

Horton Elementary School

ACKNOWLEDGMENT AND UNDERSTANDING
OF
STUDENT HANDBOOK POLICIES

As parent/guardian of _____, I acknowledge that I have read or will read and understand (not necessarily agree with) all of the school policies listed in the Student/Parent Handbook. I will read and discuss the policies with my student. I will work with teachers, staff, and administration to help maintain a safe, orderly, and caring learning environment while my student is in attendance at school or any school-sponsored event.

Each student/family will receive a handbook.

Parent/Guardian Signature

Date

FOREWORD

TO: Parents and students in Unified School District 430

FROM: Judy Dickman, Principal

This handbook has been prepared for parents and students of the Horton Elementary School. The intended purpose of this brief publication is to better familiarize parents and students with some of the school policies and regulations. Board policy takes preference and supersedes anything contained in this manual.

A certain number of regulations are always necessary for carrying on a successful school program. We believe that the school is a training place for learning and respecting regulations and authority. As in any democracy, certain standards and rules are designed to be beneficial to the majority involved, in this case the students.

It is not possible to answer all questions concerning the school in this publication. USD #430 policies may be obtained at the Principal's Office or at the Superintendent's Office. We hope that you will keep this handbook and refer to it from time to time this year.

I look forward to meeting and working with all of you. You are invited and encouraged to visit with me or the teachers any day regarding your child and their progress. We would appreciate an appointment to be made in advance, if possible. You are also cordially invited to visit school and be a part of your child's learning process. I feel with the students, parents and school personnel working together as a team, your child will achieve the best education possible.

CONTENTS

Absences	page	6
Accessibility		15
Activities		9
Admission (School)		4
Alcohol		11
Animals at School/Pets		22
Assemblies		10
Attendance		5
Bicycles		22
Birthdays and Treats		20
Book Bags and Back Packs		5
Book Rental		5
Breakfast		12
Building and Property		20
Bullying		10
Bus Rules and Regulations, Rules		18-19
Calendar(s)		25
Cheating/Plagiarism		10
Closed Campus		5
Computer/E-mail Policy		16
Conferences		14
Counselor/Guidance		15
Crisis Drills.....		17
Daily Schedule		26
Discipline Plan		7-9
Dismissal Destination		17
Dress Code		20
Drugs		11
E-mail/Computer Usage		16
Emergency Procedures, Emergency Procedures for Students with Special Needs		17
Family Rights and Privacy Act		1-2
Field Trips		22
Fire Drills		17
Grading System		13
Hallway Behavior		20
Harassment/Hazing		10
Homework		11
Honor Roll		14
Hours and Grounds		5

Immunization Policy	4
Insurance	12-13
Intimidation.....	10
Library Services	16
Lost and Found	22
Lunch Program	12
Making Up School Work	12
Medical Homebound Instruction	13
Medications	16
Mission Statement - HES, Mission Statement, South Brown County	3
Non-Discrimination Statement	3
Nurse	16
Organization of Schools of USD 430	3
Out of District Students	5
Parent-Teacher Organization	16
Parties & Gifts	21
Playground Regulations.....	21-22
Point System	8-9
Problems-Sequence for Correcting	11
Progress Report	13
Report Card	13
Retention Policy	14
Rules	8-9
School Closing	20
Sexual Harassment	11-12
Social Skills	8
Special Services	17
Staff Personnel	24
Standards	3
Student Code Numbers	17
Student Improvement Teams	15
Tardies	6
Teacher/Staff Authority	9
Telephone/District Numbers and Telephone Usage	3-4
Testing	15
Threats	10
Tobacco	11
Tornado Drills	17
Toys	22
Traffic-Traffic Control	23

Truancy	6
Visitors/Guests	3
Weapons Policy	11
Withdrawal	6

NON-DISCRIMINATION STATEMENT

South Brown County USD 430 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 in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

SOUTH BROWN COUNTY USD #430 MISSION STATEMENT

The South Brown County school district exists to provide a safe, challenging environment to prepare all students as independent, life-long learners and positive, productive citizens.

MISSION STATEMENT- HORTON ELEMENTARY SCHOOL

The mission of the Horton Elementary School is to teach all students skills for success in life in a safe and challenging environment.

USD 430 STANDARDS

Horton Elementary follows the approved core curriculum as set forth by the State of Kansas for teachers to use in aligning classroom instruction and assessment to Kansas College and Careers Readiness Standards.

ORGANIZATION OF SCHOOLS OF USD #430

The Superintendent of Schools has charge and control of the public schools subject to the rules of the Board of Education. He directs and supervises the total education program of the schools and makes recommendations for improvement of same.

USD #430 has a principal who has responsibility for the Horton Elementary School. The elementary principal is charged with carrying out the administrative policies and procedures determined by the Board of Education and the Superintendent of Schools. The elementary principal is in charge of supervision of instruction and curriculum improvement in the elementary grades.

VISITORS AND GUEST

Visitors and Parents are required to report to the HES office upon entering the building and obtain a visitors pass. Parents are welcome and are encouraged to visit their child's classroom. Your student appreciates the interest you show by taking the time and making the effort to visit. However, due to our school safety plan, all entrances will be locked during the school day. Upon entering the classroom, please approach the teacher and identify yourself. We do not want unauthorized people in our building and we ask your cooperation. We ask that you contact the office or individual teacher to make an appointment to conference with a teacher.

STUDENT GUEST

Students who wish to have a guest at school may do so by having them come visit at lunch time and eat with them. Guests are requested to limit their visit to lunch times only. Request to visit must be made the day prior to visit. Guests must check into the office when they arrive, obtain an authorized name tag and follow all school and classroom rules while visiting HES.

DISTRICT TELEPHONES NUMBERS and TELEPHONE USAGE

Superintendent's Office	486-2611
Horton High School Office	486-2151
Everest Middle School Office	548-7536
<u>Horton Elementary School Office</u>	<u>486-2616</u>
Horton Elementary School Fax	486-2527
Transportation	486-2439

School telephones are considered business phones and should not be used unnecessarily by students. Students may use the phone in the classroom with permission of the teacher.

Telephone usage cont.

Teachers have the right to question the reason, and deny the use at that time. **Students will not be called to the phone during class.** A message will be taken and given to the student between classes. If a parent is on the phone with a student, and wants the student to leave school, they must call back and talk to the office to request alternate arrangements for their child at dismissal.

No long distant calls are to be made from the school telephone by students without permission of the office and are to be made collect or with a calling card.

ADMISSION (SCHOOL)

Students entering the Horton Elementary School for the first time are subject to the rules and regulations for any child entering any public school in the state of Kansas including birth certificate and immunization records.

Children who will be five years of age as of August 31 of the present school year are eligible for enrollment in kindergarten. Parents must present the child's state-issued birth certificate and also the child's social security number during enrollment.

Students new to the district, may be asked to take a screening, which may be used to help determine appropriate grade placement. The test administrator, the guidance counselor, the building principal, and other school personnel shall make the grade placement determination after consultation with the parents or guardians of the student.

Students who have been home schooled or attended a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested or screened to determine a trial grade-level placement. The test administrator, guidance counselor, principal and other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful performance and testing results will be considered in the final placement decision.

