directly to the school nurse for a permit to re-enter school.

Students who are absent from school without their parents knowledge are subject to immediate suspension from school, and they may be readmitted only after a satisfactory conference between school officials, parents and the student.

Parents should notify the office by 9:00 a.m. to request make-up assignments. Make-up assignments may be picked up in the office after 12:15 p.m. and before 3:45 p.m. if prior arrangements have been made.

### BUILDING HOURS

Upon arrival at school in the morning elementary students will report to the gymnasium or cafeteria. Breakfast service begins at 7:35 am. Elementary students eating breakfast will remain in the breakfast room until school begins. Students with written permission from a teacher may go to the classroom after checking in at the office.

At the close of the school day, students are asked to make arrangements to leave the building within a reasonable length of time unless they are participating in a practice or under the supervision of a teacher.

### BICYCLES

All students who ride their bicycles to school will place them in the bicycle area located on the West Side of the building. Students must walk their bicycles when on school property, including the sidewalk.

### Bullying

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the

board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: July 11, 2007

### BUS TRANSPORTATION

Bus transportation is provided to all children living outside the city limits or who live one mile or more from school. The bus service is a privilege extended to each child and established rules of behavior are as follows:

1. Behavior Rules and Regulations: The bus driver is responsible for behavior of the children on the bus. They must obey his/her requests cheerfully and promptly at all times in the interest of their own personal safety. The bus driver may, at his/her option, assign seats whenever warranted.
2. Transportation Disciplinary Procedures:
  - a. Three disciplinary reports shall constitute one week suspension.
  - b. After returning, any group of three additional disciplinary reports shall constitute suspension of riding privileges for nine weeks. A following three discipline reports will again constitute another nine week suspension.
  - c. The administration reserves the right to modify these procedures on a case by case basis.
3. Boarding Bus:
  - a. Wait for the driver's signal before crossing a street.
  - b. Stay at least 10 feet in front of the bus.
  - c. Board in a quiet orderly manner.
  - d. Go to your seat as quickly as possible without running or pushing.
4. While Riding On the Bus:
  - a. Classroom conduct is expected.
  - b. Remain seated while the bus is in motion.
  - c. Do not extend arms or throw any objects out of the bus window.
  - d. Obtain permission from the bus driver before changing seats and then only when the bus is stopped.
  - e. Loud talking, yelling and distracting noises will not be tolerated.
  - f. Do not deface or damage the bus. Do not leave trash or garbage on the bus.
  - g. Place all musical instruments and other parcels under your seat.
  - h. Fighting, scuffling, or annoying other riders in any way will not be tolerated.
5. Unloading Bus:
  - a. Remain seated until the bus comes to a complete stop.
  - b. Leave the bus quickly without crowding, shoving, or pushing.

Transportation will be provided for all school activities if possible. Boys and girls who ride the bus to an activity will regard this transportation as a privilege and will follow the above established rules. Students are expected to return on the bus except when a personal request in

writing is made by the parent at least twenty-four hours in advance or an emergency arises.

#### CIVIL RIGHTS COMPREHENSIVE NOTIFICATION FOR USD 420

In compliance with the Executive Order 11246; Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, The Osage City Unified School district No. 420, Osage City, Kansas shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Osage City Unified School District No. 420, Osage City, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: David Carriger, Superintendent of Schools, Unified School District No. 420, Osage City, Kansas 66523, Phone: 785-528-3176. Title VI, Title IX, and Section 504 complaints may also be filed with the: Regional Office of Civil Rights, 324 East 11th, Kansas City, Missouri, 64106.

All students attending Osage City Unified School District No. 420, may participate in educational programs and activities, including but not limited to health, physical education, music, vocational, and/or technical education, regardless of race, color, national origin, age, handicap or sex.

#### CLOSING OF SCHOOL OR NOT RUNNING BUSES DUE TO EMERGENCIES

Whenever weather conditions are such that classes may not be held or buses might not run, students should listen to WIBW radio (580) or WIBW TV. Announcements would normally be on the air during the morning between 5:40 a.m. and 8:30 a.m.

#### CONDUCT OF STUDENTS

Osage City Elementary School strives to provide an educational environment that is as conducive to individualized learning as possible. The school understands that each student is an individual with specific needs and that consistency over time creates the greatest positive results. Students are expected to comply with school rules. Each rule violation will be dealt with on a case-by-case basis, trying to meet individual needs and provide consistency in enforcement of the rules. School administration will make final decisions regarding consequences for misconduct except in circumstances where an appeal to the board of education is allowed by law (i.e., long-term suspension or expulsion).

Students are expected to give their best effort and demonstrate respectful behavior while at school. Disruptive students will be removed from the classroom only after teacher intervention has not been successful in the classroom or immediately if the behavior of the student endangers the student or others.

Students may be suspended or expelled from school for the following reasons:

- Willful violation of any published regulation for student conduct adopted by the board of education;
- Conduct which substantially disrupts, impedes or interferes with the operation of the school;
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

- Conduct which would constitute the commission of a felony if committed by an adult;
- Conduct at school, on school property, or at a school supervised activity which would constitute the commission of a misdemeanor if committed by an adult; or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial and material impingement upon or invasion of the rights of others.

There are four types of disciplinary actions used in Osage City Elementary School that involve removing the students from the classroom setting: 1.)removal to the Care Room, 2.)short-term suspension, 3.)long-term suspension and 4.)expulsion.

1. Removal from the classroom to the Care Room is an alternative to the removal of the student from the school setting. The Care Room will be used to discipline students who violate school and classroom rules. The Care Room system is based on a positive approach for disciplinary problems. While in the Care Room, a student loses privileges to mingle and socialize with the student body. However, students are provided with the opportunity to continue their schoolwork without losing credit.

