

Welcome
to
Central Heights
Elementary

2010-2011

Central Heights USD 288 Board of Education voted in June, 2005 to make our school district a tobacco free district. We are asking all patrons to refrain from using any and all tobacco products while on school grounds effective at the beginning of the 2005-06 school year. We thank you for your support on the issue.

General Information

Please call these telephone numbers if you wish to visit with any of the following:

Elementary School Office -785-869-3355, ext 301

Elementary Principal	Buddy Welch	ext. 305
Elementary Counselor	Kent Schulte	ext. 311
School Nurse	Sandee Meyer	ext. 204

Middle School Office -785-869-3355, ext 101

Middle School Principal	Buddy Welch	ext. 105
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Secondary School Office - 785-869-3555, ext. 401

High School Principal	Tom Horstick	ext. 405
Secondary Counselor	Linda Allen	ext. 403

Superintendent's Office - 785-869-3455

Superintendent	Jim White	ext. 205
Clerk of the Board	Jerrica McCarty	ext. 201
Food Service/Deputy Clerk	Dawn Burns	ext. 207

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Principal Message

Please take time to review and discuss this handbook so that all family members become aware of our educational offerings and challenging experiences available to our elementary students. Keep in mind that these policies and guidelines are subject to change throughout the school year and will remain consistent with the official policies of the Central Heights USD 288 Board of Education.

I hope that you will feel free to stop by the office if you have any questions or concerns regarding any of the policies and procedures. If you have any suggestions or would like to volunteer at the school, please let us know and we will be happy to assist you in helping us to make this the best school possible.

The school directory, which includes students and staff telephone numbers, will be published in September. This is a valuable resource to allow us to keep you informed of your child's progress in school. If you would prefer to keep your number confidential, please notify the school office by August 27th or it will become public information.

We have great students and parents at Central Heights. We want to continue to build that relationship and expand on what we have accomplished. This is truly a team effort to help your child become successful in school. When we work together only good things can happen. My door is always open and I look forward to working with you and your students this year.

Sincerely,

Buddy Welch
Principal
Central Heights Elementary School

2010-11 Board of Education Members

Gene Schaefer President
David Mitchell Vice President
Ron Sluder
Jack Davis
Rick Pryor
Kevin Tooley
Angie Wiederholt

Jim White, Superintendent
Jerrica McCarty, District Clerk
Dawn Burns, Director of Food Service

2010-11 ELEMENTARY FACULTY AND STAFF

Buddy White, Principal
Linda Douglas, Secretary

Preschool: Jean Mace-PA

Kindergarten: Beth Hixon-KA, Linda Prigel-KB

First Grade: Linda Horstick-1A, Shelly Markley-1B

Second Grade: Lisa Fangman-2A, Becky Burks-2B

Third Grade: Linda Horstick-3A, Chad Wheat-3B

Fourth Grade: Tara Peters-4A, Stephanie Cutburth-4B

Fifth Grade: Erin Coffman-5A, Kelly Shepherd-5B

Art-Ruth Jansen; Title I Reading-Katherine Austin; Title I Math-DeLayna Schooler; Elem Librarian/Reading- Shanna Richards; Computer/VPL Lab-Karrie Matile; Elementary Counselor-Kent Schulte; Gifted- Amy Ray; Special Ed. Interrelated-Katie Riemer; Music-Christina Gilley; Band-Katie Wasser; Nurse-Sandee Meyer; P.E. and Healthy Living- Ann Bowen; Tech Coordinator-Bob Stegner; Psychologist-Dan Folsom; Speech-Roxy O'Dea; Paraeducators; Daisy Patterson, Julie Schulz, Lea Stegner, Theresa Thoele, Sheila Carlson; Copy Room-Marva Katzer; Food Service-Debbie Horne, Debbie Kimball, Melanie Dionne, Barb Pryor, April Fisher-Lickteig, Glenda Johnston, Stephanie Hamblin; Maintenance/Custodial: Rick Adkinson, Lavonne Franks, Kenny Teter, Deb Horne, Barb Short, Theresa Hudson, Charlie VanWie, Vance Johnson,

MISSION STATEMENT

The Central Heights Elementary mission is to help students master basic grade level skills. Students will be challenged to become responsible individuals who exhibit positive attitudes, healthy self-esteem, respect for others, and enthusiasm for learning. This will form a basis for becoming productive citizens.

