

Oakley Elementary Schools Student/Parent Handbook 2011-2012

Principal's Message

Dear Student,

Welcome to our school! We are looking forward to your involvement and cooperation in making this year a successful and exciting year for everyone.

The elementary staff will continue to emphasize the following objectives:

1. Knowing and caring for each student and recognizing his/her uniqueness and self value.
2. Mastery of basic skills in reading, mathematics and written and oral communications.
3. Helping children become active, independent, creative and curious learners.
4. Introducing students to a broad range of experiences in science, social studies, English, music, art, physical education and computers.
5. Developing disciplined work habits.
6. Developing physical skills and fitness through physical education classes.
7. Communicating to parents through parent/teacher conferences, parent visitations, and regular reports on achievement and behavior.

There are three basic rules that we use at the elementary school that we expect every student to follow:

1. Be Safe!
2. Be Kind!
3. Follow Directions!

Have a great year.

Sincerely,

Mr. Robert Sattler
Elementary Principal

This book is not intended to cover all policies or procedures for the school or for the district.

Vision of Oakley Elementary School

The vision of Oakley Elementary School is to create a place where students, staff, and community work hand in hand to build a positive learning climate committed to excellence in education which will create an excitement for learning that will last throughout a student's life. Our elementary students will be responsible and respectful of themselves, others and the environment that surrounds them.

TEAM

“Together Everyone Achieves More!”

Mission

We the faculty of Oakley Elementary School, through a partnership with students, home and community, are committed to educating all students to be life long learners.

Belief Statements

We Believe:

- . . . that the education process is a team effort: teachers, administration, parents and community.
- . . . all students can develop self-discipline and responsibility.
- . . . positive environment promotes positive attitude.
- . . . learning can and should be enjoyable for students and staff.
- . . . excellence justifies the investment.
- . . . every child has a talent and is a unique and worthwhile individual.
- . . . effective schools build on students' strengths and strive to improve their weaknesses.
- . . . the support of family or key individuals is vital for the optimal development of children.
- . . . the curriculum should evolve and adapt to meet the needs of students.

Activities Regulations

Sporting Events: Parents/guardians are responsible for seeing that their children remain seated and instruct them as to what they should do when the flag is raised and when the National Anthem is played. Elementary school students are not to play in the hallways or foyers of the high school during Middle School and High School activities, i.e. basketball, volleyball, wrestling, plays vocal and band performances. Please do not leave the performance area except during intermissions.

Students who do not abide by these rules will be asked to return to their seat and/or their parents will be notified if there is an infraction. Students who continue to display inappropriate behavior or who are not accompanied by an adult will call his/her parent to take them home. Please help us teach our children appropriate audience behavior.

After School

Students are not allowed back into the school building after being dismissed and are not allowed on the playground without a parent supervising. If a student is on the playground, he/she will be asked to leave. Subsequent occurrences will be addressed with a consequence.

After School Detention

The parent will be notified when it becomes necessary to detain a student after school. Occasions such as these may result from the need for the student to complete some phase of school work or detention due to an infraction of a school policy. Students often choose to suffer the consequences of inattentiveness at school and are requested to complete their work after school. Please support these consequences should they arise.

ALERTNOW Notification Service

ALERTNOW Notification Service will allow the school to send a telephone message, email or both to you providing important information about school events or emergencies. We will use ALERTNOW to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through ALERTNOW

- Caller ID will display the school's number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Note that your primary phone number will be called for standard and emergency calls; the emergency numbers will only be used in an emergency, and all will be dialed simultaneously.

Asbestos Containing Materials

The United States Environmental Protection Agency has mandated regulations for schools concerning friable materials. USD #274 has located friable materials in certain building and the materials are being treated as asbestos containing materials. More information is available in each school's office or in the administrative/board office. The asbestos control manual is in the office.

Attendance

We encourage students to attend school unless they are ill or there is an emergency in the family. Kansas law requires regular attendance. "K.S.A. 72-1113" states © whenever a child . . . is inexcusably absent three (3) consecutive unexcused days, five (5) or more days in any semester, or seven (7) for the year such child is truant and must be reported to S.R.S. Tardiness will be unexcused unless a written note is provided by the parent. Repetitive tardiness will result in a phone call to the parent and possible follow up with S.R.S.

