

## **WELCOME**

The staff of Jackson Heights Elementary welcomes each student back for what will be another great year. Our theme for the year is “Jackson Heights Elementary: Where Learning is a Ball.” We recognize the potential in every individual and together we will strive to develop your capabilities.

This handbook has been prepared to assist you in having a productive school year. The information presented cannot possibly anticipate every situation that arises. The policies outlined in this handbook are designed to serve as a guide and are not all inclusive. Likewise, because of the important self-evaluation we continuously undergo as a school, it may be appropriate to recommend some changes during the school year to the Board of Education concerning information in this handbook. Should this occur and policy changes are approved, all students and their parent(s) will be notified of any changes.

Various laws have been established by the Kansas legislature that Jackson Heights is required to follow. Because of the length of the documents, we choose not to publish them in this handbook. Should you desire to read or have access to these policies contact us and copies will be made for you.

These documents include:

- Family Educational Rights and Privacy Act Policy
- 72-113 Compulsory Attendance Law
- 72 8901-8906 Expulsion/Suspension, Student Due Process, Appeal Process
- 72-8901a Weapons Free Schools
- 72-5209 Kansas School Immunization
- Kansas High School Activities Association Eligibility Rules for Athletes
- Kansas High School Activities Association guidelines for Rule 52
- Resident, Non-Resident Student Guidelines

Each of us is responsible for our own successes. We all have unique capabilities that hinge upon perseverance and self-discipline. Please know we stand ready to assist you whenever possible. Good luck to all in this school year, 2016-2017.

## **MISSION STATEMENT**

The mission of Jackson Heights Elementary is to provide a safe, encouraging, caring environment with a foundation for continuous learning and growth that prepares all students of our school to be responsible citizens in a changing society.

## **NON-DISCRIMINATION STATEMENT**

The Jackson Heights Elementary School, Holton, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, treatment or employment in its programs and activities.

## **PHILOSOPHY**

Jackson Heights USD 335 serves all students who reside in the school district. It is a goal of the elementary to create an environment for the maximum development of each student. The total program shall be student centered, with the welfare of the students as the criteria on which all programs and proposals are evaluated. The elementary is dedicated to providing a strong academic education, and to help young people understand themselves and the world around them. The elementary will provide sound leadership to influence students to become morally and socially responsible citizens.

## **ATTENDANCE**

Compulsory Attendance Ages

1. K.S.A. 72-1111 states that every parent, guardian or other person in the state of Kansas, having control over or charge of any child who has reached the age of seven years and is under the age of sixteen years, shall require such child to attend continuously a public school or a private, denominational, or parochial school taught by a competent instructor, each school year, for a period as the public school of the district in which the child resides is in session.
2. The board of education shall designate one or more employees to

report to the secretary of social and rehabilitation services, or a designee of the secretary, all cases of children who are not attending school as required by K.S.A. 72-1111 and amendments thereto.

3. Current board of education policy states that there are two types of approved absences recognized by Jackson Heights Grade School: medically related absences and student educational experiences sponsored by recognized educational agencies. With the approval of the administration, a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absences from school up to a maximum of five (5) absences per semester. All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence in some form of documentation, or other valid documentation from other sources such as dentist, court clerk etc. Students missing more than 5 days in a semester can be asked to make up lost instructional time in extended learning after school.

#### **ABSENCES EXCESSIVE**

As per board policy any absence after 5 needs appropriate validation in order for the absence to be excused. Parent/Guardian will receive a notification letter after 5 or more absences. After 7 or more absences, a second notification will be mailed (certified) requesting a conference at which time policy will be reviewed. After 10 or more absences, a faculty and administration committee will review past attendance history, and provide parent and student an opportunity to state reasons for absences. If it is found there are no valid reasons for missing school, the student will be placed on probation for the remainder of the year. Continued non-validated absences could result in removal from school. Excessive absences resulting in a committee review involving an out-of-district student will result in a recommendation to not accept the out of district student at the culmination of the nearest semester.