When a student is referred to ALC, parents/guardians will receive a written or e-mail Discipline Notice by the end of each day. The notice will inform parents of the nature of the infraction, which may include: inappropriate language or gestures, dishonesty, not following instructions, classroom disruptions, negative physical contact, potentially harmful acts, threats, disrespect for others, school facilities or self, and/or unexcused absence from school, or other school rule infractions.

Students who receive discipline notices will be expected to control their unwanted behaviors for a specified length of time. The date will be indicated on the notice. Students who control their behavior for the specified period of time will be exited from the discipline notice. Students that are unsuccessful will be given a new discipline notice and moved to the next consequence step with a new expiration date. Each step increases the amount of time a student can be removed from the regular classroom environment to the Care Room.

Students with previous assignments to the Care Room are to report to the principal's office at 8:05 a.m. Students must bring all books and supplies for the entire day. Assignments will be collected from the student's teachers and given to the student. Students in the Care Room will eat in isolation and will not be allowed to communicate with fellow students. Students in the Care Room will be escorted to the restroom. Extracurricular activities are permitted unless otherwise determined by the school administrator

Absences from the Care Room due to illness or other emergency reasons will not relieve the student from fulfilling the required time of assignment. Skipping the Care Room will result in further disciplinary action.

Students who consistently violate school rules will be referred for team review by the school's Student Support Team, composed of staff from the classroom, the administrative office, the health office and social/emotional departments. This team will recommend specific interventions to address the student's misbehavior, which may include a short-term assignment to the Care Room. If warranted, the student will be referred for evaluation under IDEA or Section 504. Even if a student does not qualify as a student with a disability, the Student Support Team may develop a behavior plan for the student.

2. A short-term out of school suspension may be imposed for a period of up to 10 school days. If investigation reveals fighting at school has occurred, a short-term suspension will result. Prior to imposing a short-term suspension, the school administrator will orally inform the student of the reason for the suspension and allow the student an opportunity to respond to the charges. The student will have the following rights at this informal hearing: the right to be present at the hearing; the right to be informed of the charges; the right to be informed of the basis for the accusation; and the right to make statements in defense or mitigation of the charges or accusations. Parents will be notified of the short-term suspension and the reason for the suspension within 24 hours after the suspension is imposed.

Students will be allowed to do their schoolwork and receive credit for assignments missed during the short-term suspension. Students will not be allowed on school grounds during the term of the suspension. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student. If this meeting has not occurred and the term of the suspension expires, the student will attend school in the Care Room until the meeting occurs.

3. A long-term suspension may be imposed for a period of up to 90 school days. Written notice of the proposal to impose a long-term suspension, and the charges upon which the proposal is based will be given to the student and to the student's parent or guardian. The notice will state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and the failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing will be held no later than 10 days after the date of the notice. The notice will be accompanied by a copy of the Kansas Pupil Suspension and Expulsion Act and the policy of the board of education pertaining to the procedures that will be followed at the suspension hearing.

Students are not to be on school grounds during the term of a long-term suspension. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student. If this meeting has not occurred and the term of the suspension expires, the student will attend school in the Care Room until the meeting occurs.

4. An expulsion may be imposed for a period of up to 186 school days, or one calendar year if the offense involves possession of certain weapons including firearms and explosives.

Written notice of the proposal to impose an expulsion, and the charges upon which the proposal is based will be given to the student and the student's parent or guardian. The notice will state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing will be held not later than 10 days after the date of the notice. The notice will be accompanied by a copy of the Kansas Pupil Suspension and Expulsion Act and the policy of the board of education pertaining to the procedures that will be followed at the suspension hearing.

Students are not to be on school grounds during the term of the expulsion. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student. If this meeting has not occurred and the term of the expulsion expires, the student will attend school in the Care Room until the meeting occurs.

School officials must report certain acts of student misconduct to appropriate law enforcement officials. If a school employee knows or has reason to believe an act committed at school, on school property or at a school activity involves conduct which constitutes the commission of a felony or misdemeanor or involves the possession, use or disposal of explosives, firearms or other weapons, an immediate report to law enforcement, by or on behalf of the employee, is required by the Kansas School Safety and Security Act.

#### COMPUTER COURSES

Students in kindergarten through fifth grade will be taught computer literacy: First grade through fourth grade will be taught to identify the parts of a computer, care and handling of disks, how to load and run programs, and how to exit programs. The keyboard will be introduced to enable the students to identify the different keys. Computer assisted instruction will be used to reinforce what the classroom teacher is presenting. Fifth grade classes will be introduced to various computer applications related to word processing, spreadsheets and graphics.

#### HEALTHY LIVING K-5

The goals and objectives for Healthy Living will focus on developing health awareness and life skills. The students will gain an awareness of human sexuality and will develop an understanding of the effects of alcohol and drugs. Life skills will focus on recognizing personal strengths and areas for improvements, enhancing self-esteem, developing listening and communication skills, and demonstrating decision-making skills.

#### PHYSICAL EDUCATION GRADES K-5

A physical education class for grades kindergarten through fifth is taught in the Osage City Elementary School system. This class is held every other day so that during one-week physical education is taught three days and the following week two days.

### VOCAL MUSIC GRADES K-5

A vocal music class for grades kindergarten through fifth is taught on a schedule with the physical education course. Thus, vocal music and PE is taught four days a week. One day a week the Librarian and Counselor cover related topics with students. Each grade will perform one music program at night sometime during the school year.

### CRIMINAL POSSESSION OF A FIREARM

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

### DAMAGE TO SCHOOL PROPERTY

Any student who shall intentionally or accidentally destroy or damage any school property, or who shall deface any furniture, building or other school property, shall pay for such damage.