Regular attendance is necessary for successful work in school. Valuable class instruction and class participation is lost by a child who is frequently late or absent. However, a child who is not well should not attend school as he/she is unable to do his/her best work and is apt to endanger the other children's well being. If a student is absent, a parent/guardian should call the school by 9:00 a.m.; otherwise, the school will contact the parent/guardian. Remember, school begins at 8:05 a.m. for the elementary school!

Dental and medical appointment absences will be excused provided arrangements are made with the school office before this absence occurs.

Bullying

Bullying is a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever they may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed, stressed, injured, discomfort at any school site, in any school vehicle or at any school board sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Student(s) who engage in such conduct shall be subject to discipline including, but not limited to; verbal or written reprimand, in-school suspension, change of placement and/or expulsion.

Examples or types of bullying may include, but not limited to:

- a. Physical bullying includes punching, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling.
- b. Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
- c. Emotional (psychological) bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulation, friendships, isolating, ostracizing, and peer pressure.

d. Cyber bullying includes any electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device that is hurtful name-calling, teasing, gossip or threatening.

Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully(ies).

1. Personnel, at all levels, are responsible for taking corrective action to stop or prevent bullying at any of the school district sites or activities.
2. An individual who reports an incident(s) of bullying shall do so without fear of reprisal or retaliation at any time. Allegations of bullying shall be promptly investigated.
3. Bullying can have serious consequences, including but not limited to the following:
 - a. For the student who engages in bullying a student, the range of punishment but not limited to verbal and written reprimand, in-school or out-of-school suspension, change of placement, and/or expulsion.
 - b. For the staff member who engages in bullying a student or fellow staff member, the range of punishment could include, but not limited to, a letter of caution, written reprimand, suspension without pay, and/or termination; Current Professional Employee Complaint Procedure will be followed for all certified staff.
 - c. If the party deemed guilty is neither a current student nor a U.S.D. 274 employee, appropriate steps shall be taken, which could include limiting the access of this party to the school property and any other action deemed necessary, including criminal prosecution.

IF YOU ARE THE VICTIM OF BULLYING

Report the incident immediately to an adult who has authority over the bully(ies).

Example: teacher, counselor, or principal. The report will be followed up with a written report whenever possible.

If you are the victim of bullying and you feel uncomfortable reporting this fact to adult personnel at school contact the State of Kansas Safe Schools Hot Line at

1-877-626-8203

Training and Education for Staff and Students

USD 274 will provide annual training for staff and students regarding this policy. Training may include information provided by speakers, videos or any activity approved by the USD 274 Curriculum Council or Board of Education.

Bad Weather

See Inclement Weather.

Band

All fifth grade students are required to participate in band. If there is an issue about the student's original interest at the end of the first nine (9) weeks, there will be a conference with the student, parent/guardian, teacher and director.

Bicycles/Scooters

Bicycle riding is an acceptable form of transportation to school. All bicycles should be parked in the racks provided. Only bike riders should be in the bike parking area. Children are encouraged to provide locks for their bicycles.

A child riding a bicycle should know the rules of the highway. Riders must observe the following rules:

1. One person per bike
2. Walk bicycle on the sidewalk.
3. The bicycle is in good working condition.
4. Use hand signals.
5. Observe all traffic rules.
6. Ride single file.

Children who fail to comply with these rules may be denied permission to ride to school on their bicycles or scooters. All rules apply to scooters.

Book Rental Fee

Charges for those entering after enrollment are:

1. Those entering school after enrollment during the first semester are required to pay full book rental fee plus Technology Fee.
2. Those entering school at the beginning of the second semester will pay two-thirds of the book rental fee.
3. Those entering school after the third week of the second semester will pay one-half of the book rental fee. Refunds will be given on the following basis:
 - a. Anytime during the first week of school a full refund will be given.
 - b. Any time during the first semester following the first week, one-half of the rental fees will be returned.
 - c. Anytime during a period following the first week of the second semester, no refund will be given.

Building Manners

Parents who come to pick up their students may wait outside on the sidewalk or inside the foyer. We ask that you refrain from blocking the hallways so we can release students by class outside the front door.

Bus Procedures

K.S.A. 72-8302. Transportation of pupils; authorization to provide or furnish; required under certain conditions.