IMMUNIZATION POLICY

The school nurse will review all certifications of immunizations of the students enrolling for the first time in the USD# 430 schools. All students enrolled in USD #430 must provide proof of required immunizations. This includes the necessary booster shots. Proof of immunizations may be established by the parent bringing records of immunizations from the previous school or from records of the family physician/county health department. A plan for completing the inoculations must be commenced before the student will be allowed to attend classes if the student has not previously been immunized or the legal alternatives not prescribed.

Students who are new to the school and are enrolling for the first time, after the school term has commenced **will have two weeks to comply with school immunization policies.** Failure to comply with state law and/or the school's entrance policies means the denial of that child's attendance in school.

ASSIGNMENT

The building principal shall be initially responsible for assignment of all students within the school. In the event that a parent or guardian is dissatisfied with a student assignment, he shall confer with the principal, and if he is not satisfied with the principal's explanation of the basis for the assignment, he may confer with the superintendent. In the event that the parent is still dissatisfied, the assignment may be appealed in writing to the board.

TO CLASSES

The building principal shall be responsible for assigning students to classes. In the elementary school, the principal, in determining the grade level for any new student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or higher grade level if, in her judgement, the interest of the student would be best served.

Returning students will be assigned to class sections by the principal. Exceptions may be made in the case of students with education needs requiring special consideration.

OUT OF DISTRICT STUDENTS

Out-of-District students wishing to enroll in USD 430 must be approved by the building and district administration. Students may not be long-term suspended or expelled from any other school and must sign a contract that outlines certain criteria for continued enrollment in USD 430 schools. Violation of the contract will result in the student being non-enrolled in the district.

BOOK RENTAL

Book rental fees will be assessed at the time of enrollment. Families wishing to apply to have textbook fees waived can pick up an application at enrollment.

Students will be assigned books required for their particular classes. At the end of each term, the student is to return the book(s) to the same teacher who issued it. Normal use is expected, but if a book is lost, defaced, damaged, or destroyed, the student will be required to reimburse the district for the replacement cost of the book.

BOOK BAGS AND BACK PACKS

Book Bags may be taken and stored in classroom setting. Book bags will be stored on hooks and in plastic bags provided in classrooms.

HOURS AND GROUNDS

Please refer to the back of this handbook for a complete school schedule.

The Horton Elementary School day begins at 8:00 a.m. and closes at 3:30 p.m. Children who do not ride buses and come to have the school breakfast are asked to arrive at school **no earlier than 7:30 a.m.** The doors will be locked until 7:30 a.m. unless for inclement or extremely cold weather. Students are expected to stay on school grounds once they arrive. A bell at 7:55 indicates time for children to enter the classroom areas. A bell at 8:00 a.m. indicates time for classes to start. Children coming after 8:00 a.m. will be counted tardy.

Parents are to notify the school office in writing in the event that your child is to go home by a way different than what is the regular method of going home/designated destination. STUDENTS WILL ALWAYS BE SENT HOME (designated destination) ON THE BUS UNLESS THE SCHOOL IS NOTIFIED BY THE PARENT OR GUARDIAN OF OTHER ARRANGEMENTS. Please refer to Dismissal Destination on page 18.

The school day closes at 3:30 p.m. At this time all children are encouraged to go home or to wherever parents have arranged. The only exception to this is the bus children who are supervised by the staff until they board buses home. The playground is not supervised after school, consequently the school will not assume any responsibility for playground injuries incurred after school. Please encourage your child to go right home after dismissal. After dismissal, students will not be allowed to go to the playground immediately after school and will be sent home from the school grounds.

CLOSED CAMPUS

Students are expected to stay on school grounds during the school day, unless granted permission by the office. Students going to the doctor, dentist, etc. are to check out at the office when leaving and sign in when they return.

ATTENDANCE / ABSENCES / TARDIES

Regular attendance is crucial to being successful as a student. **Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible** for checking with teachers and making up any work missed while absent. Parents are expected to call or send a note explaining the reason for the absence. Students are excused for sickness, doctor appointments, funerals, etc. **ABSENCES MAY BE EXCUSED/UNEXCUSED AT THE DISCRETION OF THE PRINCIPAL.** Parents or guardians should make an effort to make appointments before or after school when possible. Students will not be allowed to leave school once they arrive, unless their parents/guardians call and talk to the office, or they bring a note indicating they have an appointment and will be picked up by an adult. The school will call each morning to check on students who are absent and whose parents/guardians have not called.

Attendance/absences/tardies cont.

ABSENCES

Students who have been absent five excused or unexcused days (not counting school sponsored activities) during each semester, will be required to present a note from the doctor with each subsequent absence, or the absence will be considered unexcused. Parents/guardians will be sent a written notice from the principal.

Students are considered in violation of the Kansas Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absences in a semester, or seven in a school year. The principal is required to report violations of this law to DCF.

Students will not be allowed to leave without parent/guardian or emergency contact notification except in unusual circumstances approved by the principal.

TRUANCY

Upon the third consecutive unexcused absence or fifth unexcused absence within a semester a letter will immediately be sent to the child's parents containing the advisories required by statute and directing the parents to contact Stan Curtis at Juvenile Intake and Assessment (785-742-3650) to schedule an appointment for an Intake within five days of receipt of said letter.

If the Intake and Assessment is scheduled and performed, the parents will be advised to follow the recommendations on said Intake. A copy of the Intake will be provided to the Brown County Attorney's office and the referring school. Compliance with the recommendations of the Intake will be monitored by the referring school and Juvenile Intake and Assessment. If either entity becomes aware of a failure to abide by the conditions by either the parent or student, the referring agencies will contact each other and, if deemed appropriate, will refer the matter to the Brown County Attorney's office for the filing of a Child in Need of Care Petition.

In the event that the parents fail to schedule an appointment within five days from receipt of the above described letter, a referral will be made to the Brown County Attorney's office for the filing of a Child in Need of Care Petition.

Regardless of whether a Juvenile Intake and Assessment has been scheduled or not, any unexcused absence by the student following the receipt of the above described letter from the school will result in a referral being made to the Brown County Attorney's office for the filing of a Child in Need of Care Petition.

Following the referral of a student for the filing of a Child in Need of Care Petition, the referring school shall submit to the Brown County Attorney's office a status report on a weekly basis setting forth the school administrator's observations of the student's behavior, academics, and attendance. Said status report will be utilized by the County Attorney's office with the Court System in hopes of reducing the time frame that currently exists between the filing of a Child in Need of Care Petition and the ultimate hearing and disposition of the same.

TARDIES

Students who are tardy for the first block of the day up to 9:00 a.m. are required to sign in at the office. Tardies may be excused for valid reasons with a call or note from a parent, teacher or a doctor at the discretion of the principal.

WITHDRAWAL/TRANSFER FROM SCHOOL

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, and be cleared of any financial obligations. A student receiving special education services must contact his/her special education teacher for check out procedures.

