

~ ELLINWOOD GRADE SCHOOL ~

*USD #355 Mission Statement*

*Our mission is to help all students become responsible, productive citizens who are prepared to take the next step in the life-long process of learning.*

*Ellinwood Public Schools . . .  
in partnership with the greater community.*

**Notice of Non-Discrimination**

*The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.*

*Any incident of discrimination of any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation for corrective action. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.*

**WELCOME . . .**

We would like to welcome all students to Ellinwood Grade School for the 2016-2017 school year. We will focus on the basic skills, but we also offer many opportunities for students to be involved in fun activities. We are looking forward to a great year!

Parents are always welcome at E.G.S. If you have any questions or concerns, please do not hesitate to come in and talk.

**PURPOSE . . .**

The Ellinwood Grade School handbook has been prepared to help students and parents know policies and procedures at E.G.S. Every rule or procedure cannot be covered in this handbook; however, it can be used as a guideline to answer questions in many areas.

This handbook is not meant to conflict with the School Board Policy or the directives of the Superintendent of Schools. Should there be such conflict, School Board policies and Superintendent directives will take precedence over the information in the handbook.

## **ATTENDANCE POLICY**

### **Absences/Make-Up Work:**

Regular attendance is important to your child's progress and it is monitored closely. Parental cooperation is necessary to provide our students with the consistent instruction they need. If a student will not be able to attend school, the parent or guardian must call the school office (564-2750) by **9:00 am**. **If a call is not received from a parent or guardian, the student will be marked with an unexcused absence.** The school may initiate a call to verify the student is not absent without parental permission or knowledge.

Make-up work is required and demands personal discipline from all of our students in the sense they are solely responsible for completing any and all assignments made by their respective teacher, regardless of whether or not they were in class. The rule of thumb is for every day absent, the student has an equal amount of days to complete the assignments missed.

### **East Side Circle Drive**

Everyone working together during drop off and pick up makes a big difference. When you use the circle drive, please pull your car through as far as possible to allow other cars to pull in behind. This keeps the line moving more efficiently.

### **6<sup>TH</sup> Street Drop off and Pick-up:**

To better provide a safe and effective flow of traffic we ask that parents enter 6<sup>th</sup> Street from the East (off Goethe Street) and exit going west (onto Schiller). Staff will park on the South side of 6<sup>th</sup> Street allowing ample parking on the North side eliminating students from having to cross the street to access the Grade School.

### **Arrival & Dismissal:**

Supervision of students does not begin prior to 7:30 a.m. It is highly recommended students not arrive before 7:30 a.m. Paras supervise the cafeteria until 7:50 a.m. Teachers are not on duty in their classroom until 7:45 a.m. If students arrive before 7:50 a.m. they must go to the cafeteria until the first bell – 7:50 a.m.

If a student must leave school during school hours, the parent/guardian must come to the school office to sign the student out and receive permission for the student to leave school. For safety reasons, if someone other than the parent (or person designated “alternate”) is picking up the student, the parent/guardian **must** notify the office in advance.

Students should exit the school building at dismissal time by the door nearest their classroom. Parents should plan with students the safest and most direct route to and from school. Students must leave the school grounds immediately following dismissal.

### **Absences/Tardies:**

Classes begin at 8:00 a.m. Any student who arrives at school after 8:00 a.m. is considered tardy and must check in at the office. Students arriving before 10:30 a.m. are tardy. Students who arrive after 10:30 a.m. are considered absent ½ day. Students leaving before 2:00 p.m. in the afternoon are considered absent ½ day.

### **Attendance and Extra Curricular Activities:**

Illness (that causes missed school time) or an unexcused absence (as defined by policy) for any part of the school day will result in NO participation in that day's after school activities. This includes Vocal Music Concerts, Band Concerts, Parent Advisory Committee Sponsored events, MS/HS ball games, etc. The administration reserves the right to have the final determination in all activity/attendance situations.

### **Cancellation of School:**

School closings because of adverse weather conditions will be announced on the following radio and television stations:

KHOK - Hoisington (FM 100.7)      KVGB - Great Bend (FM 104.3)      KSNC - Great Bend TV (NBC)  
KZLS - Great Bend (FM 107.9)      KVGB - Great Bend (AM 1590)

(If parents or guardians consider weather conditions unsafe, they may come to the office and request dismissal of their children.)