The Board of Education of every school district is authorized to adopt rules and regulations to govern the conduct, control and discipline of all pupils while being transported in school buses. The board may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules and regulations adopted by the board under authority of this subsection (July 1, 1984). Many children arrive at school on public school buses. Bus transportation is provided for

children living at least 2 ½ miles from school. Riding a bus is a privilege that can be withdrawn if students do not cooperate and follow bus safety rules.

1. Regular bus students will be picked up and discharged only on regular or designated stops.
2. Buses on activity trips will not stop in route to pick up or discharge students.
3. The driver is in charge of the students and the bus. The students must obey the driver promptly and respectfully.
4. Each student must be provided a seat but the driver may assign a seat to each student.
5. Students will be on time.
6. Students will never stand in the roadway while waiting for the bus but must wait for the bus off of the traveled portion on the far side of the road facing traffic when going to the bus stop.
7. Unnecessary conversation with the driver is prohibited. Loud or distracting talk is a safety problem so, outside of ordinary conversation, classroom conduct is to be observed.
8. Students must help keep their bus clean and sanitary at all times. Keep arms and head inside the bus and remain seated on the bus until it comes to a complete stop.
9. When leaving the bus, students must observe directions of driver. If students cross the road, do so in front of the bus after making sure the highway is clear.
10. Any damage to the bus is to be reported to the driver at once.
11. Students are advised to listen to their home radio for a storm warning and not attempt to reach school.
12. Changes in a student's regular bus schedule should be reported by the parent at least 15 minutes prior to regular pick up or departure time.
13. Students wishing to ride a different bus or wishing to take someone home with them should *leave a note in the office, classroom and with the bus driver*; otherwise, only regular passengers are to ride the bus.

Consequences: Violations of the above rules may result in suspension of bus riding privileges. The following procedure will be observed with offenders:

1. Drivers have been instructed to turn in names of violators to the school office. The parent will be notified of violations with a slip which must be signed and returned by the parent.
2. After two reported violations the result is a five day suspension from riding the bus. The official notice of suspension will be sent home.
3. If a student is reported 3 times during the year, his/her bus riding privileges will be suspended automatically until parents meet with school officials to work out reinstatement procedures.

Extra-Curricular Trips

The above rules and regulations will apply to any trip under school sponsorship.

Students shall respect the wishes of a chaperone appointed by the school.

Checking Students In/Out

Parents will need to sign students in and out of school in the office when there is a need to leave early or come late.

Classroom Conduct

1. When students enter the classroom they are to take their seats and are to keep talking to a minimum.
2. Loud talking, chasing, horseplay, pushing, shoving, or disruptive behavior is not allowed in the classrooms or in the hallways.
3. Once class has started the student is obligated to follow the rules that the teacher has established, and obey the instructions of the teacher.
4. All students are expected to bring required supplies and books to class.
5. Students are expected to respect the rights of others at all times.
6. The teacher's desk is provided for the private use of the teacher. Students are not to sit at, handle materials on, or inspect anything considered teacher property without specific instructions from the teacher to do so.

Closed Noon Hour

USD #274 Elementary School observes a closed noon hour. Students are to eat in the school cafeteria either by participating in the lunch program or by bringing their own lunch. Candy and pop are not allowed.

Code of Student Conduct

1. Be considerate and kind to other people.
2. Settle differences or disagreements peacefully.
3. Obey rules posted in any school bus.
4. Practice habits of good health and cleanliness and get proper rest, food and exercise.
5. Do your best on school assignments and complete them on time.
6. Walk while on sidewalks and in indoor areas.
7. Respect the authority of ALL staff members of the school.
8. Use appropriate language at all times.
9. Use all school facilities and equipment in a safe manner.
10. Remain on the school grounds until dismissed or given permission to leave, and then leave school grounds immediately.
11. Only bring items to school that your teacher requires.
12. Assist in keeping the grounds and facilities free of papers and other debris.
13. Leave "rough housing" (tripping, pushing, fighting, wrestling) behaviors at home.
14. Walk or bike safely to and from school, walking your bike on all sidewalks.