RULES/BEHAVIOR/SOCIAL SKILLS

Acceptable school/classroom behavior is expected from all students. The following rules will be observed:

1. Be in class on time with appropriate materials, assignments, etc.
2. Follow directions of **all staff members** any where on school grounds and at school activities.
3. Respect yourself, other students, teachers, and all adults in a position of authority.
4. Use appropriate language (use of profanity may result in an office referral)
5. Toys, games, lazer-lights, electronic devices (pagers, CD players, cell phones, cameras, MP3 Players, iPods and video games) should not to be brought to school. **If such items are out during school time, they will be confiscated and kept in the office until school is dismissed.** Subsequent violations will result in a referral and a parent/guardian will be required to pick up the confiscated item.

Rules/behavior/social skills cont.

6. Practice good health habits - no cigarettes, alcohol, or illegal drugs on school grounds or at any school activity.
7. Dress appropriately (see Dress Code)

Teachers are encouraged to handle student discipline; however, when they feel that an office referral is required, the student will be sent to the office. In addition, a zero tolerance policy will be observed for serious behavioral infractions, including fighting, intimidation, harassment of any form, and bullying. Infractions for the previous will result in accumulation of points as per the discipline point plan.

The goal of the Horton Elementary School student management and discipline program is to provide a school environment that promotes respect, caring, honesty and safety for all.

Consistency and positive recognition are important keys in establishing an atmosphere which encourages students toward appropriate behavior. The structure of order must be firm, fair, and consistent where consequences are clearly established and enforced for all.

Behavior in the school has two basic tenants - student rights and teacher rights. The child has the rights to: 1) have a teacher who will guide the student in limiting his inappropriate self-disruptive behavior, 2) have a teacher who will provide the students with positive support for appropriate behavior, and 3) to make choices and know consequences of inappropriate and appropriate behavior.

The teacher has the rights to: 1) establish a classroom structure that provides the optimal learning environment for all students in the classroom, 2) determine and request appropriate behavior from all students considering the development of the child, and 3) the right to ask for help from the principal, the parents, and support personnel, when assistance is needed.

There are consequences for inappropriate behavior. These are not set consequences, as consequences are determined by the severity and the frequency of the inappropriate behaviors. Best practice is for teachers to complete a teaching interaction and practice the steps of the appropriate behavior with the student as infractions occur. (Love & Logic Model) Positive and negative consequences will be given as necessary. If the teacher assigns a consequence, but the inappropriate behavior continues, the teacher will warn the student that an office referral is the next step. Students can also be referred to the office immediately, without warning, for: 1) possession of a weapon, 2) fighting, 3) bad language, 4) calling a teacher/supervisor a bad name, and 5) being out of control. When an office referral occurs and the student is sent to the office, that student could be required to write a report which states his/her inappropriate behavior. This will depend on age and ability level of the student. The first office referral results in an incident report. Other intervention activities during the office referral require the student to practice the appropriate social skill and to make an apology to that teacher making the office referral. An office referral will most always result in a consequence which may be the loss of a privilege or other assignment deemed appropriate to fit the inappropriate behavior. The consequences for the second and subsequent office referrals will continue to increase in severity up to serving ISS days. Continuous in-school suspensions will lead to out-of-school suspension. Parents are informed by letter and/or call on every office referral. A conference with the principal may be required to help resolve the problem. A resource room is provided for students for extra help. However, there are times if a student is disrupting the classroom that they may be sent to the resource room. Whenever a student is out of control, the student may be placed in a room where they can cool down.

DISCIPLINE PLAN-HES

Below is the Horton Elementary School Discipline that accompanies our Rules/Behavior/Social Skills section.

Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Students are expected to be responsible for their learning and to behave in a positive responsible manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations will maintain the privileges of all school activities.

Students violating those expectations will be worked with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, tobacco, alcohol, drugs, theft, etc.) will be reported to the Horton Police Department or Brown County Sheriff's Department, in addition to disciplinary actions taken by the principal or administrative designee. Parents will be notified when these acts are reported. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, the student will be referred to the office.

Discipline HES cont.

Consequences for behavioral referrals may be recess or lunch detention, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. A report of the referral and consequence will be mailed to the parent/guardian. Possible consequences are described below.

Recess/Lunch Detentions may be assigned for some offenses deemed appropriate by the principal. The student would be expected to eat lunch in the resource room or designated room. They will serve their recess time in the resource room or another designated area.

After-School Detentions may be assigned from 3:30 - 4:00 p.m. **Parents/Guardians are responsible for providing transportation home.** Students are expected to bring course work or a book to read while serving detention.

In-School Suspension (ISS) is assigned by the principal for more serious offenses or in cases where the student has repeatedly been sent to the office and has already served recess, lunch or after-school detentions. The student will spend the time in the resource room and be expected to complete all assigned schoolwork for the day. A parent may opt to have their child serve an OSS in lieu of ISS.

Out-of-School Suspension (OSS) will be assigned for severe infractions or cases where a student has continual misbehaviors. Students are expected to complete schoolwork during the OSS period. Students who are out-of-school suspended are not to be on any USD 430 grounds, or at any school activity, during the duration of the suspension.

Expulsion or long-term suspension is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for expulsion are in accordance with KSA 72-890. Students who are expelled or long-term suspended are not to be on school grounds during the time expelled or suspended.

Behavioral Referral Record Keeping - Point System

Students will be given a moderate consequence before an office referral is administered unless it is an immediate office referral. Each office referral will have a consequence assigned to the student. The list of infractions below with suggested consequences will be a guide for the administrator. The list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration. Discipline consequence from bus conduct reports will be based on severity of violation.

(Two 15 minute lunch or recess detentions)

- Bus Conduct Report
- Cafeteria violation
- Cheating (1st) /Plagiarism
- Continually not following directions
- Dress Code Violation
- Hall Violation (loud/disruptive - After Previous Warnings)
- Inappropriate Behavior
- Profanity (not directed at a person)

(Three 15 minute lunch or recess detentions or ISS depending on circumstances.)

- Damage to school property
- Defiance of Authority
- Disruptive in class - ongoing
- Fighting (pushing, shoving, kicking, etc.)
- Inappropriate talk - ongoing
- Intimidation (Bullying)
- Leaving class without permission when angry
- Profanity in class/ Oral or Written
- Public Display of Affection
- Refusing a reasonable request/arguing
- Rude/disrespectful to staff
- Skipping one period, Extreme Tardy
- Theft – 1st (Minor)
- Unaccountable for whereabouts

Discipline Plan con't

(1-3 days ISS or OSS depending on the circumstances)

Cheating (2nd) /Plagiarism
Harassment (racial/sexual)/Bullying (1st time)
Inciting disruptive behavior
Leaving campus without permission
Profanity directed to staff
Skipping school without parent/guardian knowledge
Tobacco

Computer network violation
Hazing / Intimidation (1st)
Inciting a fight (disruptive behavior)
Pornography possession
Rude/Disrespectful to staff
Theft(2nd)

(1-5 days ISS or OSS)

Harassment (racial/sexual) /Bullying (2nd+)
Hazing / Intimidation (2nd)
Physical Altercations
Threats
Tobacco (2nd+)
Vandalism

(5 days OSS)

Fighting
Intimidation (2nd+)
Pulling Fire Alarm
Threat (2nd or Violent)
Violent act against students or staff

Automatic 5-10 days OSS with possible recommendation for long-term suspension or expulsion and law enforcement will be notified.