Parents who have signed up for InaAlerts will also be contacted using the Ina Alert system. They will receive either a text or email.

### **Truancy:**

Children are considered truant under Kansas law after three (3) consecutive days when the school has not been notified concerning the absence; five (5) days in a semester; and seven (7) days in a school year. Such absences can result in referral to DCF, an agency that decides issues on children in need of care. The administration may determine whether the absence is excused or unexcused. Excessive absences may require a doctor's written orders.

### **Questions, Concerns, Complaints**

Parent/student complaints should be directed to the proper individuals. Questions, concerns, or complaints should first be addressed to the teacher or individual involved. If the matter is not resolved, the principal may then be contacted. If necessary, matters may then be referred to the Superintendent.

### **Harassment/Hazing/Intimidation/Bullying/Menacing**

The Board is committed to providing a positive and productive learning and working environment. Harassment, hazing, intimidation, menacing or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials.

The School Board and Site Council have approved the EGS Discipline Plan as official school policy.

### **BUS TRANSPORTATION**

Rural students are transported by school buses. Parents will be notified by the drivers concerning residence meeting times. Buses arrive at the grade school about 7:35 a.m. and depart within five minutes after the 3:28 p.m. bus transportation dismissal. Non-bused students will be dismissed at 3:33 p.m.

### **Bus Behavior Guidelines:**

Students must conduct themselves in a manner consistent with the goals and values of Ellinwood Public Schools at all times. Students who engage in misbehavior while traveling to and from school on the bus should expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege.

### **BUS / BUS STOP OFFENSES**

- 1st Occurrence - Warning
- 2nd Occurrence - 1 Day Bus Suspension
- 3rd Occurrence - 3 Day Bus Suspension
- 4th Occurrence - 5 Day Bus Suspension
- 5th Occurrence - Bus Suspension for the Remainder of the School Year

### **Bus Rules/Referrals:**

Students are to ride only the bus to which he/she is assigned. Any deviation must be reported to the grade school office. If an emergency exists or a student desires to ride home with a student on another bus, it must be approved by the school office. A written note or phone call from the parent must be directed to the office for approval on the day in question. This policy has been enacted for the following two reasons:

- It will allow the school time to notify the bus driver of the additional passenger for that evening.
- It will control students going home with classmates without parental knowledge.

When deemed necessary, the bus driver will refer behavior problems on the bus to the building principal. Upon repeated referrals, consideration will be given as to whether the student will lose his/her bus riding privileges. The school district maintains school buses to be operated under strict compliance with Kansas laws regulating pupil transportation to and from school and for activities approved by the Board of Education. Any pupil living outside of the city limits and within the district will be eligible to ride the school bus to and from school upon request. The following rules should be carried out in cooperation with the driver, parents, and pupils riding the buses to ensure the safest transportation system possible:

1. Responsibility: The driver of any school bus (including all school vehicles) is held responsible for the safe operation of the bus; therefore, he/she is in complete charge of the pupils and the bus. Pupils must obey the driver promptly.
2. The driver will assign a seat to each student; each student must be provided a seat. No standing or moving around is permitted when the bus is in motion. Pupils will unload only at their home or scheduled destination. If your child is to stay with a friend or neighbor, the driver must have a written request from the parent or confirmation from the office.
3. Pupils must not at any time extend their arms or heads out of the bus windows. Pupils must never throw anything out of the windows. Drivers are instructed to maintain a strict time schedule, insofar as weather and road conditions will permit. The bus will not wait, but will stop momentarily and then proceed if the pupil is not in sight at the pickup point.
4. Pupils must never stand in the roadway while waiting for the bus, but should wait off the traveled portion of the road. If necessary to walk on the road, pupils must walk on the far left side of the road facing traffic.
5. Pupils should use extreme caution in crossing any road. Students should wait for the driver's signal and then cross in front of the bus.
6. Unnecessary conversation with the driver is prohibited. Do not talk loud or cause any distraction; regular classroom conduct is to be observed at all times.

.....*Bus Rules/Regulations continued*.....