### DRESS AND APPEARANCE

All students are to be clean, neat, conventional and appropriate in their dress. Any dress or appearance which attracts undue attention, disrupts, or interferes with the normal educational process is not permitted and will be referred to the office. School administration will be the final authority to determine inappropriate dress. The coach or sponsor of any school activity may make regulations on behavior and dress not required of non-participating students. If students are to participate, they must comply with sponsor's regulations.

Any garment with decorations, patches, lettering advertisements, etc. that may be considered obscene, offensive, or lewd is not to be worn to school or school activities. This includes but not limited to any garment or accessory with any drug emblem, tobacco product, beer, wine, brewery, or any type of alcoholic beverage on the garment.

When students are in violation of this dress code they will be asked to correct the violation at school. If not parents will be called and requested to bring appropriate clothing to school. In the case no one can provide the student with appropriate dress, they will be escorted home to correct the clothing. Time spent correcting the violation at home will be made up at school by the student in the Care Room during the school day or after school.

The administration has the authority to determine other inappropriate dress which may be included in this policy. Any dress or appearance which attracts undue attention, disrupts, or interferes with the normal educational process is not permitted and will be referred to the office.

Students that consistently violate the dress code will be subject to regular discipline procedures as seen necessary by the principal.

## ENROLLMENT

Parents may enroll their children Wednesday, Thursday, and Friday, August 7th, 8th and 9th. The office will be open from 8:00 a.m. to 4:00 p.m. Monday and Tuesday. Wednesday 8:00 a.m. to 12:00 p.m. and 4:00 p.m. to 8:00 p.m. 4:00 p.m. Students do not have to accompany their parents to enroll. Students who do not enroll during enrollment week will need to enroll at the grade school office before going to their classroom on opening day.

During the school year, when a new student enrolls, the student must enroll before 12:00 p.m. in order to attend school the next day. New students who enroll after 12:00 p.m. may begin school the second day after enrollment, unless further preparation is needed to make the transition as smooth as possible for the student.

### ENTRANCE REQUIREMENTS - FIRST GRADE

To enter the first grade, your child must be six years old on or before August 31.

Any student wishing to enroll in the first grade who did not attend kindergarten must present the following to the elementary school principal before he/she will be enrolled.

1. A valid State Birth Certificate.
2. Vaccinations and/or inoculations appropriate for age requirements and shot verification.
3. Physical exam by doctor or health department.
4. Social Security Number.

All students are required to have the proper immunizations/documents and students not meeting the requirements are to be excluded. Notice of exclusion shall be given to parents/guardians as required thirty days after initial enrollment.

#### Alternatives to Immunization

1. Certification from a licensed physician stating that the physical condition of such pupil is such that immunization at this time would constitute a serious threat to his/her health.
2. A written statement by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to immunization.
3. A written statement signed by the health care provider that such immunizations are in the process of being received.
4. Exemption forms are to be completed and attached to the KCI each year.

#### Evidence of Immunization

1. Kansas Certificate of Immunization signed by a physician, health department, or health care provider.
2. International certification of immunization.
3. Military record.
4. Transcript from previous school.
5. Physician's or health department record that has been properly signed.
6. Any other source should be discussed with the State Health Coordinator.

### ENTRANCE REQUIREMENTS - KINDERGARTEN

Any child, who is five years old on or before August 31, may enter kindergarten.

When you bring your child for enrollment, please bring the following items:

1. Verification of age - State Birth Certificate.
2. Vaccinations and/or inoculations appropriate for age requirements and shot verification.
3. Physical exam by doctor or health department.
4. Social Security Number.

All students are required to have the proper immunizations/documents and students not meeting the requirements are to be excluded until the proper documentation is produced. Notice of exclusion shall be given to parents/guardians as required thirty days (30) after initial enrollment.

#### Alternatives to Immunization

1. Certification from a licensed physician stating that the physical condition of such pupil is such that immunization at this time would constitute a serious threat to his/her health.
2. A written statement by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to immunization.
3. A written statement signed by the health care provider that such immunizations are in the process of being received.
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6. Any other source should be discussed with the State Health Coordinator.

### FIRE DRILL INSTRUCTIONS

Each room in the Osage City Elementary School has fire escape exits posted near the doorway for the quickest and safest evacuation routes. Teachers familiarize students with the route that should be taken from their classrooms. Drills will occur on a monthly basis.

Teachers follow their students, preserve good order, and repeat order to return to the building. All students with temporary or permanent disabilities and handicaps will be evacuated by classroom teachers and Para-professionals during fire and tornado drills. All handicapped and disabled students will be evacuated to the area \_\_\_\_\_ where all children and staff assemble.

Attendance will be taken at that location.

### GRADING SYSTEM

The system of grading will consist of the letter grades A, B, C, D and F for all subjects with the exception of "S" for satisfactory and "U" for unsatisfactory, and Grade Equivalency scores for some primary and intermediate subjects. For incomplete work an "I" may be given. Students who fail to make up work designated by the teacher will receive an "F". Classes that provide percentages will use a consistent grading scale of 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), 59-0 (F).

Five weeks after the beginning of each nine weeks Mid-term Reports will be mailed to parents or guardians of students in the upper grades. Parents are encouraged to contact the instructor to

discuss their child's progress. Low grades are "D" and "F". Each semester will be divided into two nine-week periods. Grade cards will be distributed on the third school day after the end of each nine weeks period. The responsibility of passing or failing will rest with each student, based upon his/her efforts to pass. Each semester's grades will be recorded on the student's permanent record.

#### HOMELESS YOUTH IN OSAGE CITY

1). Each State Educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

2). In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulation, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.

3). Homelessness alone is not sufficient reason to separate students from the mainstream school environment.

4). Homeless children and youths should have access to the education and other services that such children and youths' need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all student are held.