ORGANIZATIONAL STRUCTURE

Central Heights School District is organized with an elementary school, grades preschool through fifth grade, a middle school with levels sixth, seventh, and eighth and a high school, grades nine through twelve. This educational facility and its classes are designed for the sequential process of learning. Activities are planned throughout the year to enhance positive growth in social, emotional and physical well being of students. The elementary school is organized primarily in self-contained classrooms. We have one preschool class this year. There are 2 sections for all grade levels. The district employs 52 certified teachers, 3 administrators, and 30 classified personnel (excluding contracted bus drivers). There are also 14 staff members in the building contracted through the East Central Kansas Special Education Cooperative of which Central Heights is a member school. Special education programs are available to students with special needs that include: Learning Disabilities, TMH, EMH, Behavior Disorders, Occupational Therapy, Speech and Gifted Education. Title I Reading and Math are also academic interventions offered to students.

DISCRIMINATION POLICY

U.S.D. 288 - Richmond, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact Jim Reece, Superintendent of Schools, 869-3455, ext. 205.

THE IMPORTANCE OF BEING POSITIVE

Much has been said about the power of positive people. The research is clear; when we expect the best, we are more likely to get it. When we set high expectations for students and reward good behavior we are much more likely to see students doing good things for themselves and for others. At our school, believing in ourselves is the first step toward success. The staff believes that when students see themselves succeeding, they will strive for a higher level of expertise each day. Our goal is to teach our students self-management skills that are based on success. We will be working with our families to maximize each student's opportunity for reaching his/her goals. We believe in encouraging consistent behavior by rewarding positive behaviors. In this way, we hope to help children to become positive, self-confident people who will become credits to their families, school, and community.

ACADEMIC RESPONSIBILITY

Students are obligated to complete all school work assigned to them by their teachers. Students are also responsible for bringing materials, such as pencil, paper, and textbooks to class regularly. Any student who fails to show a sincere and regular effort to complete their assigned school work may be disciplined for being academically irresponsible.

BEHAVIOR CODE

- * Students have primary responsibility for their actions and student behavior should never adversely affect teacher instruction or a classmate's opportunity to learn. A respectful school learning environment is important!

- * Students must observe the safety rules of the school for their own security and that of others.

- * Students shall respect the person and property of others around them.

- * Students must show respect for the truth.

- * Students shall follow classroom rules established by the teachers and be respectful of authority.

The principal is directed to develop such rules and regulations consistent with policies and regulations of the Board that may be necessary to govern the conduct of the students under her supervision. Students may be isolated in a classroom, placed in a supervised study hall during any recess, detained after school, or placed in an alternative learning classroom. Reasons for placement include, but are not limited to, behavior and poor study habits. If a student habitually violates our building behavior code, or is referred to the principal's office for a serious matter, parents will be notified and a parent/teacher/principal conference will be arranged. In certain cases student behavior contracts will be developed. Violation of the behavior code may result in suspension and/or expulsion. The principal always reserves the right to remove a student from a classroom and/or activity whenever necessary.

Our discipline plan is designed to assist students in becoming self-disciplined. The discipline system is designed to provide consistency and a clear understanding of the infractions and the subsequent consequences. The record of student behavior letters will be maintained by homeroom teachers. In order to learn self-discipline, a student must be able to:

1. Recognize when they acted inappropriately and be able to identify any rule or requirement by the school in regard to that behavior.
2. Identify himself/herself as the person ultimately responsible for making the decisions leading to either positive or negative consequences.
3. Correctly identify consequences which will be received when responsibilities are either met or not met and to explain alternative behavior choices.

DISCIPLINE CONSEQUENCES GUIDE

Examples of behavior handled by teachers with classroom management system are as follows: (The number of the infraction written on strips of paper labeled "A", "B", "C", "D", "F".) The administration reserves the right to amend consequences for infractions.

1. No homework/late homework
2. Off task/not trying
3. Not handling property with care
4. Missing work materials/supplies
5. Inappropriate bathroom or lunchroom behavior
6. Tardies/in assigned seat on time
7. Disturbing others
8. Not following directions
9. No name on paper
10. Loud talking in hall or at lunch
11. Dishonesty
12. Hand/feet not to self
13. Disrespectful behavior
14. Cheating (Zero on work)

1st offense - Warning and "A" crossed off discipline strip

2nd offense - 10 minutes of recess and "B" crossed off discipline strip

3rd offense - No recess, study hall during PM, and "C" crossed off discipline strip

4th offense - "D" crossed off the discipline strip. Parents notified by teacher, study hall and entire recess missed. Student may be referred to counselor for discussion of behavior options.