#### **ABSENCES EXCUSED**

The only excusable absence (without advance arrangements) is death in the family or illness. All absences will require either a phone call or written notice within 24 hours of the absence unless prior arrangements have been made. Other absences may be excused at the discretion of the principal/superintendent. All assigned work needs to be turned in to classroom teachers no later than 2 days after an approved absence. If the office does not receive notification from a parent by 10:00 about a student's absence, an inquiry call will be made to the student's home. This is to ensure student safety and accurate attendance records.

#### **ABSENCES UNEXCUSED**

As stated above, any absence not validated by call or written notice will remain unexcused. Continued accumulation of unexcused absences may result in the student qualifying for detention.

#### **LICE**

When a case is found, the entire class will be checked and a note will be sent home. Students should be nit free before returning to school. Verification of a check at the health department or with the student's physician will also be required before returning to school.

#### **TRUANCY**

An accumulation of 3 "unexcused" consecutive absences, 5 in a semester or 7 in a year constitute truancy. In the event this occurs the administration will contact the Jackson County Attorney and file "child in need of care." Parents/guardians do have the option to waive compulsory attendance for those students 16-18 years of age. Appropriate documentation can be obtained from the building principal.

#### **SCHOOL SPONSORED ACTIVITES**

Activities or other events scheduled by the school during school time will not be considered as absences. It is important however, that students visit with teachers prior to the absences and if possible obtain work prior to leaving. All work is expected to be returned to class upon returning to that class.

#### **TARDY**

Students arriving at school later than 8:20 need to sign in and obtain a pass from the office prior to attending class. An accumulation of 5 or more tardies to class will result in the student serving a detention. There should be no validation of tardiness between classes unless a teacher holds a student for a time. At that point, the teacher should give the student written notification to present to the receiving teacher.

**ENTRANCE AGE**

1. No child may be enrolled in kindergarten whose fifth birthday does not occur on or before August 31 of the year in which he/she enters.
2. No child may be enrolled in first grade whose sixth birthday does not occur on or before August 31 of the year in which he/she enters.

**ADMISSIONS**

1. Birth Certificates are required for all kindergarten children and students entering school in Kansas for the first time.
2. Pupils in grades 1 through 8 who are transferring to the district from other school systems will be placed in the appropriate classes on the basis of report cards or other information issued by school from which the transfer is made.
3. Pupils may not be allowed to enroll or to attend any classes at the beginning of any school year without having first presented evidence that at least one dose of each vaccine entity has been received or that a medical or religious exemption has been claimed. The only exception allowed is for children who have recently moved into the school district, within three months, and who are awaiting transfer of records. Kansas school immunization statute. K.S.A. 72-6209.
4. Parents will be notified at the time of school entrance, six weeks after school entrance, and again at twelve weeks if their children need additional immunizations according to the following guidelines.

VACCINE	TOTAL DOSES REQUIRED
Mumps	2-1 <sup>st</sup> dose must be on or after 1 <sup>st</sup> birthday.
Measles	2-1 <sup>st</sup> dose must be on or after 1 <sup>st</sup> birthday.
Rubella	2-1 <sup>st</sup> dose must be on or after 1 <sup>st</sup> birthday.
Oral Polio (OPV)	3-At least 1 dose must be on or after 4 <sup>th</sup> birthday.
DPT/TD	4 At least 1 dose must be on or after 4 <sup>th</sup> birthday. *A single dose of Tdap required at grades 7-9 if no previous history of Tdap vaccination regardless of interval since the last Td vaccine.
Hepatitis B	3
Varicella (chickenpox)	2 *grades Pre-K to 2 and 7, 1 dose for all other grades but 2 doses is recommended for all *unless proof of prior varicella disease (chicken pox) is provided *vaccination must be on or after 1 <sup>st</sup> birthday

\*Proof can be verified one of two ways:

- A signed statement of a physician indicating the child's or adolescent's date of illness;
- Laboratory evidence of varicella immunity.

***The notifications to parents of children needing immunizations will establish the date after which inadequately immunized children will not be allowed to attend school.***

5. Students who are not completely immunized within 90 calendar days after admission to school and who have not previously claimed religious exemption will be excluded from school until such time that they have completed the series or provided a medically approved exemption or postponement. A written notice will be given to parents or guardians of the student to be excluded informing them of the reason for exclusion, the conditions under which the students may return to school, and the opportunity for a hearing on the matter upon request of any parents or guardians.
6. Vaccines are required, even though parents may believe their children have previously experienced one or more of the diseases mentioned above, unless a history of disease have been verified in writing by a physician.