Complaints

Follow Proper Channels

Most complaints should be handled at the student/teacher level. If a parent/guardian deems a problem exists, then a parent should contact the classroom teacher by telephone or a face to face meeting to resolve the problem. If a satisfactory solution cannot be reached, then the student, teacher and parent/guardian should meet with the principal in an attempt to resolve the problem. If the student and parent do not feel that the problem has been successfully solved, then the parent/guardian should present to the principal in writing what he/she feels the complaint is about.

The principal will respond in writing – making every effort to resolve the problem at this level. If satisfactory progress is not made at this juncture, the parent/guardian may present the written

complaint to the Superintendent who will attempt to solve the problem. If the parent/guardian is still dissatisfied, the written complaint may be submitted to the Board for final action.

Contacting Teachers

If you would like to talk with your child's teacher or any other staff member, please call either before class begins at 8:05 a.m. or after dismissal at 3:35 p.m. If you call during class hours, you'll need to leave a message with the school secretary and the teacher will try to return your call the same day.

Corporal Punishment Policy

Corporal Punishment will not be administered by any member of the USD #274 staff.

Daily Schedule

Students should not arrive at school before 7:30 a.m. to eat breakfast; otherwise students are not to arrive at school before 7:45 a.m. If it is necessary for children to arrive before this time, they are to go to the designated area. The Supervisors will dismiss students in order that they will be in their classrooms for the beginning of school at 8:05 a.m.

Drug Free Schools Statement

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Taken from Board Policy JDDA)

Enrollment

K.S.A. 194 Supp. 72-1107 changes the date of eligibility for entrance for kindergarten and first grade to children born by August 31 of a given year. The following things are needed at enrollment: Birth Certificate, Physical, Immunization Records and Social Security Card.

Fire and Tornado Drills

Fire and tornado drills will be conducted on a regular basis. Children will be instructed on proper safety procedures. Fire drills are conducted once a month and tornado drills three times a year.

Food Services

See Lunch & Breakfast Program

Gifts

The USD #274 Elementary School does not encourage gifts (balloons, flowers or candy sent or brought to school for individual students). If this happens, these items will be kept in the school office until the end of the school day. The school will not accept any gifts or valentine deliveries on or near Valentine's Day.

GoEdustar

GoEdustar is a student information system that allows the school to keep record of all information regarding each student at USD 274. This program also allows parents access to view their child's current grades and attendance, etc. online. Please provide the office with a current email address to set-up a Parent's Online Account. You will receive email confirmation from GoEdustar once your account is active. There is a link to Parents Online located on the school website at www.oakleyschoolsks.com.

Head Lice

Screening procedures grades Pre-K through Grade 5 – All students will be screened for head lice shortly after the beginning of the school year or soon after a child is known to have head lice. The classroom of that child as well as the classroom of other siblings in the elementary will also be checked weekly until all students in that class have been cleared of head lice. Parents of the entire grade school will be notified if head lice has been found in the building so that they will know to check their children more often during this time. The newest information from the CDC or the website will also be provided.

Notification

1. If head lice are found on a student the parent will be called to pick student up from school immediately so that treatment can be started as soon as possible. If the parent is unable to be reached, other listed contacts will be called to pick student up from school.
2. If nits only are found and treatment has not already been initiated the parent will be expected to pick student up from school immediately so that treatment can be started as soon as possible. If the parent is unable to be reached, other listed contacts will be called to pick the student up from school.
3. Parent will be given the newest information provided from the CDC on prevention and how to treat head lice. The nurse will follow up with the treatment of choice that is being used.

Return to school –

1. Student may return to school the day after treatment has begun. Upon return to school student will be screened in the nurse's office by either the nurse or a designated staff member. If live lice are found refer to #1 under Notification.
2. If nits only are found parent will be reminded of the importance of nit removal. Student will be checked again daily until all nits are gone. If live lice are found refer to #1 under Notification. If there are still nits after 7 days a second treatment will be recommended.
3. When student is free of lice and nits they will be checked again after 7 more days in order to confirm that treatment has been effective.

Classroom Prevention – The teacher of each grade will provide parents with their classroom prevention plan. This may include suggesting that little girls wear their hair up during this time, bagging items and/or requesting that certain items from home not be brought to school.

Student Teaching – Students will be taught about head lice and prevention by the school nurse and/or their teachers. Teachers will reinforce the teaching of prevention as needed. Parents are also responsible for teaching prevention to their children.