5th offense- Referral to principal. 3 recesses, (45 min.) or ALC or OSS may result.

(Prek ,Kindergarten and 1st grades may vary the above slightly: warning, 5 min., 10 min., 15 min., 30 min. Parents will be notified of serious or repetitive infractions.)

Positive behavior is always encouraged. Therefore, students exhibiting positive behavior will be rewarded at various times at the classroom and building level.

Principal involvement: Parents will be contacted by principal on the following:

- *Serious disruptive behavior, including with substitutes
- *Inappropriate language/gestures/literature/sexual remarks
- *Gross defiance to staff/uncooperative attitude
- *Sexual harassment
- *Intimidation/threats
- *Truancy
- *Alcohol/tobacco/drugs
- *Fighting
- *Theft
- *Destruction of school property
- *Physical aggression or acts of violence

(ALC 1/2 day, 1 day, 2 days, 3 days, then 1 day OSS, 2 day OSS, 3 day OSS, then long term suspension or expulsion after hearing. If students are uncooperative in ALC, there may be an immediate 3 day OSS) Field trips or other privileges may be taken away, when deemed appropriate by the principal.

*Weapons - Long term OSS

*Explosive devices - Long term OSS

* = Law enforcement may be notified on each serious offense. Criminal charges may be filed. Each offense may not be administered exactly, as scheduled, but will serve as a guide for administering consequences. The severity of the offense will be individually evaluated and dealt with at the discretion of the administration.

THREATS

Threats against students and school employees will not be tolerated under any circumstances. Please be aware that the resource officer, along with the sheriff's office and school administration will be involved in threats. There is now a statewide hotline available 24 hrs. a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe and report any information that might threaten the safety of our school or students! The Kansas School Safety Hotline number is 1-877-626-8203.

BULLYING

Bullying of any type shall not be tolerated in the school setting. The Central Heights School District will endeavor to maintain a learning and working environment free of bullying. Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, written or cyber interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation--either physical or mental.
2. Threats of any kind.
3. Assault--verbal, physical, mental, or toward property.

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

WEAPON POLICY

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

Possession of a firearm 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).

DRUG FREE SCHOOL POLICY

The unlawful possession, use, or distribution of illegal drugs and alcohol by students or school employees 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.

FREEDOM OF INFORMATION SCHOOL POLICY

In compliance with the Kansas Open Records laws, Dawn Burns has been appointed by Central Heights USD 288 Board of Education to serve as the Freedom of Information Officer. If you have questions as to which records you have access, please contact Dawn Burns, 785-869-3455.

SCHOOL DAY/AFTER SCHOOL ACTIVITIES

School will start at 8:10 a.m. and dismissal will be at 3:22 p.m. for all students, K-5. Preschool students will start school at 8:00. Children should not get to school until 7:45 a.m, unless the child has piano lessons as there is no teacher supervision until then. **At times, some students have a difficult time with the adjustment of leaving their parent's side, so we ask that when you drop your student off, please leave them at the entrance and we will help them from that point on.** Sometimes it makes it difficult for us to help with the adjustment in the presence of the parents, so we ask that you drop them off and wish them a good day.

We encourage students to go home on the busses and if returning to activities, return with parents. If a student has to wait for a parent to pick them up after school they should wait at the front (south) entrance. This is not a time to play outdoors unsupervised. Students are not allowed to attend after school activities without adult supervision.

If students are left at school without supervision, parents will be called to pick up their child. Repeat offenses may result in suspension from school activities.

ELEMENTARY SCHOOL ATTENDANCE POLICY

It shall be the policy of the school to encourage regular attendance by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance which will carry over into adult life. Parents should schedule out-of-school activities around the school day so students will miss as little school as possible. Our school will record all absences, even for very good reasons, such as funerals and medical appointments. Parents are required to keep the school office informed of the reason for each absence or tardy by calling the school office or sending a note to the office by another member of the family any morning their child is absent. The office phone number is **785-869-3355, ext 301. If the school is not notified, the absence will be considered "unexcused".**

One objective of U.S.D. #288 is to encourage regular attendance habits in students. We feel that attendance at school is probably the single most important factor in achieving success. When a student is absent from class, it is impossible to recreate the situation that existed during his/her absence. We feel that no amount of make-up work can take the place of the classroom. Therefore, the school district places a high priority on each student's class attendance in order to maximize their educational opportunities.