#### INFESTATION ABSENCES

Head lice are parasites that can adhere to the hair, eyebrows and eye lashes of humans. They lay eggs called nits on the hair shafts. It is important to note that head lice do not transmit other infections such as bacteria or viruses. They are a nuisance and do not have any serious health consequences. **HEAD LICE ARE NOT UNCOMMON AMONG YOUNG CHILDREN.** Treatment of head lice is recommended as soon as possible using a recommended prescription or non-prescription product. A two-week regimen is recommended to fully treat the problem.

Day 1 Apply pediculocidal (lice killing) shampoo followed by a thorough fine-tooth wet combing. This should kill most adult and nymphs (just hatched) and remove most nits (eggs).

Day 2-6 DAILY apply ordinary shampoo followed by a thorough fine-toothed wet combing. This should remove additional adults, nymphs, and some nits.

Day 7 Apply pediculocidal shampoo followed by cream rinse and a thorough fine-tooth wet combing.

Day 8-14 Daily apply ordinary shampoo followed by cream rinse and a thorough fine-tooth wet combing.

Parents should continue weekly inspections of their children for lice throughout the school year. **PARENTS SHOULD ASSUME THAT HEAD LICE ARE PRESENT IN THE SCHOOLS AS WELL AS OTHER COMMUNITY SETTINGS AT ALL TIMES.**

When a member of the household is found to be infested with lice, all members of the household should be examined, and all infested members should be treated at the same time with the regimen described above. Environmental efforts can be limited to laundering of all bed lines and clothing worn by infested individuals on the day of diagnosis. Extensive cleansing, vacuuming, and spraying of upholstery, carpets beds and other household items and structures is of limited effectiveness and is not recommended. Parents will do better to redirect their energies from such environmental efforts to daily attention to the child, which is necessary for the recommended treatment regimen to be effective.

When a child is discovered to have lice at school, he/she may be sent home at the end of the day with a condition that he/she begin treatment prior to return, as required by state regulation. The American Academy of Pediatrics recommends that a child be allowed to return to school after the first treatment.

Head lice can not be completely eliminated from communities or schools. Neither the occurrence of a case nor an outbreak should be considered as evidence of a breakdown in hygienic practices on the part of the individuals, families or schools. Practices should have minimal disruptive effect on children's educational experiences and minimal stigmatizing impact on children.

#### INJURIES AND STUDENT ILLNESS

The following are a few of the general school health policies that will be of interest to students and parents:

1. The school is responsible for the emergency handling of injuries and sudden illness of students occurring on school property during school hours, but not for the subsequent treatment. The school nurse will administer necessary medication at school with a signed release from the parent. The medication should be sent in the original container with the student's name on it.
2. For minor injuries, first aid is administered by the school nurse, teacher, and principal or in some instances, by the child himself, but never by any child to another.
3. Children who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to decide whether or not the child should remain at school.
4. No child will be sent home until parents or another designated responsible person is contacted. Parents should leave a telephone number where they can be reached or a responsible relative or friend that can be contacted when the parent cannot be reached; however, be sure the person whose number is given is aware of this responsibility. It is the responsibility of the parents to update this information as needed.
5. At the time of an emergency, the school has the responsibility for: 1) initiating the immediate care of the student; 2) notifying the student's parent or, if the parent cannot be reached, for following the directions given on the student's enrollment card; 3) safe transfer of responsibility to parents or designee when emergency occurs; and 4) in some cases, getting the student under professional care with or

without the family's permission.

### INSURANCE

Students are covered by insurance provided by U.S.D. #420. However, this policy will only help take care of expenses not covered by individual's family plan. The services provided by U.S.D #420 secondary insurance plan will be as follows:

1. Physician's Services
  - a. For surgical operations (fractures, dislocations or repair of lacerations) 80% of the usual and customary charges incurred not to exceed \$1,000.00 per injury.
  - b. For non-surgical care (except Physical Therapy Treatments) - up to \$20.00 for each treatment, but not to exceed 10 treatments per injury.
  - c. For radiology X-ray services - \$100.00 for fracture, \$50.00 non-fracture.
2. Hospital Care for Inpatient Care - the usual and customary charges incurred for the hospital's most common semi-private room rate not to exceed \$300.00 per day.
3. Dental Treatment - benefits shall be limited to \$100.00 for treatment and or replacement of each sound and natural tooth.
4. Orthopedic Appliances - Up to \$25.00 per injury.
5. Ambulance Service - \$150.00.
6. Physical Therapy Treatments - shall include any form of diathermy, ultrasonic, whirlpool or heat treatments, adjustments, manipulation or massage - benefits will be limited to \$50.00.

EXCLUSIONS: No benefits will be allowed for:

1. Any sickness, disease, infection (unless caused by an open cut or wound), blisters, mental or physical infirmity, headaches, aggravation of a congenital condition, slipped femoral capital epiphyses, or hernia of any kind.
2. Repair or replacement of eyeglasses or contact lenses; or prescription drugs.
3. The services of a second or subsequent physician when not requested in writing by the Attending Physician.

A copy of the entire insurance policy can be obtained at the grade school office. It is the students and /or parents responsibility to contact the grade school office to receive a copy of the insurance claim form.

This is a secondary insurance policy - parents and students are responsible for injuries and medical payments.

### KANSAS SCHOOL SAFETY HOTLINE

This hotline service is for parents and patrons that wish to report impending school violence that might threaten the safety of the school or its students to the Kansas Highway Patrol. All reports are shared immediately with local law enforcement and school officials. The hotline number is **1-877-626-8203**.

### LIBRARY

The primary objective of the school's books, instructional and library materials are to implement, enrich and support the educational program of the school. It is the duty of the professional staff to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

The Board of Education of USD 420 is legally responsible for all matters relating to the

operation of Osage City Schools. The responsibility for the selection of instructional and library materials is delegated to the professionally trained personnel employed by the school system. Selection of materials involves many people: principals, teachers and librarians. The responsibility for coordinating the selection of instructional materials and making the recommendations for purchase rests with the professionally trained personnel.