**2016-2017 SCHOOL FEES**

Pre-school Rental	\$ 80.00
Book Rental Grades K-12	\$ 40.00
Breakfast Pre-School-Grade 6	\$ 1.25
Adult Breakfast	\$ 1.90
Student Lunches Grades K-6	\$ 2.20
Adult Lunches	\$ 3.50
Extra Milk	\$ .25
Milk (Afternoon Pre-school)	\$ .15

Extra milk will be offered to grades K-4. Extra milk is \$ .25 each. We would like this paid by the semester if possible at a cost of \$21.25. Children bringing their lunch to school that want to drink milk will need to add milk money to their lunch account.

Meal money should be paid in the office before school begins at 8:20.

All families that believe they may qualify for free or reduced lunches are encouraged to apply by filling out an application and returning the application to the elementary or the Superintendent's office before school starts. Applications will be available at enrollment or at the elementary office.

**EMERGENCY SCHOOL CLOSING**

In the event an emergency situation exists in the school district, which necessitates closing the school and/or the adjusting of bus schedules, announcements will be communicated through Bright Arrow. Parents need to give the school instructions as to where their children should be sent when it is necessary to dismiss school early. A form will be available at enrollment time should there be changes in the procedure or your child is entering Jackson Heights for the first time. Please be sure to sign this permission form for this emergency.

**SAFETY DRILLS**

Fire and tornado drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom. All persons are asked to take these drills seriously because personal safety in a real emergency depends on our readiness to react to any situation.

**CONDUCT PROCEDURE CODE**

It is the belief of the administration and the Board of Education that students should conduct themselves in a manner that reflects positively on the school and the community. Moreover, we have a responsibility to assist students in developing behaviors that will better equip them for success. When deemed necessary Jackson Heights Elementary is bound by the suspension/expulsion law of Kansas (KSA 72-8901, 8901A,-8906).

A board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct, which endangers the safety to others or which substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity.
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is juvenile would constitute the commission of a felony if committed by an adult.
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
- F. Disobedience of an order of a teacher, peace officer, or school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

### **WEAPONS POLICY**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds, or on grounds at school-sponsored activities, functions or events. See KSA 8901A for further information.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the school district.

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.

***Any complaint brought before the administration will be promptly investigated any appropriate action taken if necessary.***

### **BOARD POLICY ON DRUG FREE SCHOOLS**

The unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by students or school employees on school premises or as a part of any school activity is prohibited.

All students through curriculum development are reminded of the health consequences of drug, tobacco, and alcohol use. Positive techniques such as simply "saying no" will be instructed by staff and administration. Alternative opportunities will also be developed to provide students positive drug/alcohol/tobacco free activities.

As condition of continued enrollment in the district, students shall abide by the terms of this policy. ***Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, alcoholic beverages or tobacco in any form on school district property or at school sponsored activities.*** Any violation of the above will result in reports to local law enforcement officials.

1. First Offense (Drugs/Alcohol)
  - a. A punishment up to and including short term suspension of no longer than 5 days
  - b. Suspension from all student activities for the time of the suspension...the student will be considered "a student not in good standing."
2. Second Offense (Drugs/Alcohol)
  - a. A possible long term suspension unless the student agrees to complete a drug and alcohol assessment and possible treatment. In that event, probationary status will be considered as long as the student is making satisfactory progress.
  - b. If a student is involved in activities, appropriate activity policy will be enforced.
3. Third Offense (Drugs/Alcohol)
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. A student expelled will be readmitted only upon the condition that the student has successfully completed an acceptable drug and alcohol education and rehabilitation program.
1. First Offense (Tobacco) Any student knowingly possessing and/or using tobacco products in school, on school property or at school sponsored activities will be subject to the following consequence:
  - a. Extended Learning for a period of no less than three days
  - b. If the student is involved in activities, activities policy will be enforced
  - c. If student is possessing tobacco and under legal age, law enforcement will be contacted.
2. Second Offense (Tobacco)
  - a. Extended Learning for a period of no less than five days and parent conference.
  - c. If involved in activities, the activities policy will be enforced.
  - d. If involved possession, law enforcement officials will be notified.
3. Third Offense (Tobacco)
  - a. Student will be suspended for short term of no less than five days
4. Additional Offense (Tobacco)
  - a. Student will be long-term suspended for the duration of the semester or school term.