Excused absences - Any absence from school or class that is approved by the Principal in cooperation with the parents and/or teachers is considered an excused absence. The absence may have full make-up privilege providing the student takes the initiative with teacher approval and assistance. Students will be allowed 2 school days for every day missed to make up the work. Failure to make the work up in the allotted time will automatically be recorded as 0 for that work.

Students who know they will be absent prior to the absence may, if approved by the teacher, make the work up ahead of the missed time.

Examples of Excused Absences Include:

- (1) Illness
- (2) Medical Appointments
- (3) The following are discouraged, but counted as excused absences if work needing to be made up is completed.
 - (a) Vacations
 - (b) Hunting, skiing trips, etc.
 - (c) Early departure before holidays to go out of town.
- (4) Inclement Weather: Work will be made up in the allowed time period for excused absences.
- (5) Funeral/Death in the immediate family will be counted on the student's attendance record as an excused absence and work will be expected to be made up.

Unexcused Absences - Any absence from school or class without authorization is an unexcused absence. A child is truant if unexcused absent three consecutive days or unexcused absent five cumulative days within a semester or seven cumulative days within a school year. The truant student will be reported to the Franklin County Attorney and SRS, as required under KSA 72-999, 72-1111, and 72-1113, compulsory school attendance. In order to attend or participate in a school activity, the student must be in attendance for the entire day. Extenuating circumstances will be handled administratively. The parent/guardian should notify the administrator if these situations arise.

Consequences of Unexcused Absences

- (1) The first unexcused absence in a semester will result in forfeiture of the right to make up work and the loss of one day's recesses.
- (2) The second unexcused absence will result in forfeiture of the right to make up work for credit and the loss of two day's recesses.
- (3) The third unexcused absence will result in forfeiture of the right to make up work for credit and the Franklin County Outreach Program may be notified.

Absences which do not fall under one of the above categories, will be subject to the discretion of the administration and attendance officer. When there are concerns about absences, the school will make contact with parents by

phone, mail or both and schedule conferences when necessary. This will be done prior to notifying Social & Rehabilitative Services, (SRS). If a solution cannot be achieved and an attendance problem still exists, the school is obligated by law to fill out a truancy report.

Unexcused Tardies: A student is counted tardy if they report to the school after 8:15 a.m. **Three** tardies per semester will be accepted before the student will be issued a consequence. The student will miss 1 recess for the fourth and fifth tardy. Appointments due to legal issues or doctor's visits, dentists, counseling sessions, or other medically related issues will not be counted as an unexcused tardy, if a note is presented to school from that office stating the date and time of appointment. The fifth tardy and tardies thereafter will be reported to the county attorney. Tardies beyond the fifth may result in ALC. **Students who are tardy and arrive at school after 9:30 A.M. will be considered absent for half of a day. Students who leave before 2:00 P.M. will be considered absent for half of a day.**

PICKING UP STUDENTS DURING SCHOOL DAY

If a child is picked up at school during the day due to illness or needing to leave early for other reasons, the person picking them up needs to sign them out either in the elementary office or the nurse's office. The office needs to be provided copies of restraining orders or other court documents if a parent or another person is to be denied access to a child

TELEPHONE

The telephone at school is for school business. Messages will be delivered to students when necessary. If a student needs to make contact with parents for an emergency, he or she will be allowed to do so. The schools telephone number is 785-869-3355, ext. 301. We encourage that after school activities be arranged prior to coming to school.

Cell phones are not permitted at school. If students are in possession of a cell phone, it may be taken, and only returned to parents.

LOST ITEMS

We try to instill in students that it is their responsibility to take care of their own things. However, gloves, caps, books and other things, at times, get separated from the owner. If possible, mark student's property clearly with the owner's name. A lost and found box will be located near the elementary office. Unclaimed items will be donated to a charity at the end of the year.

DRESS

Students are expected to come to school looking neat and being clean, dressed in a manner which is accepted as being in good taste. An individual's dress and grooming has a bearing on how others react toward

them and therefore will affect behavior. Reasonable care and neatness in regard to dress and appearance is required by all students. The following is a guideline:

1. Only shorts/skirts that are appropriate in length (**minimum of fingertip length when arms are straight by sides and fingers are stretched down leg**) will be allowed. No bike shorts, running shorts, will be allowed without proper cover.