7. Pupils must not throw paper or other rubbish on the floor of the bus. Eating of any type will not be permitted on the bus unless given permission by the adult in charge. Students should remember to help keep the bus clean.
8. Pupils must wait until the bus comes to a complete stop before leaving their seats to exit. If necessary to cross when leaving the bus, pupils should cross in front of the bus after checking that it is safe to cross and receive a signal from the driver that it is safe to cross.
9. The same State laws that pertain to destruction or defacing of school property pertain to buses, as well as buildings and furnishings. Students should be careful and take good care of the interior of buses at all times; any accidental damage is to be reported to the driver at once.
10. If no member of the family is riding some morning, parents are requested to call a neighbor whose children are picked up earlier on the route so this information can be relayed to the driver to avoid an unnecessary stop and waiting. Students are requested to inform the driver in the morning if they will not be riding that evening.
11. For violating any of these rules, a student will be reported to the principal, who may deny a pupil the right of riding a school bus. Remember, it is a privilege to get to ride the bus and you must abide by these rules to keep this privilege.
12. At any time the weather is bad and buses will not run their regular schedule, (not running at all in the morning or possibly starting the evening trip earlier in the day), such news will be broadcast over **Radio Station KVGB**, Great Bend, and parents are urged to keep tuned to this station.
13. All students are expected to ride to and from activities on the school transportation provided. Parents may, however, take their child after they have checked with the activity sponsor. Students may not ride home with anyone other than his/her parents unless prior arrangements have been made with the principal.

## **DRESS CODE & PERSONAL APPEARANCE**

The personal appearance of students attending the school is the responsibility of the parents. Students are expected to present themselves neatly, modestly and well-groomed. The personal appearance of students shall become a responsibility of the school administration only when their mode of dress or personal grooming habits is disruptive to the function of the school and/or other members of the student body. Hats are not allowed to be worn in the building, without prior approval from administration. Apparel promoting drugs, alcohol or sexual conduct is not allowed.

### **Basic Rules to Remember:**

- If underwear is showing, that garment should not be worn to school. Example: tank tops with athletic bras, spaghetti straps, pants that are sagging, boxers hanging out, and muscle shirts.
- There should be no midriff flesh showing.
- No Shorts, Sandals/Flip-Flops worn between November 1<sup>st</sup> through SPRING BREAK (as scheduled).
- No open toe shoes or open back shoes may be worn, unless specified on special theme days or otherwise approved by administration. This includes sandals, flip-flops, clogs, slides, etc.

## **DRUG FREE POLICY**

Tobacco, alcohol and drugs are not allowed on school premises. Our school subscribes to the Drug Free School Policies, which have been extracted from the USD #355 policy handbook as follows.....

### **JJDA - Drug Free Schools:**

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on school premises or as a 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 (Cf. Ldd).

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy.

The consumption and/or possession of any alcoholic beverage by students are prohibited in any attendance center, on school grounds, or at any school-sponsored activity.

Any student who consumes alcohol or an illegal substance before entering the school grounds or an attendance center, at a school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD, JJDA, JCDAB and state law.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student(s) violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to suspension or full expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the programs are on file with the Board Clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. (Cf.JCDA and JDD)

## **EMERGENCY DRILLS**

Fire drills will be conducted on nine occasions throughout the school year, preferably monthly. A school-controlled device will activate the drill. Each teacher has instructions for various exit plans.

Tornado drills will be held three times each school year, quarterly if possible. A school-controlled bell or city siren will be the indicator. Teachers have instructions for the quickest and safest student movement to the designated storm shelter (band room).

Lock-down drills will be held once each school year as determined by Administration.

## **FIELD TRIPS**

Field trips are an important part of the school program. These should be planned well in advance so that transportation can be arranged. Permission and/or notification slips will be sent home with your child and should be signed and returned giving permission for your child to participate.

## **GRADING PERIODS/SCALES**

There are four nine-week periods during each school year. Individual progress reports are issued at the close of each. Parent conferences are scheduled during two of the nine-week sessions. Listed below are the grading scales that are recommended teachers use:

### **Kindergarten – 1<sup>st</sup> Grade**

Performance Based Report Card

### **2<sup>nd</sup> – 6<sup>th</sup> Grade**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

## **HEALTH**

A child's health is important to the child, the parent/guardian, and the school staff. To achieve our common goal of keeping your child as healthy as possible, we have established policies and procedures regarding health issues.