Though there is a need for some administrative discretion with regard to individual situations, these and other disciplinary consequences are enforced uniformly and fairly for all.

#### **OUT OF SCHOOL SUSPENSION**

The intent is to remove the student from their peers and the school environment to stress the fact that for every serious act there is a consequence. When appropriate, contact will be made with the Jackson County Juvenile Intake to explore the possibility of the suspended student serving some/all of the school time under their supervision. Students suspended from school may not participate in or attend extra-curricular activities.

#### **IN SCHOOL SUSPENSION**

The primary intent is to stress the fact that for every act there is a consequence, and to help students understand the seriousness of their actions without removing them from the school environment.

#### **DETENTION**

Detention will be used in many instances when the administration and teaching staff decide appropriate consequences need to occur. Detentions will occur after normal school hours. Any assigned student will be given 24 hour notice if necessary and it will be up to the student or parent/guardian to provide appropriate transportation. Only the administration will assign office detention.

#### **EXCESSIVE DISPLAYS OF AFFECTION**

During school hours and activities, male and female students are not allowed to hold hands, kiss, place their arms around each other or touch each other in any excessive affectionate manner. Couples observed violating this policy shall be reported to the administration. Warnings will be given followed by detention should the inappropriate behaviors continue.

#### **EARLY ARRIVALS**

Students arriving before the school day begins should remain in the commons area and sit quietly at the tables unless they have permission to visit staff in their rooms. No students will be allowed in the building before 7:30AM unless prior arrangements have been made with the principal or teachers.

#### **DISRUPTIVE STUDENTS**

Any student who causes a disruption in the classroom, which results in their removal from that class will be considered a disruptive student. A disruption is any action or behavior that requires the attention of school personnel to deal with the disruption.

The following action plan will be used to deal with students who cause disruptions in any classroom:

**First removal** from any class for disruptive behavior – administrative reprimand.

**Second removal** from any class for disruptive behavior—one day of detention and parent conference.

**Third removal** from any class for disruptive behavior – one day in school suspension and additional conference with parents to develop a remedial discipline plan.

**Fourth removal** from any class for disruptive behavior - three days out of school suspension.

**Fifth removal** from any class for disruptive behavior - long term suspension for the remainder of semester &/or school year.

#### **PRINCIPAL - STUDENT – DISCIPLINE**

The building administrator has the option of following any step in disciplinary action as stated above or administering some other disciplinary action. Students suspended for more than one out-of-school day may also be placed on probation for a maximum of 45 days.

#### **TEACHER AUTHORITY**

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action.

### **Recess/Playground Guidelines**

Because the playground is unsupervised before school, children are not allowed to be on the playground. All students that arrive prior to 8:00 are to be in the commons area. Students are not allowed on playground equipment after school unless they have parental supervision.

All students are expected to participate in recess unless they stay in because of a teacher or parent request. If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason for the request. If a child is to be kept in for three consecutive days, a note from the child's doctor is requested.

In an effort to keep our students healthy, students must have a coat to participate in recess if the temperature is 40 degrees F or below. A hooded sweatshirt is not considered a coat. When the outside temperature dictates a need for a coat, the student will also be required to wear long pants out to recess.

There will be no outdoor recess when:

1. There is significant precipitation.
2. The temperature is 15 degrees F or below.
3. The wind chill is 0.

Teachers may take their class out briefly for fresh air at their discretion.