Privacy – Names of students who have contracted head lice will only be given to persons who have a need to know. This will include the parent, teacher, administration, nurse and designated persons involved in screenings. Protection of the student’s emotional, social and educational development by minimizing the situation will be the priority of the school staff; however, parents are responsible for prevention, detection and treatment of head lice among their own children and will be expected to communicate with the school nurse or teacher in order to keep cases of head lice at a minimum.

Severe Outbreak – In the case of a severe outbreak of head lice the nurse will recruit volunteers to assist in the screenings.

Health Assessments

See Immunizations

Health Services

Students are routinely checked for hearing, vision and other health concerns. Follow-up letters may go home.

Homework

1. Homework will be assigned by the teacher.
2. If a student misses a great deal of school, or gets far behind, they will probably have more work to do at home. Parents will need to ensure that their child’s work is completed in a timely manner. For instance, it would be reasonable that makeup work for a one to two day absence would be made up after the second day back to school.
3. Children are encouraged at all grade levels to read library books at home. If your child has any extra time or tells you he/she is “bored” request that he/she read!
4. Parents/guardians are encouraged to assist their children at home by listening to them read, by working on word flash cards, letter formation, spelling words and on math facts.

Inclement Weather

The Superintendent or his designee will determine when and if school shall be closed or regular hours modified due to inclement weather. The following decisions may occur during inclement weather:

1. School will be held in regular session.
2. School will be held but buses will travel predetermined storm routes instead of regular routes.
3. School will have a late start.
4. School will have early dismissal.
5. School will be closed all day.

The announcement will be broadcast on the ALERTNOW Notification Service.

The announcement will also be placed on radio, television and Channel 117.

Radio stations in the area that will receive the announcement are:

- KRDQ/KXXX Colby (100.3 FM/103.9 FM and 790 AM)
- KKCI/KLOE/KWGB Goodland (102.5 FM/730 AM/97.9 FM)
- KGCR (107.7 FM)

The television stations that will receive the announcement are:

- KSN (NBC, Channel 9). See “Closings and Delays” at their website.
- KWCH (CBS, Channel 11) See “School Closings and other Weather Closings” at their website.
- KAKE (ABC, Channel 6) See “School Closing & Delays” at their website.

Storm or Mud Routes will be announced on the ALERTNOW system and by radio.

If school is dismissed early, we will attempt to have a media announcement with a minimum of one hour prior to the scheduled dismissal time. Parents/guardians are encouraged to monitor local radio and television stations on days of inclement weather when school is in session.

Immunizations

All students entering school for the first time in Kansas must present official immunization records showing evidence that the child has been inoculated for the following: diphtheria, whooping cough (pertussis), tetanus, polio, mumps, rubella, and measles. Certain age groups are also required to show documentation of immunization for varicella and hepatitis B. Revisions effective July 1994 to Senate Bill 575 are as follows:

1. Medical exemptions must be signed annually
2. On or before May 15th, the school shall notify the parents or guardians of the following year’s immunization requirements. Therefore, the 90 day notification period will be effective over the summer break and all children will present current immunization histories before entering school in the fall.
3. If the student transfers from one school to another, immunization records must be transferred with the transcripts to the new school.
4. Local health departments may provide immunizations on a sliding fee scale for administrative charges with the exception that no child may be denied immunizations for inability to pay an administrative fee.
5. The schools shall utilize the reporting form adopted by the secretary for documentation (Kansas Certificate for Immunization) of immunizations.

Library Procedures

1. Each student may check out up to three books during their designated library periods. Exceptions may be made depending on individual situations. Books may be returned earlier and new ones checked out with their classroom teacher’s permission. Students are welcome at any time.
2. Books are checked out for one week, but may be renewed as needed.

3. Current magazines may be checked out but must remain at school in the student's classroom
4. Reference materials may be checked out but must remain at school in the student's classroom.
5. Fines are not charged for overdue materials, however, further materials may not be checked out until all overdue books are returned.
6. The trading of materials between students is highly discouraged. Since the materials are checked out by computer (and only handled by the Library staff), the person in whose name the book is checked out is responsible for any monetary obligations in case of loss.
7. The Librarian, with the approval of the principal, may curtail Library privileges in cases of abuse and/or failure to abide by the Library rules and regulations.