### **Birth Certificate:**

According to State law, "Proof of identification is required upon first enrollment in school." Proof of identity is defined as "a certified copy of the birth certificate." The laminated cards meet the requirements.

**Hospital certificates will NOT be accepted. \*\*Children not in compliance with birth certificate requirements on the 30<sup>th</sup> attendance day will be refused admittance to school.**

### **Illness:**

When children complain of feeling sick, it is difficult to know when they should be kept home. Here are a few guidelines:

- **A temperature of 100.0 or above, even when there are no other symptoms;**
- **Student has been vomiting or has diarrhea; or**
- **A rash with an unknown cause.**

If there are times when you are uncertain about sending your child to school, a call to the school nurse would be appreciated. Please remember to call the school if your child will be absent for the day. If your child becomes ill at school, you will be called to pick him/her up.

**If a student has a temperature, he/she must be free from fever without fever reducing medication for 24 hours before returning to school.**

**Immunizations:**

Kansas Department of Health and Environment has established immunization requirements for the current school year. This information is for a wide range of students and does not only target those entering Kindergarten. Immunization requirements are listed below.....

<b>IMMUNIZATION</b>	<b>Minimum Number Required</b>
<b>DtaP/DT/Td/Tdap</b> <ul style="list-style-type: none"><li>• Booster dose of Tdap required for Grades 7-12</li></ul>	<ul style="list-style-type: none"><li>• 5 doses required for school entry</li><li>• 4 doses acceptable if dose “4” given on or after the 4<sup>th</sup> birthday</li></ul>
<b>OPV/IPV (Polio)</b>	<ul style="list-style-type: none"><li>• 4 doses required for school entry</li><li>• 3 doses acceptable if dose “3” given on or after the 4<sup>th</sup> birthday</li></ul>
<b>MMR (Measles / Mumps / Rubella)</b>	<ul style="list-style-type: none"><li>• 2 doses required</li></ul>
<b>Hepatitis B</b>	<ul style="list-style-type: none"><li>• 3 doses required</li></ul>
<b>Varicella (Chicken Pox)</b>	<ul style="list-style-type: none"><li>• 2 doses required for Grades K-4 &amp; 7-9</li><li>• 1 dose required for Grades 5-6 &amp; 10-12</li></ul>

**\*\*\*Children not in compliance with immunization requirements on the 30<sup>th</sup> attendance day will be refused admittance to school\*\*\***

**Injuries:**

An injury sustained by a student on school property must be reported to the school nurse or principal to ensure proper treatment and reporting to parents. The school does provide accident insurance that covers students injured during school time or while participating in school activities. This insurance is in excess to any insurance the parent/guardian may have, and pays only after that insurance has responded.

**Medication Policy/Procedure:**

1. All medication, whether prescription or over-the counter, that must be administered during school hours will be given by the school nurse or other school personnel designated by the school nurse. Parents/guardians must bring medication **in the original, completely labeled container. If it is a prescription medication it must bear the pharmacist’s label.** Two containers, one for home and one for school, should be requested from the pharmacist. A parent or guardian must complete and sign a permission form before the medication will be given. **A physician’s signature will be required for all prescribed medication.** This permission form will expire at the end of the school year during which it is signed and can be renewed the following year by completing another form. This form must have all information provided which includes child’s name, medication name, dosage, and frequency to be administered.
2. All medication will be kept in the school nurse’s office.
3. All medication given at school will be logged on a daily basis or as given.
4. Medications in plastic bags or other non-original containers will not be accepted. Any change in the original medication authorization requires a new written authorization and corresponding change in the prescription label.



### Screenings:

Screenings are done for head lice. If problems are detected, you will be notified. If the school nurse finds evidence of head lice, your child will be sent home. State law requires that students who are infested with head lice be excluded from school until they have been treated with an adequate periculocide and have removed all nits. Re-treatment is routinely recommended one week after initial treatment. In chronic cases, proof of receipt for lice treatment product may be asked to be shown before student(s) can return to class.