Alcohol
Criminal Statues
Starting a fire
Weapons Possession/Use

Bomb Threat
Illegal Drugs
Threats (3rd) or Violent

AUTHORITY of TEACHERS/STAFF

Students are expected to comply with requests of **ANY ADULT STAFF MEMBER** anywhere in the building, on school grounds, or at any school sponsored event including those held at other sites. Students who refuse to follow directions and/or are rude and disrespectful will be referred to the office.

SUBSTITUTE TEACHERS are considered an important member of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

ACTIVITIES

If children are attending any USD #430 school activity and are acting out (inappropriate behavior) the child's parents will be told to take care of their child. In the event their parent is not in attendance, the child will be supervised in a specified place and the parent will be called to pick them up.

ASSEMBLIES

Various school assemblies will be planned throughout the year. These are usually held in the Multi-Purpose Room. Students are expected to attend the assemblies as if they were classes. Students will sit with their class.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is non-verbal, verbal or physical behavior which is of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should discuss the alleged harassment with the principal, counselor or other certified staff member. Actions will be taken to see that the harassment is stopped and parents/guardians will be included in this discipline. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

HAZING/THREATS/HARASSMENT/INTIMIDATION/ BULLYING/MENACING

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, 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 parents or guardians of the threatened student through proper law enforcement channels shall deal with all threats or intimidation occurring off school grounds.

CHEATING/PLAGIARISM

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

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

ALCOHOL/DRUGS/TOBACCO

Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, in toxicant of any kind, tobacco or smoking paraphernalia and/or the improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances IS NOT allowed on any school property or at any school sponsored activity or event including those held at other sites (KSA 72-53 107).

Exceptions for School Sponsored Activities: All school-sponsored functions, including those held at sites other than the school, will all be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that will include all of the following:

- * parent notification;
- * law enforcement officials will be notified immediately;
- * suspension or expulsion; and/or;
- * exclusion from future extracurricular activities.

Drug dogs may be brought in, occasionally, for a building walk through to assure student safety.

WEAPONS POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way.** Laser pens, knives (of any size) and other objects that can cause injuries to others are not allowed at school or at any school event.

Possession of a firearm shall result in expulsion from school for a period of one calendar year or 186 school days. The superintendent may modify this on a case-by-case basis under the provisions of board policy.

As used in this policy, the term "firearm" means any weapon (including a starter gun) 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 such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

PROBLEMS- SEQUENCE FOR CORRECTING

1. Arrange for a meeting and/or contact the teacher involved in the issue.
2. If the issue cannot be resolved, contact the building principal
3. If the issue still cannot be resolved, contact the Superintendent
4. If the issue still cannot be resolved, contact the USD 430 Board of Education

HOMEWORK

Homework can serve an important purpose in the child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help the child develop work and study habits that will assist him/her through the school years. Some suggestions to parents regarding homework:

- 1) Ask the child if he/she has homework that day.
- 2) Be interested in your child's homework.
- 3) Remember that homework is the child's - not your's!
- 4) Help your child set a regular time for homework.
- 5) Provide the child a quiet place for study.

LATE WORK

It is the student's responsibility for completing and turning in all homework when due. Teachers will make known the due date when an assignment is given, so that the date may be written on the student's work. Students are expected to turn in completed assignments on the date as determined by the teacher. Failure to personally turn in assigned work by the end of the day when due will result in the student receiving a 20% reduction for each day the assignment is not turned in. Students who have an unexcused absence due to ISS or OSS may receive up to 75% credit for any assignments during the absence. Students with excused absences will receive 2 full school days of make-up time for each day/class absent.

No credit will be given for outstanding assignments if they have already been returned to the students or after the corresponding unit test has been taken. If assignments are not turned in after the completion of make-up time, 20% reduction per day will be given. Extended illnesses of 1 week or more will result in the teacher assigning a reasonable deadline for completion of make-up work without penalty. If assigned make-up work is turned in after this deadline, the student will receive no credit.

BREAKFAST AND LUNCH PROGRAMS

Breakfast and lunch programs are currently available at school. A half pint of milk is furnished as a part of each meal. If your student desires more than one carton of milk with his/her breakfast or hot lunch, or wants milk with his/her sack lunch, the student may purchase an extra milk.

The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for meals and use their account number in serving line. The Infinite Campus system of meal and milk accounting will be used. Students will need to make a minimum purchase equivalent to ten meals, in advance, if they plan to participate in the lunch/breakfast program. Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc.

Meals can be purchased each morning prior to school or at the end of the school day in the office. Students are requested to not purchase meals in the daily serving line. Students will not be allowed to charge meals. If, because of your financial situation, paying for meals is a problem, free/reduced meal information is provided at enrollment and at the office for those wanting to apply.

INSURANCE

Starting with the 2001-2002 school year, USD 430 decided **TO NOT** purchase accident insurance to cover all student injuries incurred by children at school.

USD #430 encourages all families to have accident insurance on their children prior to participation in any sports or school-sponsored activity.

Insurance for Students Involved in KSHSAA Activities

The State of Kansas enforces guidelines which state that all who participate in Kansas State High School Activity Association activities must be covered by insurance through the KSHSAA. Therefore, USD #430 athletes are covered by insurance through the KSHSAA for injuries costing OVER \$10,000. Injuries costing anything less than this will be the responsibility of the parent/guardian.

Insurance for Students Involved or Not Involved in KSHSAA Activities

Those parents/guardians whose students are not involved in KSHASAA activities may secure accident insurance to cover injuries incurred at school in the following manner.

1. Health Wave:

Gain insurance through the State of Kansas, "Children's Insurance Plan" called Health Wave. This plan is handled through SRS. Brochures will be available at enrollment with detailed information, what is covered, and how to apply.

2. Own Insurance Plan:

Secure insurance coverage through the parent's present insurance policy. Parents need to contact their own insurance agent.

Insurance cont.

Brochures covering these plans and other options will be made available at enrollment with detailed information on what is covered and the cost of the premium. If you have an insurance plan with **HIGH DEDUCTIBLE or LIMITED BENEFITS**, or if you **HAVE NO INSURANCE ON YOUR CHILD**, we **ENCOURAGE** you to review the student insurance program that is available on a voluntary basis.

GRADING AND REPORT CARD

The school year will be divided into two semesters, each consisting of two grading periods. Grades will be issued to parents after the close of each grading (quarter) period.

Teachers consider individual pupil talents, abilities, and interest levels when evaluating the students. An attempt is made to emphasize positive factors in performance. Academic progress according to each student’s ability, quality of performance, and effort on the part of the student should be prime considerations of student evaluation.

Insofar as the early years, formal education is primarily concerned with the acquisition of basic skills rather than the gaining of knowledge of particular subject matter areas. Methods of reporting pupil progress to parents will vary. In Kindergarten, the report shall consist of marking the progress of the child on the basis of whether designated emotional, social, and intellectual tasks are achieved. Marking by Satisfactory or Unsatisfactory and meeting the Kindergarten Standards.

Student progress in the first and second grade, shall be evaluated for all areas on the basis of Satisfactory, Improvement is Needed, Unsatisfactory.