Loitering

We welcome parents into the building to visit a classroom, volunteer to help teachers and students, etc. but as much as we would like to be, we are not a place of social gathering. Please refrain from coming too soon to school and consider five minutes or less adequate time. Our foyer is a part of our building and is connected to classrooms that house special programs that often run until 3:30 p.m., and our office is open until 4:00 p.m. conducting business.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Lost articles are turned into the school and will be kept there until claimed. Unlabeled or unclaimed property is turned over to a welfare agency periodically throughout the school year. Each child's belongings including books, school supplies, coats, hats, boots, gloves and the like should be plainly marked to avoid loss or exchange.

Lunch and Breakfast Program

The school conducts a hot lunch and a breakfast program in agreement with the procedures as outlined by the government. In order to carry out the agreement as we have it, the following policy has been established by the school:

1. All children are given the opportunity to choose the food they desire through a program "Offer vs. Serve". Five food items are offered. The student must choose at least three of these food items with the entrée being one choice.
2. If there are any "seconds", the children must return an emptied tray in order to receive seconds.
3. Children will be encouraged to clean their trays at all times.
4. Children who wish to be excused from eating certain types of foods must bring a written statement from their doctor. A proper form must be obtained from the school office.
5. Reduced or free meals will be given to those children who have made proper application with the school and this application has been approved.

Oakley Fees:

Elementary Lunch	\$1.85
Elementary Breakfast	\$1.35

Payments of the lunch and breakfast fees will be acknowledged as agreement to the above. Children are permitted to bring their own lunches. No pop and candy are allowed. The cost of the meals is established each year and collection is made for ten or twenty meals. Lunch notices are sent home when three meals are left on the student meal card. Checks should be made out to USD #274.

Medication Policy

If your child needs medication at school, it is state law the medications be administered by the school nurse or other appointed competent school official. All medications, whether prescription or over-the-counter, will be kept in a locked area in the nurse's office and administered when needed. If your child carries an inhaler or an epinephrine pen, they are allowed to keep these medications in their backpack or locker to use as needed. According to state law, students are not allowed to carry over the counter medications in their backpacks, even if it's just medication for headaches. If your child takes prescription medication or uses an inhaler or epi-pen, a form must be signed by the parent and the child's physician granting permission for your child to receive prescription medication at school. If your child needs over-the-counter, non prescription medication, these do not require a physician's signature but a form must be signed by the parent granting permission. You may obtain these forms from the school or the nurse's office. These forms will be kept on file along with a record of medication administered at school. All medications must be in the original container and must not be expired. Cough drops can be sent with your child to school but still must be kept in the nurse's office for the child to get when needed. The school nurse may delegate a person to perform medication administration in her absence. This person will also be trained in proper administration of your child's medication and what possible side effects may be.

INHALERS AND EPINEPHRINE MEDICATION:

The only medications a child is allowed to keep in their backpack or locker are inhalers for asthma treatment and epinephrine pens for severe allergic reactions. Please assure your child is competent in administering their own inhaler and epi-pen if needed. If your child needs assistance in administering these medications, the inhaler may be kept in the nurse's office or classroom with a competent individual trained in administration of the medication in case of emergency. Forms are available from the nurse's office allowing your child to carry the inhaler or epi-pen in school.

Money

Grade school students are discouraged from carrying money to school unless there is a definite reason for it. The school is not responsible for loss of money. A rule of thumb – "Carry only what you can afford to lose".

Parent Do's and Don'ts

Parent/Guardians – DO

- Keep students at home until 7:45 a.m.! Students are not to arrive before 7:30 a.m. *for breakfast* unless they are bus riders. Students eating breakfast at school may arrive at 7:30 a.m. in the cafeteria.
- Purchase clothing large enough so students can put them on with closures that students can manipulate. Dress appropriately for the weather.

- Keep you child at home when he/she is ill.
- Be active in school affairs. Show a genuine interest in all your children’s school experiences, not just in their grades. Home and school are two important institutions in the life of your child.
- Speak well of your school and your child before others and we will do the same for the child and the home. Keep the lines of communication open and take time to listen to your child.
- Encourage reading by reading aloud to your children every day when they are small and reading together when they are older.
- Help your child develop self-discipline by letting him/her make appropriate decisions and holding him/her responsible for the outcome.
- Expose your child to learning experiences – museums, nature and family conversations.
- Allow your child(ren) to walk alone to their classroom after the first week.
- Validate education for your child by ensuring that he/she attends school regularly, is punctual and completes assignments. You set the standards in your home for how school is viewed through your comments and by your actions.
- For safety reasons, please check in at the office before visiting the classrooms.