Books for kindergarten use are kept in a permanent collection in the kindergarten room. Books for students in grades 1-8 are housed in the central library.

All audiovisual materials and equipment are housed in the central library. All audio visual materials are generally available for teacher check-out only, although they may be checked out by students, if they are using them in the classroom only, and if they have permission of their teacher and the librarian.

Several sets of encyclopedias, dictionaries, atlases, almanacs, periodical guides and special subject references are kept in the library. Students in grades 1-6 may come to the library to use them or they may be checked out by a teacher for classroom use.

Some magazines are kept in the library for student and teacher use. They may be checked out by either. Professional magazines are kept in the teacher's lounge. Each class orders one or two magazines which are kept in that classroom.

Students are expected to return or renew books after a one-week loan although there are no fines charged for late materials. However, a student may not check out another book until he/she has returned the one that is due. Students are expected to pay for lost or damaged books. If a student pays for a lost book and he/she later finds and returns it, his/her money will be refunded.

#### MISSION STATEMENT

All students of Osage City Elementary School will learn in a safe nurturing environment. All students will be educated academically, socially, physically, and emotionally. Through the joint efforts of the Board of Education, administrators, faculty, staff, parents and students, "All Can Achieve."

#### PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held on Monday and Tuesday, October 25th and 26th, from 3:00 p.m. to 8:00 p.m., for all students enrolled in kindergarten through eighth grade. Parents will be contacted two weeks prior to conferences in order to schedule conferences. Parents are invited to ask for additional conferences during the year if and when they believe it would be worthwhile in the interests of the child's welfare. Teachers will also call parents from time to time for additional conferences.

#### PERSONAL ITEMS

Students are encouraged not to bring personal items, valuables or money to school. Approved personal items such as coats or hats are strongly encouraged to be identifiable with a name. The school will not assume responsibility for these items. Students are not to bring knives, pagers, or lighters to school for any reason. USD 420 is not responsible for items lost or stolen.

#### PLAYGROUND SAFETY RULES

**Children are to be on the playground only during scheduled recess periods, special school**

**events or physical education. The school does not provide supervision at any other time.**

1. Recess will be outside daily, weather permitting. Each child is to be dressed appropriately for the weather (hats, coats, gloves and boots). The classroom teacher must have a note for that day regarding the child's illness or the child will participate with the rest of the class. Each teacher is responsible for the supervision of students left in his/her classroom.
2. All students staying in shall be in their seat and under the direction of the teacher.
3. All students are to be walked to the exit door by their teacher.
4. All children will line up when the bell rings and have in their possession the equipment they took out. All students will line up in their designated area and shall re-enter the building in the company of their teacher.
5. No child may leave the playground without asking permission of the playground teacher for any reason including bathroom, nurse, coat, equipment (balls) etc.
6. Any personal playground equipment brought from home to school by individual students shall be the student's responsibility. It is suggested that such items be marked with the child's name and class. The classroom teacher will have the final say if the item is appropriate.
7. No child will be in the parking lot or chasing a stray ball outside the playground bounds. The child should consult the playground teacher before getting a ball, which has gone off playground bounds (i.e. across the road or alley).
8. No one shall climb or swing on the fence or trees.
9. Students are encouraged to play any type of group competitive sport such as touch or rag-tag football, soccer, basketball or softball but not wrestling or snowballing. If these games involve wrestling, pushing, or shoving the game will be discontinued. Absolutely no shoving, pushing, or hitting.
10. All grades may use the swings. No one may swing sideways or jump out of a moving swing. People pushing others will do so from the back. Do not run under the swing. One person on a swing at a time. Always sit in the swing.
11. While going down any slide, children will sit on their bottom, feet first, hands and legs inside the slide. One person down the slide at a time. Once started down the slide, do not stop (no holding on). No climbing up the slide.
12. Slide down the pole smoothly with head up. No climbing up the pole.
13. Do not play tag or chase each other on or around the equipment in the wood chip area or swing area.
14. Ropes will be used for jumping only. Never tie ropes around any part of the body. Tug-of-war by teacher supervision only.
15. Each class should play in their assigned area. Only one grade level in wood chip area at a time.
16. If you bring a jacket to the playground, wear it. Do not pile jackets on the ground. Tie it around your waist if necessary.
17. No student shall demonstrate any war-like type of play. No student shall demonstrate any of the self-defense arts.
18. No student shall throw rocks, wood chips, or other objects.
19. Students are not to wear any type of football equipment such as helmets, shoulder

- pads, etc.
20. All students shall obey the playground teacher immediately. The playground teacher's decision is to be respected and followed.
  21. Students that are on the wall are placed there for correctional measures. These students should:
    - a. be spaced out along the wall,
    - b. stay on the wall for the amount of time requested by the teacher, and
    - c. no singing, visiting, chatting, etc.
  22. Absolutely no candy is allowed on the playground.

**Students that continuously violate playground rules may be suspended from the playground for specified number of days. Parents will be notified by way of Discipline Notices.**

### RETENTION OF STUDENTS

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect "U" (unsatisfactory) or "F" (failure) grades in reading, language arts, and/or math, or that the child is working below grade level. Generally, the child should be given a psychological evaluation during the year if they have not had one within the past year.

Factors which should be considered in possible retention of a child are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student motivation, previous retention, parent's comments and opinions, and teacher recommendations. Retention of a student more than one time should be considered an exception.

Prior to May 14th, a final conference should be held with the parents with input from the parents, teacher, psychologist, counselor and principal. At that time the parent will be informed that one of the following options is recommended for their child.