Grading System

In grades three and four, progress in art, penmanship, music, physical education, and health shall be measured as being Satisfactory, Improvement is Needed, or Unsatisfactory. Letters of A, B, C, D, or F will designate progress in reading, mathematics, language, social studies and science. Letter designations for grades are: A for superior work, B for good work, C for average work, D for poor work - barely passing, F for failing work. The teacher shall use the following letter grades and percentage-scale:

LETTER GRADE	PERCENTAGE	INTERPRETATION
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 or below	Failing

Any subject matter grade which is based on a modification or adaptation of the regular objectives and/or expectations of all students at that grade level shall be so designated as “modified/adapted curriculum” and be signified with an (*) next to the letter grade.

PROGRESS REPORTS AND REPORT CARDS

Report cards will be completed at the end of each quarter. The first and third quarter report cards will be sent home to parents/guardians with the student. or can be obtained from the Parent Portal. Report cards will be mailed to the parents/guardians or can be obtained from the Parent Portal at the end of the second quarter and at the end of the school year.

Mid-quarter progress reports will be mailed home at the five-week point each quarter for students with below average grades. This allows parents to be informed of their child’s progress and serves as a check point so remediation can be made as needed. Parents are urged to call or meet with their child’s teachers anytime throughout the year as concerns arise. Parents can access student information by network through the Parent Portal. (You will have to get the student number through the school.)

MEDICAL HOMEBOUND INSTRUCTION

In the event a student, for medical reasons, is unable to attend school, arrangements can be made for the district to provide a homebound teacher to work with the student. An application must be completed and returned to the school counselor including verification from the doctor of diagnosis and estimated time necessary.

HONOR ROLL

At the elementary school, we do not have an honor roll. Students who qualify are recognized for academic excellence by the Presidential Academic Awards program for students exiting the fourth grade.

CONFERENCES

Parent-Teacher Conferences will be scheduled during the 9th week for the 1st and 6th week for the 3rd grading periods. Parents/guardians who would like an additional conference with a teacher at other times should make arrangements for a time and date. Teachers, principal, or counselor may also request that parents come in anytime there is a student concern.

RETENTION POLICY

In the event that retention of a student in the same grade for the next year is a consideration, the teacher will discuss that possibility at the regularly scheduled spring parent/teacher conference. Before May 1, the parent, teacher resource team or grade level team will decide on retention. If parents disagree with the committee recommendation to retain the child, a conference of all staff involved in instruction of the student will be held. This conference will review pertinent data involving retention.

The parents may appeal the conference decision to the U.S.D. #430 Board of Education for a hearing on the decision. The parents must contact the Clerk of the U.S.D. #430 Board of Education within 10 days from the date of the conference with the school staff involved with the student's instruction. The notification to the Clerk of the Board must be in writing and must state the purpose of the request.

The U.S.D. #430 Board of Education will hear the request of the parents within 30 days from the day the clerk was notified. The Board may wish to conduct the hearing at a regular or special meeting.

The building principal shall provide copies of the most pertinent data for the Board and the parents. The building principal and teacher(s) may be asked to explain and review the data presented.

Retention Criteria

The following criteria will be used in considering retentions:

1. Classroom Performance/Academic Achievement
2. Student Attitudes/Work Habits
3. Testing (achievement test, competency tests and other testing considered essential) and/or data from special services
4. Maturation levels (physical/social/emotional)
5. Attendance patterns
6. Potential benefit/success for the student
7. Previous retention
8. Grade level guidelines/objectives
9. Extenuating circumstances, if any

Timeline for retention

Prior to the end of the 3rd grading period, teachers will have communicated learning difficulties to the parents via progress reports, supplemental progress reports, conferences, etc.

By the end of the 3rd grading period, teachers are to make recommendations in writing, to the principal, of possible candidates for retention.

The principal will send a request by certified mail to the parents requesting them to contact the school to schedule a conference with the teacher(s) and principal to discuss grade placement.

A final conference between the parents, teacher(s), and the principal will be scheduled between April 15th and May 15th.

TESTING

Standardized assessments are part of the overall testing program of the district. The Kansas Assessments are required to be given and specific to subject areas. Identified groups of students will be scheduled to take assessments in the areas of Social Studies, Reading, Writing, Math and Science as required by the state. The school also implements other formative measurement programs, which monitor student progress and achievement based on the curriculum taught. These other measures assess progress in math, science, language arts and social studies. Parents and students will be notified in the USD 430 newsletter of testing dates and times.

Students, grade K-12, may be referred by the teacher, principal, or parent for testing and screening in determining eligibility for special education programs. This testing is performed by the Brown County Special Education Cooperative.

COUNSELOR/GUIDANCE

The counselor (guidance) is available in the elementary school. The counselor serves as a resource for students, teachers, and parents in helping to solve student educational behavior problems. The student/parents should familiarize themselves with the services which are available to them. These services include assistance with education planning, interpretation of test scores, helpful study guides, solving behavior problems and/or any questions of situations that the students/parents feel they would like to discuss.

SPECIAL SERVICES

Horton Elementary is recognized as a "schoolwide project" for Title I. Any student may receive assistance or support as needed. Special Education Services are offered by the Brown County Special Education Cooperative for students with needs in the areas of speech and language, learning disabilities, mental retardation, behavioral disorders and other handicapping conditions. Title I and special education, classroom and special area teachers work together as a School Improvement Team to best meet the needs of all students in the school. Each member of the School Improvement Team is assigned a grade level to which they give support and assistance. Each resource teacher works closely with the teachers in that grade level to determine student needs, strategies to best meet those needs, and implement IEP objectives. Qualifying students are served within the regular classroom if at all possible, but may also work in small groups or one-on-one with resource teachers.

Services are also provided for gifted/talented students needing an enhanced curriculum.

JOM (Johnson O'Malley) tutoring is available for Native American students qualifying for this service.

ACCESSIBILITY

Students with physical handicaps or severe medical conditions will receive accommodations necessary for them to complete their education at HES. Persons in need of special arrangements should contact the principal. Teachers and/or students will be assigned to assist those students who need help exiting the building during fire and tornado drills/emergencies.

STUDENT IMPROVEMENT TEAMS

Grade level teams serve as Student Improvement Teams at Horton Elementary and meet regularly to discuss concerns and strategies. Grade level teams may determine the need for further testing by special education staff. Parents will be notified of any recommendation for testing. Students will only be tested if parents have given permission by signing the proper forms. A meeting will be held with the parents and teachers to determine if the student qualifies for special education services.

LIBRARY SERVICES

The HES Library Media Center is available to students during the school day. The purpose of the library is to provide students with the resources to enhance academic and personal growth efforts. To provide orderly service in the library it is necessary to have the following regulations.

- 1) No material should be taken from the library unless it is properly checked out from the circulation desk.
- 2) All books, except reference books, are to be checked out for two week periods and may be renewed for an additional two weeks. Reference books are not taken from the library without permission from the librarian.
- 3) Students are expected to maintain a quiet learning environment and will be asked to leave if this standard is not met.
- 4) Fines for overdue books are not assessed. However, if a book is not returned within a reasonable length of time, the book will be considered lost by that student. If a student loses or damages a book, a charge will be assessed according to the type, age, condition and replacement cost of the book.

COMPUTER/E-MAIL POLICY

If students are given a computer network account at the start of each school year, they must receive instruction, pass a written test, and return the written parental permission slip to the librarian before access to the Internet is granted. Violations of the computer/internet policies will result in disciplinary action up to and including loss of computer privileges and/or suspension from school.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems 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 suspension from school.