Parent/Guardians – DON’T

- Allow your child(ren) to bring candy and toys to school.
- Blame the school for trouble before checking both sides of the story.
- Speak negatively about the school, your child’s teachers or education generally – you are our PR (Public Relations) with the community.
- Take children out of school for fun or for your own convenience.
- Reinforce failures in school through punishment or comparison to other siblings. Instead, accentuate the positive.
- Come into school earlier than five minutes prior to dismissal. You are welcome here, but a congregation of parents in hallways interferes with other programs, is distracting to students and disrupts the traffic flow at dismissal time.
- Please refrain from going to your child’s classroom because he/she will be distracted and needs to be dismissed with his/her classmates at the front door. Please help us keep the foyer clear.

Parent – Teacher Conferences

Parent/Teacher Conferences are held in the fall; please check the district calendar for dates. Conferences will be held in the spring on an as needed basis determined by the classroom teacher.

Parent Visitation

We welcome parents/guardians to visit school at any time. We encourage parents to visit frequently and take an active part in their education. Parent/guardians may arrange to visit during class time by contacting either the teacher or the office. For reasons of safety and to help us keep track of school visitors, we ask parents to please come to the office before going to your child’s classroom. We encourage parents/guardians to leave small children at home since young children often distract both students and visitors. We also ask parents/guardians to avoid lengthy conferences with the teacher during such visits, so that the teacher can conduct class as usual.

Party Policy

The elementary school staff consisting of Unified School District #274 have adopted the following guidelines concerning birthdays and school observed holidays:

The teacher will contact room volunteers and ask them to serve. The room volunteer may contact other volunteers to help either in serving or preparing the treats. Only two parties: Christmas and Valentines Day will be observed by the school. Christmas gifts for grades K-5 will be limited to those costing less than \$5.00. No fee will be collected from the children and the treats will be furnished by the volunteers. No formal birthday parties will be observed; however, if a parent/guardian wishes to bring/send treats, please contact the teacher in advance. This procedure allows the teachers to plan their daily schedule in order to get all class work in and to meet the bus schedule on time. **STUDENTS MAY NOT PASS OUT INVITATIONS TO PARTIES AT SCHOOL UNLESS AN ENTIRE CLASS HAS BEEN INVITED.**

Pets

Students are NOT allowed to bring pets to school for any reason.

Picture Taking

Individual school pictures will be taken as listed on the school calendar each year. All checks should be made out to the picture company – not to our school. Retakes will be later for those students who were absent or who are unsatisfied with the original pictures. Pictures taken in the spring will be optional.

Progress Reports

Report cards are issued to students at the end of each nine-week period. Progress reports will go home the 5th week of each nine weeks.

Recess

During regularly scheduled recesses, the playground is supervised by adults at all times. Specific playground rules will be covered by all classroom teachers. Students are asked to leave all toys at home. The school will not be responsible for personal items lost, damaged, or stolen. No student is allowed to leave the designated playground area for any reason without permission from the supervisor. Children should dress for the weather bringing hat, boots, long pants or ski pants, mittens and heavy coats. No bare legs on cold days, please, because all children will go out to recess. (Exceptions will require a written excuse.)

Retention Policy

The policy for the school in our district allows retention or failure of a child. This decision should be made after the teacher, parents/guardians and the principal have discussed the matter.

There must be a complete understanding as to the needs for it and the possible benefits from retention. Report card grades and other records must indicate a need for retention. If chronic absenteeism is a factor in the student's ability to cope with the academic program, the parent/guardians should be advised as soon as this becomes evident. Retention for academic failure due to absences should be used very judiciously and only after all other means to correct

the attendance problem have been exhausted. No set number of days absent has been defined because it varied depending on the circumstances and the pattern of absences; however, any sporadic absenteeism around 15% or higher should be reviewed by the principal. At this time a note expressing this concern will be sent home to parents/guardians. No child is to be retained without the matter having been thoroughly discussed with the principal, teacher and the parents/guardians.