- a. Promote the student unconditionally.
- b. Promote the student on the condition that they enroll in and satisfactorily complete a summer school program, as specified, if available. Students that are unsuccessful with the summer school program will be referred to the alternative classroom program until acceptable mastery of the curriculum has been demonstrated.
- c. Retain the student in the same grade for the coming year.

As a result of the conference or if the parent does not concur with the school recommendations, one of the following options may also be considered.

- a. Promote the student with an "Allowed Pass" - allowing him/her to be promoted because of various pertinent factors, even though they have not satisfactorily completed the work of the present grade. The parents shall agree to this in writing.
- b. Promote the student over the objection of the school team and place the following statement on the child's grade card: " \_\_\_\_\_ has not satisfactorily completed the work of the \_\_\_ grade, but is promoted to the \_\_\_ grade because of parental request." The parents shall agree to this in writing.

The final decision as to promotion or retention of a student rests with the principal.

If a parent does not show-up for a conference, a notation will be made on the student's permanent record.

### SCHOOL HOURS

8:00 a.m.....	First Bell-Students allowed to go to classroom
8:05 a.m.....	Tardy Bell
11:00 a.m.-12:45 p.m.....	Lunch Period
3:20 p.m.....	Dismissal Time
3:30 p.m.....	Route Bus Departure

At the close of the school day, students are asked to make arrangements to leave the school facilities within a reasonable length of time unless they are participating in a practice or under the supervision of a teacher.

### SCHOOL MEALS

Even though your child may not be hungry at home, a morning meal is still needed to supply adequate energy to carry him/her to lunchtime. Research studies have shown that students who eat breakfast perform better academically than those students without a breakfast. Breakfast at school gives the students an opportunity to talk with other students and teachers before classes. Students are encouraged to eat at the school during the lunch period. Sack lunches may be brought and eaten in the cafeteria. Milk can be purchased from the ticket taker. **Pop may not be consumed by students in the cafeteria with breakfast or lunch meals.** The lunch program is a non-profit, self-supporting business. Therefore, it is essential that we have an accurate daily lunch count.

Your student will receive a laminated plastic card with his/her name, ID number and a bar code to be read by an Accu-Scan machine. Elementary students will have their cards kept by their teacher. Junior high and high school students will be responsible for their own cards. According to state law, a minimum of three meal ticket replacements, or special meal arrangements resulting from three lost or stolen tickets must be allowed each student within each school year. If your child does not have his/her meal card, the school will make special meal arrangements for them for three days before they would need to purchase a new meal card. The special arrangements will allow those students with tickets to be served without being delayed. Your child's meal number will be located and manually entered into the computer. Their name and the date will be recorded at that time. The parents will then be notified by letter that their student does not have a meal card and special arrangements have been made for them to eat. After three days of special arrangements, the student will be required to purchase a new meal card at a cost of \$5.00. If the child does not obtain a new meal card at that time, he/she will be expected to either bring their meal or pay full price in cash for their meal. This policy will only affect the 7-12 students and will not affect any disabled student who may be unable to take full responsibility for a meal ticket. All types of meal tickets (paid, free, and reduced) are included in this policy.

Your child's account will be credited with whatever amount you send (\$5.00, \$10.00, etc.). We would like to encourage you, however, to make your deposits large enough to last at least two weeks, if possible. K-5 breakfast fee is \$1.20, 6-12 breakfast fee is \$1.20, reduced price breakfast fee is \$0.30, K-5 lunch fee is \$2.05, 6-12 lunch fee is \$2.15, reduced price lunch fee is \$0.40 and extra milk is \$0.35. When your child's account begins to run low, a notice will be issued by the system telling your child how much money remains in his/her account. When the account is depleted, your child will be allowed to charge three (3) meals before other arrangements are made. Please see that your child's account is kept current. **Lunch money is a parent**

**responsibility and your child will be calling home if he/she forgets his/her lunch money.**

### SCHOOL SAFETY VIOLATIONS

Senate Bill 129 (2007 Legislature), as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. Specifically, a school's chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days.

Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles would be required to immediately suspend the student's driver license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the division of vehicles shall not suspend the pupil's driver's license or driving privileges.

### SEXUAL HARASSMENT

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. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to; verbal harassment or abuse pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or

explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute sexual harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incident of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation and take appropriate corrective action.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation or sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to and including expulsion for a student or termination of employment for an employee.

False malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in the student/parent and employee handbooks.

### STUDENT SUPPORT PROGRAMS

Because a number of children have special needs, the following programs are provided by

our school system. The Title I Reading and Math programs, EM/TMH programs and behavior disorder programs are daily programs for the children of Osage City. The school psychologist, gifted facilitator, occupational therapist, physical therapist and speech therapist are on an itinerant basis shared with other school districts. They are in our district one, two or three days a week depending upon caseload in the cooperating districts. The classroom teacher may make referrals for a pre-assessment of students who show a need for special help. This referral will be made through the Student Support Team committee.

Special Education - Students who have an Individual Education Plan (IEP) and are classified EMH/TMH will be interrelated and receive additional instruction from EMH/TMH teachers and paraprofessionals daily. The same will be true for students who have an IEP for behavior disorder.

Speech Therapy - Speech therapy is available to all students enrolled in elementary school. Students are tested at the beginning of the year to determine need for services. Some children will be in speech therapy depending upon age, severity of problem, and desire to change speech habits. Some will be seen in individual therapy sessions, others will receive group therapy. Parents will be conferred with before therapy starts and throughout the period therapy is necessary. Each child's teacher will be involved in the therapy process and help with the child's problem.

Gifted - Gifted education is provided for those students who have qualified for the gifted program. Osage City has a gifted facilitator who works with the students one or two times a week.

Visually Impaired, Occupational Therapy and Physical Therapy - Services are also available for hearing and visually impaired students. Occupational therapy or physical therapy is available for special needs students who require those services.