2. Full shirts (no bare midribs or low cut T-shirts). No tank tops or mesh shirts without a T-shirt worn under them. No spaghetti strap shirts or dresses will be allowed, unless covered. Strap must be at least 1in. wide.

3. Only appropriate logos or wording on clothing, (no profanity, references to alcohol, tobacco, drugs, gangs, cults, satanic or illegal activities will be allowed.)

4. No hats, caps, hair nets, scarves, bandanas, or other head covering are to be worn in the building during school hours. Hats, caps, and sunglasses are outdoor items, and are only allowed to be worn on appropriate days designated by the principal.

5. No jewelry that resembles drugs or illegal substances are to be worn at school. Chains & dog collars are not allowed.

6. No sagging will be allowed. Trousers/slacks/shorts are to be worn above hip level. Students should not wear jeans that are torn excessively to school.

7. All student's hair is to be kept clean.

8. Due to safety concerns, **house slippers**, roller blades (**Heelies**), and **flip flops may not be worn**. NO bare feet. If a student is in violation of the dress code, the student will be expected to make a clothing change (or cover). The following consequences may occur for dress code violations:

1st Offense - Referral to principal, parents notified, warning, clothing change

2nd Offense -Referral to principal, parents notified, 30 minutes of recess and/or PE lost.

3rd Offense - Parents notified, Alternative Learning Classroom (the number of days will be dependent upon the number of prior infractions).

During cold weather months the weather can be very changeable during the day and the wind chill factor can make a great deal of difference, therefore students are expected to come to school dressed appropriately for the weather with adequate coats, head gear, etc.

With all students being bussed, we should always be aware that a bus can have problems and students may have to wait in a cold bus. Also, here in the building, sometimes the rooms are cool and it is advisable that students wear long sleeve shirts or blouses, sweaters, or sweat shirts.

HEAD LICE

Although we have been fortunate not to have had a widespread epidemic of head lice in the school, for the last several years we have found or had reported random cases. Therefore, we ask parents to help us by checking your children's hair and if you find head lice, please inform the school so we can check classmates and other students to avoid an epidemic. The district will exclude students with head lice from school until they are treated and the nits are removed. There is a stigma about people with head lice being unclean, however, this is not true, as anyone can get them. Our goal here at school is to stay on top of the situation. We do make random checks of classes for head lice, especially if we have reports of head lice problems by students in particular classes, but don't have the time or personnel to check all classes on a regular basis. Therefore, we ask parents to continually check your children's hair.

ITEMS BROUGHT FROM HOME

Toys, balls, games, and other items brought by students from home are their responsibility. Students are not allowed to bring high dollar items, such as CD players, MP3 players, Ipods, etc. The school cannot be responsible for personal items if something happens to them. Anything that would be harmful or distracting at school or on school busses should not be brought to school by children. Toys causing distractions will be collected on sight and can be picked up by parents at the school office or from school or bus personnel. Should the item be taken a second time, it will be kept until the end of the school year. The trading of items such as athletic or Pokemon cards, items of clothing, etc. is not allowed to take place at school or on school busses. However, if this would occur and a problem arises, it is not the responsibility of the school or school personnel, to remedy the problem, but will be the responsibility of the students involved and their parents to work out a solution for the problem.

CLASS PARTIES

Three class parties will be held during the year. They are: Halloween, Thursday, October 28; Christmas, Tuesday, December 21; and Valentine' Day, Monday, February 14. Usually, all parties will begin at 2:30. Parents are welcome to attend any party and may be asked to help by room parents. Room parent responsibilities include: providing refreshments for the parties, planning and organizing games. With prior principal approval, special parties may occur. If you plan on sending invitations to school for a personal activity outside of school, we will only allow the student to distribute the invitations if every student receives one. If you do not plan on inviting every student, please mail them from home. **Do not have students give them out during any part of the school day. (morning opening, recess, etc.)**

FIELD TRIPS

Field trips enrich student learning beyond the classroom. In an effort to maintain the educational focus, school officials determine the activity and the behavior expected of students to make the day a success. Attending parents, teachers, and students should be positive, helpful, and respectful. Please do not bring preschool children on school sponsored trips. Students are expected to remain with the assigned groups and ride on the bus with the class. Parents that wish to take a child after a field trip, should make prior arrangements with the office. Any student who has his/her name written down for misbehaving on the field trip will receive 1 day ALC (minimum) as a consequence. We expect our student to represent CHES in a very respectable manner.