### **STUDENT DRESS**

Each student should make it a habit to look his/her best at all times. He/she should strive to feel his/her best by practicing cleanliness and attractive grooming. The school board feels the appearance and dress of any individual or group greatly influences attitudes and behavior. The school board feels that a certain amount of dress guidelines should be in force for all students to reach the vital goals of education for youth. The following dress code has been adopted:

- a. All students must wear shoes when attending regular academic classes. No shoes with cleats, wheels, or ones that make black marks are to be worn in the building.
- b. During school hours headdress such as hats, bandanas, scarves or hoods are not to be worn.
- c. Unclean, ill-fitting clothing that distract from the educational process will not be acceptable.
- d. Student's hair must be clean and well-groomed.
- e. Students may wear shorts to school. Shorts are allowed to be worn at school August-October and March-May. They must reach midway between the hip and knee. Biker-type shorts may not be worn. Girls' skirts must also reach midway between the hip and knee. Regardless of the month of the year, if the outside temperature is 40 degrees F or below, students must have long pants for recess.
- f. Clothing and other apparel that promotes and/or advertises alcohol, tobacco and other illegal substances are prohibited.
- g. Clothing and wearing apparel that have profane, sexually suggestive, or in the opinion of the principal or superintendent messages or pictures that detract from the educational process are prohibited.
- h. Sports bras can be worn if they are completely covered. Shirts with cut-out sleeves can only be worn with an undershirt. Students participating in PE are expected to change clothes after class and refrain from wearing PE/Sports apparel during the school day.
- i. Shirts with spaghetti straps and halter tops are not allowed for students in grades 3-6.

Any apparel that over-exposes any part of the human body is not to be worn. The final decision of any mode of dress which might interfere or distract from the educational program of the school will be made by the respective school administrators.

All students will need gym shoes for use only in the gym. Gym shoes if worn outside cannot be worn on the gym floor. Please do not get gym shoes with **black soles** because they mark the gym floor.

### **SPORTSMANSHIP**

A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and will be among the top priorities of our school. The accepted best way to support our team is to do just that: Cheer For Our Team, not Against The Opponent!

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws and booing of players and/or officials are evidence of poor sportsmanship. We never get a second chance to make a good first impression. Let us strive to insure that good sportsmanship is noticeable in all Jackson Heights activities.

### **ASSEMBLIES**

Assemblies can be one of the schools most inspiring functions. They are valuable only to the extent that they are desired by the students and actively promoted by them. At assemblies, students will be under the supervision of all teachers. Common courtesy dictates that attention by all students should be given the program that is in progress in any assembly. The number and kinds of assemblies that will be held will be determined by student behavior. Unless there are necessary exceptions, all assemblies will be held in seminar.

### **TEXTBOOKS**

The student is responsible for maintaining their books in good condition and for returning them to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before grade cards, diplomas etc. will be released. This also applies to library books.

### **PERSONAL ITEMS**

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safe keeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items. However, a lost and found department will be maintained at school. Student MP3 players, IPODS, electronic games and other electronic devices are only permitted for classroom learning as requested by a teacher or on special occasions such as a class field trip if approved by staff and parents. On a typical school day, it would be best practice to leave these items at home.

### **CARE OF PROPERTY**

Jackson Heights has a beautiful school and well-kept campus. This is a result of long hours of work by our custodial staff and other personnel who have taken pride in it. Because staff and teachers as well as students respect it and not abuse it, we can maintain its appearance. In the event students choose to vandalize or destroy any school property, they will be required pay for damages or replacement of items. Suspension from school may also be a result.

### **LOCKERS**

Each 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade student will be assigned a locker to keep their books and coats.

**Locker Policy** – Student lockers are the property of Jackson Heights. From time to time locker inspections may be conducted to assure school officials nothing that violates the law or board policy is in a student locker. It is strongly recommended that students not bring valuables or large amounts of money to school. If it is necessary to bring valuables or money to school, it is wise to leave these items in the office. Do not store these items in a locker unless a lock is placed on the locker. If locks are used and not school issued, please leave the office a combination or extra key in the event the school would find it necessary to inspect all lockers. Student book bags are to be kept in the locker during the school day. There should be no food kept in student lockers.

### **FOOD, POP & CANDY**

Students may bring lunches to school and are encouraged to include a healthy drink other than pop. Students should keep food items in the coolers. Students are not allowed to eat food, candy or drink pop in school except at lunch. Teachers may allow food, pop or candy in their room for special occasions.



### **HALL CONDUCT**

Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, push, or hit others as they pass.

### **TELEPHONES**

Students will not be excused from class to make or receive phone calls except in emergencies. Messages will be taken and given to the student. The office phones are not to be used by students except in case of emergencies.