PARENT-TEACHER ORGANIZATION

South Brown County USD #430 has an active parent-teacher organization which meets regularly throughout the school year. The purpose of the organization is to bring parents and teachers together and to provide support for the schools. The PTO is involved in several fund raising activities which serve to provide additional monies to the schools for projects, etc.

NURSE AND MEDICATION ADMINISTRATION

A school nurse is available to assist with health concerns as needed. Please feel free to contact the school nurse with concerns. Minor first aid can be obtained from the school nurse or through the office.

It is the opinion of the State Board of Health, the State Dept. of Education, the Kansas School Health Advisory Council and the board that the public school never provide students with medication. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses.

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

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical practitioner.

The medication shall be examined by the school nurse administering the medication to determine in his/her judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical practitioner.

Guidelines for medication administration in USD #430 will be handed out during enrollment as a separate handout.

EMERGENCY PROCEDURES

In case of an emergency, school personnel will make every effort to protect students and insure safety. In general, civil defense authorities discourage parents coming to the school building during an emergency to get their child because of the confusion that could occur. Likewise, patrons should not try to telephone the school as the telephone needs to be available for official use.

Emergency Procedures for students with Special Needs

Students with special needs assigned to a para-educator attending regular classrooms will follow the exit procedures of that particular classroom. The para-educator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their Individual Educational Plans (IEP). These procedures will also be made available in the school office. Classroom teachers are responsible for the students with special needs in their classroom who do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

- * The classroom teacher of the individual student shall be the person responsible for the safe exit.
- * Temporarily impaired students attending class will be the responsibility of the classroom teacher.
 - * After exiting the building, the students with a mobility impairment are to report to the designated meeting place east of the elementary building.

Faculty and support personnel shall be informed of the students with mobility needs at faculty meetings or by e-mail, as changes occur. All personnel will receive a copy of the procedures. Students with mobility impairments place a heightened responsibility and awareness for the classroom teacher.

Fire Drills

We have a fire drill every month. The signal for a fire drill will be by the fire system alarm. Maps are located in each room showing procedures for exiting the building and designated meeting areas assigned outside and away.

Tornado Drills

Tornado drills will be held a minimum of three a year. The regular school bell with a broken ring, as well as a p.a. announcement will indicate a tornado drill. A map of shelter is posted in each room. The Multi-Purpose Room is the designated tornado shelter. Students will be instructed by the teacher of the proper safety procedure.

Crisis Drills

Crisis drills will be held a minimum of twice a year. The crisis code will be announced on the PA system. The staff and students will then follow procedures for the specified code given.

DISMISSAL DESTINATION

Parents and/or guardians are to submit a signed and dated note to their child's school office by 1:00 p.m. of the day they are requesting a change in their child's dismissal destination: by bus, pick up and/or walking.

Phone calls requesting a change in dismissal destination will be accepted on an "Emergency Basis Only". All parents/guardians will receive an "Emergency code number" for their child during enrollment. This emergency code number must be given to the secretary if dismissal destination is to be allowed by USD #430. These emergency request phone calls must be made by 2:00 p.m.

This policy is based on the safety of children in USD #430.

STUDENT CODE NUMBER

Each student in USD #430 has been assigned a student code number. These code numbers are used to help prevent unauthorized people from picking up children/students at our schools. Your child/student has been issued a student code number during enrollment. You must use this student code number when you allow someone other than yourself, to pick up your child from school. If you are a new face to our district, we may ask you for the student code number if you pick up your own child/student. Thank you for your support on using this number. We don't want the wrong person picking up your child.

SCHOOL CLOSING OR BUS SCHEDULE ANNOUNCEMENTS

In the event of school cancellation due to inclement weather, information will be available on the following stations:

Radio TV

KAIR	93.7 FM		
KNZA	103.9 FM	WIBW	TV-13
KMZA	92.1 FM	KSNT	TV-27
KLZA	101.3 FM	KTKA	TV-49
KTPK	106.9 FM		

94 Country

WIBW Radio 580 AM

If school is cancelled during the school day, all activities will be canceled for the remainder of the day.

BUS RULES AND REGULATIONS

All passengers will behave appropriately and safely while riding on a school bus. Behavior which prevents drivers from doing their job or preventing other passengers from having safe transportation will not be tolerated. The following regulations are applicable to all passengers transported on regular and activity routes. The bus driver is responsible for maintaining a safe, disciplined bus on regular routes and the activity sponsor or coach is charged with the responsibility for having a disciplined bus on activity trips.

Passengers who do not observe the rules of bus conduct to the satisfaction of the driver/sponsor/coach may be denied the privilege of bus transportation. The driver/sponsor/coach shall advise the passenger of the misconduct and ask the passenger to modify his/her behavior. If the passenger not respond, the driver/sponsor may issue a Bus Conduct Report. A bus conduct report may be issued immediately if the violation is severe enough. Short term or permanent suspension from riding the school bus may be necessary if the student does not comply with conduct rules.

CONDUCT RULES

1. The driver is in charge of all passengers on the regular bus route. Coaches and sponsors will be in charge of passengers to and from activities.
2. The passenger may select a seat: with boys sitting on one side of the bus and girls sitting on the other side. The driver has the authority to assign seats on a temporary or permanent basis as necessary. Boys will sit on one side of the bus and girls will sit on the other side.
3. Passengers must be on time, and driver must make every attempt to have a regular schedule.
4. Passengers must not stand in the roadway or street while waiting for the bus.
5. Unnecessary conversation between the driver and passengers is discouraged. Passengers shall not talk in a loud voice or otherwise distract the driver's attention.
6. Passengers shall not litter, write on or damage the bus in any way.
7. Passengers will keep all parts of their body and all objects inside the bus.
8. Passengers are to stay in their seat while the bus is in motion. Passengers must face the front. No standing or changing seats. No laying across seats.
9. When leaving the bus, passengers must observe the directions of the driver and if the road must be crossed, the passenger shall cross in front of the bus after making sure the roadway is clear.
10. Passengers shall be responsible for the seat space they occupy. Seat covers shall not be defaced or cut. The driver will inspect the bus for damage.
11. The aisles, windows and emergency exits will be kept clear.
12. Passengers will not use profanity.
13. Passengers will not make rude gestures.
14. Passengers will keep their hands, feet, and objects to themselves.
15. Animals or insects are **not** allowed on the bus.
16. No food or beverage on bus (unless prior approval by principal for activities). No food or drink will be consumed while the bus is in motion.
17. Bus drivers are not responsible for articles left on the bus. Check with the school for lost articles.
18. No weapons are allowed on the bus.
19. Cell phones, CD/MP3 players and/or headsets, personal electronic game systems, cameras, tape recorders, toys, etc. are not allowed on the bus (unless prior written approval by principal for activities). If these items are approved, they will not be used while bus is in motion.
20. Book bags, equipment and musical instruments will be kept in the seat with the passenger if possible.