### Physicals:

Students entering a Kansas school for the first time are required by law to have a physical examination by a licensed health care provider. **\*\*Children not in compliance with the Physical requirement on the 30<sup>th</sup> attendance day will be refused admittance to school.** School entrance physicals cannot be completed by a chiropractor.

### Special Needs/Health Problems:

If your child has special medical needs or health problems, please inform the school nurse.

### Vision and Hearing Screenings:

State law requires that students receive a vision screen not less than once every 2 years and a hearing screen not less than once every 3 years. Children in Grades K-6 are screened annually. If your child fails either screen twice, a letter and referral form will be sent home recommending further medical evaluation. This form should be given to your health care provider for completion during their appointment. Please return the referral form to school so the results can be recorded in your child's health record.

## HOMEWORK

Homework is important! It is an extension of the learning that takes place in school. Parents should help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and returned. Assignments that are not completed when they are due will be considered late. Teachers establish their own classroom policies regarding homework deadlines and time frames.

## INTERNET / E-MAIL PRIVACY

Students shall have no expectation of privacy when using district e-mail or computer systems. Any e-mail or computer application or information in district computers or computer system is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspensions from school.

## iPads

Ellinwood Grade School is proud to offer our students Apple iPad devices for use at school. The 1:1 iPad Program, which provides mobile computing and wireless technology to our students has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students are expected to treat the iPad as a valuable piece of equipment;
- Students are to use the iPad in accordance with the Ellinwood Public School Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided; and

.....iPads continued.....

- Students are expected to adhere to any additional requirements set forth by the classroom teacher.

Since the iPads are the property of Ellinwood Public School, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by Ellinwood Public Schools, will enhance learning for our students using 21<sup>st</sup> Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

If you have any questions about the iPads please feel free to visit with your child's teachers or talk to any administrator.

## **LUNCH / BREAKFAST PROGRAM**

Students are expected to eat in the school cafeteria. Students who go home for lunch must have written parental permission. Students that eat in the lunchroom are to be escorted by their teacher. Meals are planned to include the proper nutritional value and balance. However, if one prefers to bring a sack lunch, this is permitted and must be eaten in the cafeteria. Students who bring sack lunches are permitted to buy milk at a cost of \$.40.

Lunches are ordered each day from the number submitted by the classroom teacher. If it is necessary for your child to be late and plans are to eat lunch, please notify the office. Parents are welcome to eat at school. Please notify the office by 9:00 a.m.

Ellinwood Grade School will be using the Data Team Lunch Express system.

**State law prevents the charging of meals.** Schools operate on a cash basis and are not allowed to extend credit. Prices of lunches are \$2.35 for students in grades K-6 and \$3.60 for adults.

Our lunch program participates in the "offer" versus "serve" method.

Students interested in having a school breakfast may enter the cafeteria at 7:35 a.m. and students riding buses will be able to eat as soon as their bus delivers them to school. Meal tickets will also be needed for the breakfast program with breakfast costing \$1.50.

Children eating meals at school will be expected to demonstrate good behavior, use good manners, and respond to supervision in a positive manner. Trading or the exchange of food is prohibited.

**Free and Reduced** – Under certain circumstances students can be provided lunches at a reduced cost or at no cost. In order to do so, it will be necessary to make application that must be completed, returned and approved by the Central Office personnel. Applications for free and reduced price lunches must be renewed each year and are subject to review from time to time throughout the year.

### **Lunch Schedule**

(\*Subject to change\*)

11:10 a.m. – 11:50 a.m.	Kdg & 1 <sup>st</sup>
11:40 a.m. – 12:20 p.m.	2 <sup>nd</sup> & 3 <sup>rd</sup>
12:10 p.m. – 12:50 p.m.	4 <sup>th</sup> & 5 <sup>th</sup> & 6 <sup>th</sup>

## **PARTY INVITATIONS**

If a student wishes to distribute party invitations at school, all students in his/her class must be included in the distribution. The school is not asking that the private parties include the entire class. However, if they do not include the entire class, parents/students will have to choose other avenues of distributing invitations.