### **CELL PHONES**

Cell phones are not to be used during school hours, and students should not have them in their possession during class. Student calls to parents are to be made in the office or from a classroom telephone at the teacher's discretion.

### **TRANSPORTATION POLICY**

All students who live 2.5 miles or more from school shall be provided transportation to school. However, this transportation is contingent upon compliance by the student with board of education rules and regulation which govern the conduct and discipline of students while being transported on school buses. The following are the rules and regulations pertaining to riding school buses as set by the board of education:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver shall assign a seat to each student, and each student must be provided a seat. Students shall remain seated while they are on the school bus. They shall not move to another seat unless ordered to do so by the driver.
3. Students must be on time, as the bus cannot wait for those who are tardy. If a student is not going to ride the bus he should notify the driver ahead of time or else wave him on immediately. If a driver is not early and stops to pick up a student and no one is in sight, he should drive on.
4. Unnecessary conversation with the driver is prohibited. Students shall not talk in a loud voice or otherwise distract the driver's attention. Remember, safety is in the driver's hands.
5. Outside of ordinary conversation, classroom conduct is to be observed. Profanity will not be allowed.
6. Students shall not throw paper or trash on the floor of the bus. Help keep the bus clean at all times.
7. Students shall not at any time extend arms or their head out of the bus windows. Neither shall they toss or throw anything out of the bus windows. Students will not spit out of the window or on the bus.
8. Students shall not use any form of tobacco on the bus. Lighting of matches is prohibited.
9. Students shall not try to get on or off the bus or move about while the bus is in motion.
10. When leaving the bus, students must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the roadway is clear.
11. Any damage to the bus is to be reported at once to the driver. The student responsible for the damage, may be expected to pay for the damage.
12. Students must never stand in the road while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
13. Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.

Students who will not comply with the above rules and regulations and show continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be refused transportation. The driver of any school bus shall be held responsible for the order and conduct of the students transported. Violations of the rules and regulations of riding the bus shall be handled in the following manner:

1. Minor violations such as talking too loud, sitting in the wrong seat, talking to the driver, throwing waste paper on the floor, moving about, teasing younger students or not following the driver's directions will be handled by the driver warning the student. Persistent minor violations will be reported to the principal. The principal shall inform the parent of the problems and the possibility of denial of transportation of that student if improper behavior continues. The third referral to the administration will result in the student being suspended from riding the bus not exceeding five school days. Continued violations could result in suspension from riding the school bus for the school year.
2. Major violations such as smoking, fighting or bus damage shall be reported to the principal of the student immediately. Major violations will result in an automatic five day suspension from riding the bus. Further major violations could result in suspension from riding the bus for the school year.
3. Students and parents shall be given written notice concerning school bus suspension by following the same procedures as used in suspension from school.
4. The school bus driver shall not directly suspend a student from riding a bus. This will be done by the central office. Neither should a driver ask a student to leave his bus at any point on his route except at the student's home.

### **BUS CONDUCT**

The bus is an extension of school and students are expected to behave appropriately when riding it. Parents will receive copies of bus conduct reports from the driver and are encouraged to work with the driver to fix the problem. Third offenses will result in suspension from the bus for 3-5 school days. The administrator reserves the right to suspend a student from riding the bus before the third offense if extreme behavior occurs. Examples of this could include destruction of property or fighting.

Expectations for students on the school bus are as follows:

1. Follow directions from the bus driver.
2. Remain seated while the bus is moving.
3. Use school appropriate language.
4. Treat the bus driver and all students with respect.
5. Assist the bus driver with taking care of the bus by picking up trash and not damaging the bus.
6. Keep your hands to yourself.

### **VISITORS**

Parents and patrons are welcome to visit the school at any time to become better acquainted with the programs and operations of our school. All members of the staff stand ready to help you in every way possible. We respectfully ask that you contact your child's teacher(s) to make arrangements to visit class and also notify the office upon your arrival and departure.

### **EARLY PICK UP**

The procedure for getting a student out of class during school hours is to come to the office to sign him/her out and communicate intentions. Then the secretary will call the appropriate classroom and the student will come to the office to be released for the day. Please refrain from early pick up times unless emergencies exist.