Conduct Rules continued on page 21

BUS RULES and REGULATIONS con't

21. **Due to safety concerns on after school or late routes, if a student is locked out of the house, the driver will take the student to the HORTON POLICE DEPARTMENT to be pick-up by the parent/guardian.**
22. No large objects or other potentially hazardous objects will be transported on the school bus that might cause an obstruction to the bus driver's vision throughout the school bus. Examples of these objects are large classroom or vocational projects, large balloon arrangements, etc. The parents and the student will need to find other ways to transport these objects from school to home. Large balloon arrangements sent to school WILL NOT be transported home or to activities on the bus.
23. Two cameras front and back are located on each bus to record all activities while bus is in use.
24. One side of the bus will exit at a time. (The sides will rotate during the school year.)
25. Passengers will exit seat by seat. This will provide extra control.
26. Seats may be assigned by the driver/coach/sponsor.
27. Bus tapes will be reviewed during the week.
28. Drivers are encouraged to write disciplinary bus referrals if warranted.
30. All rules will be enforced to insure bus safety.

Daily Consequences for the Bus

1. Verbal warning on the first occurrence.
2. Move student on second occurrence.
3. Write a student discipline slip.
4. Automatic suspension for the fourth occurrence on the same day.

Referring to any passenger behavior on the bus: If the driver saw it, it happened. If a passenger chooses to violate the bus rules a Bus Conduct Report will be issued.

Bus Conduct Rule Consequences:

1. The first "bus conduct report" is a warning. It must be signed and returned to the driver in order for the student to ride the bus.
2. The second bus conduct report will bring a 3 day suspension from riding the bus and will result in an office referral.
The conduct report must be signed by the parent/guardian and returned to school. A meeting may be held with the parent/guardian, driver, transportation director, and principal.
3. The third bus conduct report will result in a 5 day suspension from riding the bus and will result in an office referral.
The conduct report must be signed by the parent/guardian and returned to the driver or school. A meeting may be held with the parent/guardian, driver, transportation director, and principal.
4. The fourth bus conduct report will result in suspension from riding the bus up to the remainder of the school year. A hearing with the principal, transportation director, driver, parents/guardians, student and superintendent may be held.

During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused.

Severe Clause:

When it is the opinion of the driver that the passenger is in physical danger or causing physical danger to other passengers or the driver, the severe clause may be directly put in place.

1. The driver will call for assistance using the radio.
2. The bus will be parked in a safe place.
3. The passenger will be removed from the bus.
4. The passenger will be taken to his/her destination by another means of transportation.
5. The bus riding privilege will be suspended for a period to be determined, not less than 10 school days.

The severe clause supersedes the above four bus conduct rules.

HALLWAY BEHAVIOR

Students should maintain orderly behavior between classes and during lunchtime. Horseplay, loud talking or running will not be tolerated. Students should remain in the classroom during class time with few exceptions. Students leaving during class time for legitimate reasons must have teacher permission.

DRESS CODE/ STUDENT DRESS

Students at HES are expected to dress in a manner that is appropriate and non-distracting to the school environment. Students **will not** be allowed to wear clothing which would lead school officials or others to reasonably believe that it is gang related by written comments, emblems, design, etc., disrupts or interferes with the school environment or activities, presents a physical safety hazard to themselves or others, or creates an atmosphere which others would feel pressure, intimidation or threat of violence.

The following dress code will be followed when at school or attending school-related activities:

1. Hats, head-coverings, sunglasses, or similar items shall not be worn in the building.
2. No spaghetti, thin-strap tank tops (including low-cut under the arms, front, or back) or dresses may be worn without an accompanying concealing garment. Underwear must not be visible.
3. Short shorts or skirts are not acceptable.
4. Wearing see-through, backless, halter-type, or revealing clothing is not allowed.
5. All clothing and accessories that advertise alcohol or tobacco products, illegal drugs or sexual related messages or pictures are not allowed at school.
6. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (No sagging).
7. Shirts, sweaters, blouses must meet the top of the pants or skirts. No “midriffs” are allowed.
 8. Students may not wear chains or similar items from their clothing. Chains that are worn as jewelry must be appropriate and non disruptive to the school/classroom.
9. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
10. Students must wear shoes at all times.
11. Heavy, “outdoor-wear” coats must be kept in lockers or hangers in classrooms.
12. Any apparel that can be construed as gang related will not be tolerated.

Students in violation of the dress policy will be asked to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. Repeated infractions will result in further disciplinary action by the principal or administrative designee.

BUILDING AND PROPERTY

We are proud of our building and grounds. Please take care of them. Students are expected to care for the school building and materials as if they were their own. Trash should be thrown in the provided trash cans. Damage to school property will result in the student making restitution and may be reported to the law enforcement.

Posters, signs or any other items of information that need to be placed out for students to see has to be approved by the principal in written form who will also determine the best placement in the building for the information. Any unauthorized signs, posters, or other items placed in hallways without permission will be taken down.

BIRTHDAYS AND TREATS

Students may have treats only during specific times. These times may be when students observe birthdays and share treats with classmates, and/or at other times for other purposes as determined by the teacher. The treats will be consumed at school and not taken on the bus.

Chewing gum and/or eating candy is not permissible during the school day with the exception of those times as determined by the teacher. The use of any form of candy as a substitute for cough drops by a student will be disallowed.

PARTIES AND GIFTS

School parties are conducted in the homerooms. These consist of Halloween, Christmas, Valentine, and end of the school year parties. Homeroom parents assist teachers with all parties except the Christmas Party. Children's costumes for Halloween should be free of 'blood and gore'. Also, no knives, swords, guns or weapons, etc. (toy or real) are allowed.

Homeroom teachers will be asking their students for a party fee which is turned over to the homeroom parents to help defray some of their costs for the parties. Fees are to be determined by the homeroom mothers and teachers at each grade level.

Any out of school party invitations or individual gifts from classmates will not be allowed to be handed out at school.

Balloons and gifts may be delivered to the school by parents or visitors. However, they will not be delivered to classrooms. Students will need to pick up the balloons/gifts from the office at dismissal time.

PLAYGROUND REGULATIONS

All students using the playground are to follow rules and regulations as set forth below. This also includes any other additional instructions and/or directions that are reasonable which are set forth by consensus by those charged with playground supervision. Changes in rules are to be determined by the resource team. However, these rules are guidelines and suggestions. They do not supersede common sense judgement that must be exercised by those charged with supervision. Common sense is that basic consideration which places priority with student safety.

Children are not to use balls, bats or other loose equipment before school in the morning. Loose equipment may be used at play periods, during the lunch hour, and naturally at recess. Balls should be played with away from the building so the balls will not be thrown on the roof.

Playground equipment is for play. The rules are made for use of such equipment are to prevent injury and as such are general, because what may be dangerous for one age group might be acceptable at another age.

A swing should be used by only one person at a time. Students are to sit straight and upright in the swings. Students are not to stand on the seat. When the chains appear to get loose - at the apex of the swing - then the student is swinging too high. Students are not to play in front of and behind the swings.

The slide should not be used for playing tag and/or other activities determined to be dangerous by the supervisor. Only one child at a time is permitted to go down the slide (seated and facing forward) with only one on the ladder waiting to go down. Hands off the guard rail when sliding down. Legs and feet are to be in the slide. No rocks or gravel on the slide. Students should not stand or walk on the tall slide.