Learning Disabilities - Any child regardless of his/her intellectual ability may have a learning disability or learning problem. For example: a child may have difficulty in mathematics because of failure to understand a particular math concept. By testing and through some additional help by the learning disabilities teacher, the child may grasp the concept and total math understanding. Usually materials used to overcome the learning problem would be materials not already used in the regular classroom. Specific materials or methods would be recommended to be used by the classroom teacher. Sessions with the learning disabilities teacher vary depending upon the child's need.

School Psychologist - A school psychologist is employed by the school district to meet the needs of any child with a psychological problem. Referrals are made to the psychologist by the teacher, the administrators, the parents and sometimes by the child himself. Depending upon the child, psychological testing, if needed, may include an intellectual test, some personality testing, and some academic testing. Areas of strengths and weaknesses are determined, along with emotional deficits, and remediation if suggested. Conferences with the parents will be held prior to psychological evaluations and during or following therapy, depending upon the situation. The parents will be informed at regular conferences.

Title I Services - The Title I services are designed for children who are below grade level, however; incidental learning may occur in the classroom setting. The service is in addition to and reinforces the regular classroom teacher's instruction. The additional instruction may occur in the classroom setting or may be on an individual basis depending on the classroom structure and the needs of the student.

### STUDENT TEACHERS

There will be times during the year when several of our rooms may be privileged to have a student teacher from nearby universities for a period of eight weeks. The student teacher will observe for several weeks and then gradually begin to assume some of the responsibilities of the class. The last two weeks, the student teacher will actually be in charge of all of the activities in the room. The regular teacher will be with the class at all times to guide the student who is learning to teach. Our experiences with practice teachers in Osage City have been excellent.

### SUBSTANCE ABUSE

The possession, use, consumption, or sale of narcotics, drugs or possession of related paraphernalia (as defined by state statutes) on school property or at a school activities is prohibited. In the event any student shall violate this regulation, such student shall be suspended from school immediately for a short term and may be considered for an extended term suspension for the remainder of the semester. The juvenile authorities shall be notified in the event this policy is violated. Parents or guardian shall be immediately notified and a request made for medical attention if the school feels it is necessary.

The Board of Education recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society. One's own chemical use or that of a loved one can have serious and lifelong consequences. One cannot perform to his/her full potential while under the influence of alcohol and other drugs. Everyone has the right to a drug-free educational environment.

The Board of Education acknowledges that students and staff need education, assistance, and support regarding drug use and drug-related problems. Many will require support for their decisions to remain drug-free. Education and/or assistance for any student or staff member displaying signs of harmful involvement is necessary because chemical dependence is preceded by the abuse of alcohol or other drugs. There is an increased chance for recovery from chemical dependency if there is early intervention.

### SUBSTITUTE TEACHERS

Substitute teachers will be used when teachers are sick or absent. The substitute teacher has the same responsibilities and authority as the regular teacher.

### TARDINESS

All students who arrive after the beginning of a class or leave before regular dismissal, must check in or out through the office. Students are regarded tardy if they are not in their seats ready for work at 8:05 am. If a Junior High student is tardy more than one time, there will receive after school detention if the reason for the tardy is unexcused.

### TECHNOLOGY ACCEPTABLE USE AGREEMENT

Students and parents are asked to sign a technology user agreement. The agreement is intended to strengthen acceptable use of the school's computers and internet. Violations of the agreement may revoke access privileges, call for school discipline actions, and/or legal actions by outside agencies.

## TELEPHONE

The grade school telephone is for student use in case of emergency only. Please have your child make arrangements in the morning before coming to school about going to his/her friends and etc. Likewise, the grade school telephone should not be used as a message center by parents. Interrupting the class with a student message is disruptive to the whole class and should be avoided except for emergencies. A note will be put in the teacher's mailbox for messages. Mailboxes are checked in the morning, at noon and after school.

## TESTING PROGRAM

Nationally Normed Achievement Tests - The Metropolitan 8 Test is a series developed to provide measurement and assessment of learning at different levels of the educational process. The test includes subtests on: Vocabulary, Reading, Comprehension, Mathematics Concepts, Mathematics Computations, Mathematics Applications, Spelling, Language, Social Science and Science. Achievement tests are administered in the spring to all students in Grades 1-8. The results of these tests should aid the student, parents and teachers to make better decisions concerning the welfare and progress of the student.

The Kansas Reading Assessment measures reading comprehension. The Kansas Reading Assessment is given to students in the 5th and 7th grades. The examination uses objective test items and multiple-mark response format, that is multiple-correct answers to questioning. Each examination includes a prior knowledge/topic familiarity section and a second section measuring reading comprehension based on an authentic, lengthy section.

The Kansas Science Assessment is given every other year to students in the 4th and 7th grades. The science assessment consists of an objective test and a performance-based test. The examination assesses the students' ability to apply scientific skills such as observation, classification, analysis, inference, and prediction. The test questions also focus on process, problem solving, decision-making, evaluation, and critical thinking.

The Kansas Social Studies Assessment consists of an objective-based assessment and a performance-based assessment. The Kansas Social Studies Assessment is given every other year to students in 6th and 8th grades. The objective-based component focuses on students' ability to use knowledge, thinking skills, and communication/information processing skills in contexts drawn from the disciplines of anthropology-sociology, civics-government, economics, geography, and history. The performance-based component consists of small group and individual student activities.

The Kansas Writing Assessment is an evaluation of each student's best writing. The Kansas Writing Assessment is given every other year to students in the 5th and 8th grades. The writing sample must be written in school during two to four class periods. Each student's final writing sample will be judged using the Six-trait Analytical Scoring Model to evaluate the following: Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency and Conventions.

The Reading and Math Curriculum Based Measurement (CBM) Students in grades 1-8 are evaluated for reading fluency and comprehension and basic math skills twice each year. Once in September and once in April. These assessments are one to three minute tests that give the educators an idea how well students have progressed over the summer and school year.