For example: if you would like to distribute invitations at school to the party and you are having an “all-girl” party, all of the girls in the class will need to receive an invitation. If it is a “boy/girl” party, invitations will need to be distributed to all of the boys and girls in the class.

## **Flowers/Gifts**

We discourage sending flowers/gifts to school. Large balloons, flowers in vases, etc. are difficult to manage safely and are deemed a classroom distraction. Please make arrangements for these deliveries after school at home or other residences.

## **Birthday/Celebration Treats**

If you would like to do something special for your child’s birthday, please contact your child’s teacher in advance. We would like for you to consider bringing in non-food items as a treat for your child’s classmates such as special pencils, erasers, etc.

## **PERSONAL EQUIPMENT**

Students should not bring play equipment or toys to school. The classroom teacher may grant specific exceptions.

### **Cell phones, IPOD’S, MP3 Players, other electronic devices**

If necessary to have at school, these devices must be turned off and kept in the student’s book-bag or locker (if applicable). *Cell phones are not to be used or seen during school hours or during school sponsored activities (example: Field Trips, etc.)* Violations of this policy will result in confiscation of the equipment and discipline consequences including possible suspension and a phone conference with parent/guardian. Devices will ONLY be returned to a parent/guardian after discussion with Administrator.

## **PETS**

Due to allergies and classroom conditions, living creatures and pets are not to be brought to school without prior teacher approval and only then under the conditions set by the teacher. Pets brought to school, such as cats, dogs, etc., may not be transported on the school bus.

## **PLAYGROUND & GYM RULES**

- All students at Ellinwood Grade School are expected to play in a safe manner.
- **Swings:** Students will always sit in the swing, swing forward and backward only, and not run under or jump out of swings. Only one person to a swing.
- **Balls:** Each class is responsible for its balls. Balls left on the playground are to be turned in to the office. Keep balls away from the street and do not leave the playground to retrieve equipment without permission.
- All students are expected to follow the playground rules and the directions of the playground supervisors.
- Snowballing on school grounds is not permitted.

.....playground & gym rules continued.....

- Students will not be able to re-enter the building without the playground supervisor's permission.
- Students will use appropriate language, which does not offend or hurt others.
- Excessive roughness, tackling, and chasing will not be allowed.

#### **Equipment Usage:**

- Jump ropes may be used for jumping rope ONLY.
- Slides may be ridden in a sitting position ONLY. Heavy or large toys should not be taken up the slide or released from the slide.
- Use of any vertical ladder is limited to one student at a time.
- Use of the horizontal ladder is restricted to movement in one direction ONLY, no chicken fighting, etc.
- Students are not allowed to sit on the top of the monkey bars.
- Students should not bring toys or any type of equipment to school.
- No climbing or sitting on any backstop or fence.
- Only use the ladder to go up the slide.
- No tree climbing.
- Students should stay in view of the supervising teacher.
- Do not use the tennis courts unless the supervising teacher grants permission. Students should stay off the tennis nets.
- No baseballs (hardballs) without permission.
- No tackle football or playing with football equipment on bleachers.
- No playing on bleachers.

#### **REASONABLE SEARCH**

The Principal may conduct a search on school property. Lockers and desks are school property and any property therein can be searched at any time.

#### **SAFETY**

Safety of students is a high priority among the grade school staff. Classroom teachers stress it constantly. Although this discussion involves good safety practices at school, much emphasis is given to forming good habits in coming to and going from school. The local law enforcement agency is always highly cooperative. Parents are asked for the same cooperation to reinforce safety rules. Some suggestions follow:

1. Bikes should be ridden carefully according to city regulations ;
2. Bikes should be walked until off of school property;
3. Bikes should be parked in bike racks at school;
4. Skateboards and roller blades are not allowed on school property;
5. Marked crosswalks should be used by all;
6. Students should walk on sidewalks, to and from school;
7. Parents should park in appropriate areas around school, not in crosswalks when picking up students;
8. Children should use the most accessible route to their residence; and
9. The circle drive on the east side should be used for drop-off and pick-up purposes only.

## **SCHOOL SAFETY PROCEDURES AND LOCKED DOORS**

Visitors are asked to enter the main entrance doors and register at the office before going to any other part of the building or classroom(s). The main entrance doors by the office are unlocked during the hours of 7:20 a.m. to 8:00 a.m.