Jump ropes are used in a variety of ways for play. Using ropes for hoisting, or tying, particularly about the neck is prohibited.

Children should be restricted from using high bars for activities the supervisor in charge deems unsafe.

When playing on the climber, the children are to be warned about their feet slipping and possibly resulting in their face hitting a bar and causing injury to the mouth, teeth, head, etc. All children are to use "all fours" at all times when climbing on the apparatus. Games of tag and hangman in, on, or around the climber are prohibited. The area inside the climber should be kept clear, however, older students may drop to the ground in this area. In doing so the child needs to vacate that particular area immediately. No hanging by the knees from the dome or the monkey bars during the early morning bus supervision time and at the noon recess at those times when two or more grade levels are on the playground at the same time.

Students are not to pull each other down by grabbing ankles etc. No jumping off the dome from the outside of the dome. Grades 3 and 4 may hang from their knees on the dome from the lower bars - never from the high bars - and only when carefully monitored and when sufficient cushion from falls is present. Students in grades K, 1, & 2 should not be hanging from the dome at any time.

Students shall not sit, crawl, or walk on top, or make flips off the top of the monkey bars. Arms, legs and ankles are not to be pulled by others.

Chinning bar activities are limited to pull-ups, chin-ups, and hanging by knees on the lower bar by grades 1 & 2 and on the high bar by grades 3 & 4. Spinning and crawling along the bars is disallowed.

Children should not go "over the hill". They are to stay in sight of the supervisor. The playing around or between parked cars is not permitted. Boys and girls should only leave the playground area after obtaining permission from the supervisor on duty and respond immediately when the bell rings by getting in line before going in.

The following is prohibited: 1) softball and kickball games on the concrete areas regardless of weather conditions, 2) any form of hardball, 3) aluminum bats for softball games, 4) any form of snowball throwing, and 5) purposefully walking or running in any area that is muddy and/or snow covered.

Limit of no more than two students at a time on the barrel roller. Students are not to crawl under it. Safe play in the pea gravel is permitted. Running, jumping, sliding in pea gravel needs to be monitored so that the activities are safe from injury.

FIELD TRIPS

Field trips can be a very worthwhile learning experience for children if properly planned. **TRIPS OUT OF TOWN INVOLVING BUSES WILL BE LIMITED.** Parents will be notified of the forthcoming field trip on an appropriate form. Parents are required to sign the form to enable the student to participate in the field trip. The signed form is to be returned to the school by the designated date prior to the day of the field trip.

Field trips are a privilege provided for all students within the Horton Elementary School. However, if a student consistently chooses not to follow the classroom and/or school rules, they will be required to demonstrate good behaviors over a specified amount of time to earn the privilege of participating in the planned field trip and/or special school activity. Students are representing our school and community as a whole during these outings. We have to be assured that students are aware of the expectations/rules and have demonstrated throughout the school day year that they will abide by rules set in place, for different events as they occur. If a student does not receive or earn the privilege of participating during a planned field trip or activity, they will not be in attendance for the day and will be counted as absent.

Arrangements may be made for alternative transportation after games or events when:

1. Parents or guardians may sign the signature sheet at the event and make personal contact with the teacher or principal that they will be taking their student home.
2. A student may be released to an immediate family adult member (adult siblings, parents/guardians, grandparents) or adult family friend after the event, if and only if, the parent/guardian has sent prior written approval to the coach and principal before leaving school property to travel to the event or game. The said relative or family friend will still be required to make personal contact with the teacher or principal at the game/event and sign the student out on the signature sheet provided by the district.

BICYCLES

Students may ride bicycles to and from school. Bicycles are to be parked in the bicycle racks and locked. This is the responsibility of the bicycle owner. Bicycles should be walked by students while on school grounds. The school is not responsible for lost or damaged bicycles.

TOYS

Parents are encouraged to have children leave personal toys (electronic games, cards, etc.) at home except in special circumstance when such is permitted by the teacher. The school will not accept responsibility in case of loss or damage of personal toys. In most cases, the child will not be allowed to play with his/her own toys while at school.

Toys are not allowed at school unless they are brought with the permission of the teacher. Toys may be brought to school if they are to be taken to Day Care or Child Providers after school, but only with the permission of the teacher and if they are left in the child's backpack during the school day.

LOST AND FOUND

The school is not responsible for lost items. Students may check the lost and found box in the office for items they are missing. Students are encouraged to turn in any item found not belonging to them.

ANIMALS AT SCHOOL/PETS

Students are not allowed to bring animals/insect farms to school without permission from the principal. Pets, insect farms, insects, or animals of any kind may not be transported on busses. No pet mascots. No pets/animals at school activities unless approved..

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals are not to be transported on school busses.

Dogs on the playground create a problem. They can also be dangerous. We ask your cooperation during school hours in keeping your pets at home. If necessary, they will be removed from the school premises by city officials. Please refer to the city dog leash ordinance.

TRAFFIC

The adults and staff at the elementary school continually strive to provide a safe environment for your children, the students. Please refer to the inserted drawing and information regarding directions for parents to pick-up and drop-off their child and for the loading and unloading of buses. Please note the designated NO PARKING areas and exits to insure the flow of traffic to be safe for all vehicles.

HES - Traffic Control

To insure the dropping off and picking up of our students as safely as possible, the following procedures need to be adhered to.

(A) Parking Lot

- * The area in front of the school has been designated as the dropoff and pickup area for students delivered or picked up by vehicle. Please come in the middle entrance drive and exit through the far west drive. There will be no parking in the inside lane as we need to keep this open for handicapped and emergencies. In the mornings, students may be dropped off in this lane, but cars should not park there and be left unattended. When waiting for students after school, with leaving the inside lane open, there should still be enough room for three rows of cars to park waiting for students. The first cars coming in the lot should pull up as far as they can so that we can get as many vehicles into the lot as possible. When waiting, vehicles should not be left unattended. Vehicles should not block the sidewalk going south to the street. When parking in this area to pick up students, students will be crossing in front and behind parked vehicles in order to get to parents' cars or walk to the south across the sidewalk. So extreme caution is necessary.
- * Cars are not to park in the west parking lot as this is reserved for our service personnel and we cannot have cars going over the sidewalk as students are leaving or entering the school.
- * Walking students, if not crossing on the sidewalk to the south or walking east of the school, will be exiting the school on a sidewalk that goes to the west.

(B) Parking Lot

- * Handicapped, visitor and staff parking has been established in parking lot (B).
- * Handicapped parking places has been established on the north side of the east parking lot closer to the school.
- * Visitor parking spaces are located on the south side of this parking lot.
- * Staff parking will be in the remaining parking spaces on both the north and south side of the east parking lot and on the east side of the far east parking lot. The vehicles in the east parking lot will exit through a exit only driveway at the west end of the east parking lot. People parking in the far east parking lot can enter and exit through the far east driveway. (No one should be leaving the east or west parking lots at school during school dismissal times.) Please refer to the map below.

(C) Parking Lot

- * Busses will load and unload in the far east parking lot (C).
- * The students will exit the school and go down the north walk to the east. The busses will come in the far east entrance, turn around, drop and pickup the students on the west side of the lot and exit through the same driveway.
- * C parking lot will also have parking for staff and visitors on the east side of the parking lot.