School Dress

We encourage our students to dress in a neat and attractive manner that reflects pride in themselves and their school. We rely on parents/guardians good judgment as to what students should wear. Generally, students should wear clothing that is safe, that does not disturb or distract other students and is appropriate for learning. Students may be required to wear closed shoes in order to participate in certain school activities and are asked to wear tennis shoes on PE day. During the fall and spring, if we have extra warm days, elementary children may wear shorts to school provided they modestly cover the child. Tight spandex shorts are inappropriate unless covered by another pair of shorts. Heelys or shoes with rollers are a safety hazard and may not be worn at school. Please do not send your child to school with this type of footwear.

School Hours

The schools will be opened at 7:45 a.m. each morning. Students will begin school at 8:05 a.m. and dismiss at 3:35 p.m. The Oakley Elementary P.L.C. (Professional Learning Community) will meet on Wednesday afternoons and school will dismiss at 2:30 p.m.

School Improvement Team (SIT)

The Oakley SIT coordinates preassessment and integrates the work of personnel within the school. It serves to prevent potential problems from developing into crises and to intervene in specific mental health or building climate issues referred by teachers, staff or parents.

School Safety and School Violence

A statewide hotline is available 24 hrs a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Call the Kansas School Safety Hotline at 1-877-626-8203. Report any information that might threaten the safety of school or students.

Special Education/Tutoring Programs

We have the following special programs in our elementary schools. We believe that these programs are necessary so that students may have a supported education. It takes cooperation on the part of the special teachers, classroom teachers, parents/guardians and administrators to make these programs beneficial. The biggest obstacle for these programs is the scheduling. We cannot schedule to please everyone.

No student can be placed into any of these programs without the consent of the parent/guardian. The following are part of our special education and tutoring programs.

Title I – This is a federally funded program designed to help students who need special attention in reading or math. This is not special education, but is a resource program to improve skills in these areas. The teacher or para may assist within the classroom in reading or math activities and may support reading and math in the computer lab.

Learning Disabilities – This is a federally mandated program for any student who has a learning disability. Extra help is made available if he/she qualifies after being evaluated.

Gifted – This is also a federally mandated program for any student who appears to be academically gifted. A student may qualify if he/she meets the standards set by the State Department of Education and the federal government. The school psychologist and/or the gifted facilitator will evaluate students to see if they qualify.

Speech Clinician – Speech and language services are available to children of the district who qualify for specific speech issues or for language difficulties.

Psychologist – The services of the school psychologist include counseling with parent/guardians, teachers and students; evaluation and reporting of referred students; and referral to available services outside the school system.

Behavior/Emotional Disorder Services – Services are provided to children and families that are having difficulty learning due to behavioral and/or emotional difficulties.

If you have any questions about any of these programs, please call the principal for assistance.

Student Teachers

There will be times during the year when our classrooms may be privileged to have a student teacher from a nearby college. The student teacher will observe for several days and then gradually begin to assume some of the responsibilities of the class. During the end of the period the student teacher will actually be in charge of nearly all of the activities in the room. The regular teacher will always maintain full responsibility for the class and its activities.

Student Visitors

We do not encourage or allow students not enrolled in our school system to visit in the elementary school without prior consent from the principal. Students who have been previously enrolled in our school may contact the principal for a decision to be made on a case by case basis. Any student visitor must be of approximately the same age of the student they are visiting.

Telephone Use

School phones can be used by students only in an emergency situation. Forgotten items, making plans for after school, show and tell items, etc. are not considered emergencies.

Textbook Rental

The textbook rental plan covers books, their respective tests, all consumable workbooks and other related materials. The rental fee will be determined on a yearly basis and will be payable at registration in August. All children are responsible for the books and consumable which have been assigned to them. Any damage or loss to the books and consumable must be paid for by the student. Parents/guardians who feel that they are unable to pay this rental may make application for the waiver of these fees.

Toys, Trinkets, Radios, Electronic Devices, Gum & Candy

These items should not be brought to school without permission of the teacher and could be confiscated and not returned to the child. Parents/guardians may pick up the confiscated item from the school office. **Guns and knives (play or otherwise) are never allowed, nor are costumes, clothes, etc. portraying characters of aggressive behavior.**

Weapons

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

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- 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 ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a

bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

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