To secure the building during the school day, all other doors will be locked. Locked doors are inconvenient at times, but student and staff safety is important and worth some inconvenience. The school staff know the procedures for safety in the event of a lock down or evacuation situation. Locked doors are a proactive step we take to decrease the likelihood of a dangerous incident at school.

## **SURVEILLANCE CAMERAS**

For the safety of our students and staff, cameras are strategically placed in the school allowing school officials a way to monitor activity during the day and night. Activity is recorded and used as a reference when needed.

## **SCHOOL PROPERTY DAMAGE**

Any pupil who, through misuse or carelessness, damages or destroys any school property shall compensate for such damage. Library Media Center policy states that the student will be charged two thirds of the cost of the missing book or material. If the book or material is found and returned, the money will be returned to the parent.

## **TELEPHONE USE & MESSAGES**

The telephones in the school are business phones to be used for school affairs. Students should not use the telephone unless the call is necessary in the judgment of the teacher. When possible, after-school plans are to be made between the child and the parent BEFORE coming to school. Messages will be taken and return calls made when necessary.

## **TEXTBOOK FEES / RESPONSIBILITIES:**

Parents may apply to have their textbook fees reduced or waived. The applicant must complete an application requesting consideration for reduced fees and sign the form indicating they are agreeable for the district to use their reported income on the free and reduced lunch application to determine their status. A request for reduced fees must be made upon enrollment. After the student has attended class 10 days, the full fee amount will be assessed.

Students are responsible to return their textbooks. Lost or damaged textbooks will be assessed at 2/3rds original cost according to district policy.

## **VISITORS *All parents and visitors must report to the grade school office when entering the building.***

The school office shall approve visitors to the classroom. Parents are a vital part of our school. Parents are encouraged to visit the school and the classroom. Visiting the school shows your child that you care about him/her and are interested in the school process. Such interest is important for a successful school experience. The best visit is one that is planned in advance with the teacher.

## **WEAPONS**

### **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 (see JDC). 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 referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF or the Commissioner of Juvenile Justice.

**Reporting Criminal Possession of a Firearm by a Student:** It is a crime for a student to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (see EBC and KGD).

**U.S.D. #355 does not discriminate on the basis of race, religion, color or national origin, sex, age or disability. Any person having inquiries concerning compliance with the regulations implementing Title IV, Title IX or Section 504 should contact the Office of the Superintendent at 620-564-3226.**

## **Ellinwood Grade School Discipline System**

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Utilizing the Effective School Discipline Model **(ESDM)\*\***

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The policy applies to the entire academic year, grades K-6, and is to be the behavior code for our students at school and at all school sponsored events. All students are expected to exhibit proper conduct in all schools, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children.

- **Using this program allows us to build relationships with kids while we model respect and promote responsibility.**

**\*\* (ESDM) Effective School Discipline Model:** A guided conversation will be conducted privately between the student and teacher when undesirable behaviors occur.

The five steps to the conversation are as follows:

1. Statement of support (Something positive to start out);
2. Expectation breakdown (To ensure student knows what was not acceptable);
3. Expectation (To ensure student does know what is expected);
4. How this benefits the student (Explains why it is important for student to choose the more desirable behavior); and
5. Closure (Provides closure so that the teacher/student relationship is left in-tact).



# Eagle Excellence Program



## Attendance ~ Grades ~ Behavior

The Eagle Excellence Program is an incentive program designed for students to achieve excellence in all areas of school. The program is applicable only to full time students who have been enrolled and in attendance at EGS for the entire semester. Students who meet the criteria below, each semester, will receive a special reward as determined by Administration.

Not be absent for more than 8 total days in a year.

No more than 4 tardies in a year.

Have accumulated "0" discipline points in a semester.

Have passed a timed math test(s) and or sight words at current grade level.

This is an all or nothing program. If any one criterion is not met, the student is ineligible for the program. Eligibility will be based on data as of a pre-determined screen date. It is the information as of this date only that will determine eligibility.

This is an incentive program that is a reward for those that qualify. It is not a consequence for those that don't. Administration reserves that right to interpret and rule on any and all situations. The determination of administration is final.