Reading Diagnostic/Running Records Students in Grade 2 are required by the State to be given a reading diagnostic test. The school uses Running Records to provide the state with this

information. Running Record data is collected during the fall of each year.

Early Literacy Reading Inventory Two times each year Kindergarten students are evaluated with a computer reading program. First grade students are given this test in the fall. Scores are used to determine reading progress for our youngest readers.

STAR Reading and Math Tests Star reading and math tests are computerized tests that students take in September and April. The program computes the students progress and provides scores in Grade Equivalency (GE) and Percentile Rank. Annual Parent Reports are provided at the end of each year. Students in grades 1-8 are given the reading test and students in grades 3-8 are given the math test.

### TEXTBOOKS

Textbooks will be issued by the homeroom teacher. Junior dictionaries will be supplied by the school in grades three, four, five and six. All textbooks supplied must be returned at the end of the year or at such date the pupil moves from the school district. Any excess of normal wear or loss of such materials must be paid for before credit will be allowed or final grade cards issued.

### TORNADO AND CIVIL DEFENSE DRILLS

Tornado and civil defense drills are announced through the school intercom system.

1. "Everybody down! Crouch on elbows and knees! Hands over back of head!"
2. Students will need to arrange themselves so they can follow directions and give their body the greatest protection, by use of the above position.
3. All Clear Signal-Supervisors will pass this message by word of mouth.
  - A. If no tornado - All Clear - report back to class.
  - B. After a tornado - All Clear - carefully leave the building and assemble on the front lawn. Each room in the Osage City Elementary School has tornado shelter areas posted near the doorway for quickest and safest routes to each designated area. Teachers familiarize students with the areas that should be used for shelters from their classrooms. Follow instructions of the supervisors.

### TRAFFIC SAFETY

Teachers will instruct students as to which door they will enter and exit by. Students will be instructed as to which route to take when walking to and from school and to stay on the sidewalks and not in the streets and alleys. Parents should reinforce the teacher directions and instruct their child as to where they will be picked up before school and after school. The school will provide an adult supervisor for the west parking lot, alley and for bus unloading. An attempt will be made to limit the parking in the west parking lot to ease the traffic flow through that area.

### TRANSFER OF STUDENTS

#### TRANSFERRING IN

The schools of the Osage County Unified District #420, Osage City, Kansas are maintained for all children who reside within the school district. Students outside the district may be educated provided they:

1. Present an official transcript of his/her current grade card from the school last attended

- and copy of official birth certificate.
2. Leave their former school in good standing.
  3. Furnish their own transportation to school or to the nearest bus route, providing there is room on the bus for additional students.
  4. The student may enroll, accompanied by parent or legal guardian if and when the school officials have determined that the out-of-district student has left his/her previous school in good standing.
  5. Out-of-district students that have academic difficulties, have poor attendance, or have discipline referrals are subject to review at the end of each semester.

#### TRANSFERRING OUT

Students that are transferring from the Osage City School system to another system will need to do the following.

1. Notify the office and secure a clearance from the office. Clearance is approved when all financial and material obligations have been taken care of.
2. Leave a forwarding address with the school office.

#### VISITATIONS

Parents or patrons need to check in at the grade school office. If you are picking up your child during school hours, report to the office and your child will be called on the intercom to come and meet you. Likewise, if you are bringing forgotten supplies, lunch money, etc., it should be brought to the office and your child will be called on the intercom to come in and pick it up. Parents are asked not to wait in front of their child's classroom door or in the library area. Past experiences have proven this to be disruptive to the class as a whole. If you are picking up your child after school, you should wait outside in the west parking lot or you may wait inside the north doors by the office. You should instruct your child where to meet you before school hours.

Students will be permitted to leave school upon request of parents during school hours, by either of the two following procedures:

1. If a child is to be excused (for a dentist appointment, etc.), the parent will send a signed written request (including the time and date).
2. If anyone other than the parents is to pick up the child, a written statement signed by the parents must be sent. This note shall designate who is to pick up the child.

If you need to check with your child's teacher, you may go to the classroom after the 3:20 p.m. bell, but you must wait either outside in the west lot or inside by the north doors until after the bell has rang.

Parents and grandparents are encouraged to visit school any time with the exceptions of the first four or five weeks of school and the last two weeks of school. Twenty-four hour advance notice is suggested so that class disruption can be kept to a minimum. Parents will be recognized by the teacher and after an introduction to the class, the teacher will continue with the regular class routine. If the parent desires a conference, arrangements should be made for a period after school hours.

Students from other school districts are not allowed to visit grades K-8 unless approved by administration prior to the visit. Once again, twenty-four hour notice is requested. Non-patrons are allowed one such visit per school year.

**Any visitor wishing to visit a classroom must check in through the office where a "visitor's pass" will be issued. The badge will be worn while in the building. Before leaving**

**the building, the visitor should check out and return the badge to the office.**

#### WEB PAGE EXCLUSION FORM

USD 420 has a district web site at: [www.usd420.org](http://www.usd420.org) that has been in operation since the 1998-99 school year. Many students and events are highlighted on this school site.

Some parents may not want their children's names or photos to appear on the USD 420 site. The following are the opt-out guidelines for posting student photos or information on the internet: a) Requests for exclusions must be made by the parent or legal guardian. This request must be in writing with a parent signature. The district will provide a standard form for convenience of parents, which they are encouraged to use if requesting exclusion from identification on the district web site, b) These written requests will be kept by USD 420 for the present academic year, c) Parental requests for exclusion must be made on a year-to-year basis. Previous requests do not carry over.

#### WEAPONS - GUN FREE SCHOOLS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling, or use of any weapon may result in suspension or expulsion from school. Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is destined to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.