### **OFFICE MESSAGES**

Every effort is made by the office to ensure that students get to the right place after school. It is helpful if regular after school arrangements are made and communicated to the child and teacher. When it is necessary to make changes to the daily routine, please contact the office prior to 2:45. This will help to ensure a smooth transition between school and home and provide time to communicate the change.

### **HAND OUTS**

All hand outs from outside organizations need to be approved by the principal. The organization is responsible for making enough copies to ensure all students will have one. Hand outs will not be sent home with only select

students. The school secretary will distribute the hand outs to the appropriate PK-6 classrooms at the end of the day with other office messages to minimize classroom interruption.

### **PARTICIPATION IN ACTIVITIES**

In most cases students absent a significant part of the day on the day of the activity are not eligible to participate or be in attendance in that day's activity. The principal will be responsible in reviewing the circumstances and he alone will render a decision of eligibility. All cases are contingent upon circumstances. As a rule, if a student is too sick to attend class all day then participation will be denied. Arrangement for exceptions to this must be made in advance whenever possible.

Those students who have been suspended may not participate in any activities or be on school property until reinstated. Individual coaches/sponsors may set group/team training rules, codes of conduct, etc. Students are obliged to adhere to such policies if they plan to participate in activities.

### **SCHOOL TRIPS**

We appreciate parent involvement and field trips are one way we can foster a close working relationship. Parents are welcome to attend school field trips. These trips are intended to be an extension of the classroom and are therefore designed to be educational experiences. Since these trips are a school-sponsored activity the classroom teacher is in charge and is responsible for student safety and conduct. Please be sure your child understands that the teacher is in charge and that they will be expected to follow teacher directions. Students will need to ride in school vehicles. It may be necessary to limit the number of parents who go on the field trip depending on the guidelines of the trip destination and there may be a need for parents to drive their own vehicle depending on space availability in the school transportation. Since every parent may not be able to attend don't make extra purchases beyond what has been planned for all students. Siblings are not allowed on school trips. Parents are responsible for paying their own admission.

The policy of USD 335 is that when school trips are taken by the students, with the approval of the school officials, they must travel by the means of transportation designated by the school. On all trips away from the school, the student must return by the same means of transportation as they had assigned to them for the out going trip. However, the person in charge of the students may excuse a student to their parents but to no one else unless arrangements have been made prior to the day of the field trip.

### **WITHDRAWAL OF STUDENTS**

A student planning to withdraw from school should report their intention to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, and settlement made of outstanding bills. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

### **PROMOTION AND RETENTION**

The promotion and retention of children is the responsibility of the teacher and principal. The board feels that the professional staff can be depended upon to make their decisions in the best interest of the child. However, the board considers it very important that the parents be consulted and informed at an early date when retention is being considered.

### **PARENT CONFERENCES**

Conferences between parents and teachers are encouraged at any time. The district will set aside time during the year for parent conferences at the end of first and third quarter.

### **PARENT REQUESTS**

Parents may request professional qualifications of their child's teacher. Because Internet is not available to everyone, parents have the option to request paper copies of the building and district report card. A link to our report card can be found on the district website. Parents may also request their child's Kansas State Assessment results at any time.

### **STUDENT INSURANCE**

All students of USD 335 will be given the opportunity to take out accident insurance based on their needs at a reasonable rate. Detailed information will be available at enrollment.

**GRADE REPORT**

Grade reports shall be issued to students the week following the end of each nine weeks. Progress reports will be given to all students by the end of the fifth week of each quarter. Parents may access grades of their children via the internet and can contact Vern Andrews, USD 335 Technology Director, for a password.

**SCHOOL WIDE GRADING SCALE**

The following grading scale will be the official grading scale of Jackson Heights Elementary and Middle School:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 AND BELOW	F

**HONOR ROLL**

The honor roll will be announced at the end of each grading period for 4<sup>th</sup>-6<sup>th</sup> grade. There will be two categories, All A and A-B.

All A honor roll--no grade on grade card lower than A-.

A-B honor roll--At least one A and all the rest B- or above.

**ATTENDANCE AWARDS**

There are three attendance awards that are given at the end of the year. The awards and the criteria for each are listed below:

**Perfect Attendance Award** – Awarded to students who were in attendance every school day all day.

**Principal’s Attendance Award** – Awarded to students who missed less than one school day.

**Cobra Attendance Award** – Awarded to students who missed only one day of school.

**EMERGENCY INFORMATION**

The reason for the following needed information is to be used if your child becomes ill or is injured during school time. The following information is needed: persons to contact (Father, Mother, and any other persons who the parents list) phone numbers of persons to contact (home and work) home address of persons to contact, and any special instructions that are necessary for the welfare of your child.

**MEDICATION**

It is the policy of the board of education that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other medication shall not be practiced by any school personal including school nurse.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school’s cooperation in such supervision and releasing the school district and personnel from liability.

The necessary form will be available at school.

The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

### **RESIDENT/NON-RESIDENT STUDENTS**

#### **Resident Student**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, a person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the children.

#### **Homeless Children**

Homeless children located in the district will be admitted as resident students. The district shall make reasonable efforts to eliminate barriers to success for homeless children and shall assure children full access to all district programs.

### **NONRESIDENT STUDENTS**

Nonresident students are those who do not meet the qualifications of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and will be re-evaluated on a *semester* basis. The student must be enrolled and attending by the official count date established by the Kansas State Board of Education each year. In the event that a “nonresident” student makes application, and is accepted, after the official count date a tuition charge will be assessed on a prorated basis on the number of days remaining in the school year.

Request for permission to attend must be made in writing to the building principal each year and will be based on space available by grade level as well as the student’s past attendance record, academic performance, and behavior.

Transportation to and from school is the responsibility of the nonresident student and his/her family. Exceptions to this rule can be made at the discretion of the “home district” of the student and the convenience of the Jackson Heights District.

A nonresident student who has been suspended or expelled from another district, or who has voluntarily withdrawn from school in another school district for disciplinary reasons will not be admitted to the district unless approved by the Board of Education of USD 335.

**Evaluation:** An evaluation of student performance will be conducted each semester by school officials. The evaluation would include, but not be limited to, those areas mentioned below.

**Attendance Record:** Five unexcused absences, or ten total absences during the past semester would constitute grounds for probation and/or possible disapproval of an application in the coming school year.

**Academic Performance:** Students in grades 1-6 must be passing all subjects.

**Behavior:** In addition to the statement above discussing prior suspension or expulsion, behavior, as it relates to conduct that is unacceptable as defined by the school district and building handbook will also be a factor that could exclude a student from acceptance.

### **COMPUTER POLICY**

Policy for student use of computers and networks (including e-mail, all software, AR, and the internet) at Jackson Heights Elementary School:

1. Students shall not erase, change, rename, or make unusable anyone else’s computer files, programs, or disks.

2. Students shall not let other persons use his/her name, log-in, password, or files for any reason.
3. Students shall not use or try to discover another user's password or in any way access another person's e-mail, AR files, or any other files.
4. Students shall not use North Jackson USD #335 computers or networks to run or copy any commercial software that has not been purchased by USD #335.
5. Students shall not copy, change, or transfer any software or documentation provided by North Jackson USD #335 schools, teachers, or another student without permission.
6. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a virus or other similar name.
7. Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The students shall not deliberately access or create any obscene or objectionable information, language, or images.
8. Students shall not intentionally damage the system, damage information, belonging to others, misuse the system resources, or allow others to misuse system software.
9. Students shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher.
10. No student will be allowed to use a computer, system, or network without an adult present in the room.

Students failing to comply with the aforementioned policy will lose their privilege of computer use at Jackson Heights Elementary.

#### **HINTS TO STUDENTS**

1. Honesty is the best policy, but be aware others may not be as honest as you.
2. Conduct is a measure of maturity--you will be treated according to your actions.
3. Peer pressure--You will encounter great amounts of peer pressure, which only you can deal with. This pressure can easily control your common sense. So be aware of your actions.
4. Punctuality is another sign of maturity. Make an attempt to be on time for all classes.
5. Remember to respect your teachers regardless of your feelings.
6. Be prepared to encounter "hassles" at some point and deal with them with common sense.
7. Above all, judge each encounter using YOUR OWN common sense.
8. If you have a problem, there are a lot of adults here, willing to help you, if you will only ask.
9. Students should make every effort to do their best.
10. Students should respect the rights and property of others.
11. Students should help maintain our building to be free from damage and vandalism.