BUS INFORMATION

Bus assignments and bus routes are determined by the Transportation Supervisor. Buses will travel only on county approved roads. Students will be picked up in the mornings and let off in the afternoons at the same bus stop, whether this is at the student's home or baby sitter. They cannot be picked up at one bus stop and let off at another. Also, students picked up at baby-sitters have to be on an existing bus route. If for some reason students need to ride another bus for a day or so, due to some busses being full, parents should contact the bus driver on whose bus they want their child to ride. A note should be brought to school by the student signed by their parents, to notify both bus drivers they will not be riding as usual. The bus drivers will not deviate from their regular route to take students to another location. Any problems, questions or information concerning bus routes, etc. should be dealt with by contacting the Transportation Supervisor at 785-869-3355 ext. .

Due to lack of space, large instruments such as a tuba, cannot be transported on buses. The transporting of smaller instruments will be allowed at the discretion of the bus drivers. Students cannot carry balloons or glass vases on the bus.

BUS DISCIPLINE PROCEDURE

FIRST OFFENSE - Fill out Discipline Form and disperse copies as indicated.

SECOND OFFENSE- Fill out Discipline Form and disperse copies as indicated. Check "Parent is requested to call" and make parental contact.

THIRD OFFENSE - Fill out Discipline Form and disperse copies as indicated. Suspend student from transportation privileges for a specific number of days or weeks.

Building principal will arrange a conference with student, a parent, bus driver, and principal. These will be scheduled at 8:15 A.M. or 2:30 P.M.

NOTE: BUS DRIVER DOES NOT HAVE TO INITIATE THE FORM FOR EVERY OFFENSE DEPENDING ON SEVERITY OF OFFENSE AND GRADE LEVEL. BUS DRIVER MAY ALSO INITIATE SUSPENSION PROCEDURES FOR SEVERE OFFENSES REGARDLESS OF ANY PRIOR OFFENSES.

Computer Usage

Students shall have no expectation of privacy when using district e-mail or computer systems. Students are expected to use the system following the guidelines approved by teachers or the administration. Use of computers is subject to monitoring.

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.

USD 288 Central Heights School Technology Use Policy

User expectations for computer, networks, or Internet:

1. Users will respect the privacy of other individual's login name, password, and data.

Examples of violations:

*Accessing a user ID. or network directory other than your own

*Changing the system setup in the Mac/Windows/DOS environment

2. Users will access/create information appropriate for the educational environment.

Examples of violations:

*Creating obscene files, folder of directories

*Creating explicit files within software programs

*Accessing educationally inappropriate areas within public networks

3. Users will respect software developer's copyright on CD-Roms, manuals, etc.

Examples of violations:

*Copying of copyrighted programs on software, CD-ROM, Internet, or manuals

*Copying of any material that has been copyrighted without permission of the owner /company

4. Users will use hardware and peripherals for their intended purposes.

Examples of violations:

*Destruction, theft, and/or vandalism of computer hardware and furniture

*Use or abuse of computer hardware beyond intended purposes

5. All policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and staff. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right.

Example of violation:

*Viewing pornographic web-sites, etc.

USD 288 Central Heights School Technology Use Policy Continued

Consequences:

1. Any student in violation of the policy will be referred to the discipline consequences guide in the student handbook.

2. Any student who destroys or damages any school materials or equipment will make restitution at his/her expense.

3. Any student may be expelled from school if he/she engages in illegal conduct on the Internet as defined by state or federal law. Any student expelled for misuse of technology will also lose future computer privileges. This includes classes where technology is essential for completion.

LUNCH - BREAKFAST - SACK LUNCH
2010-2011

Breakfast, Lunch, and Milk Fees

<u>Breakfast:</u>	Bi-Weekly	Monthly	Semester	Year
Grades K-5	\$12.50	\$25.00	\$112.50	\$225.00
Grades 6-12	\$12.50	\$25.00	\$112.50	\$225.00
Reduced K-12	\$ 3.00	\$ 6.00		
Adults	\$18.50	\$37.00	\$166.50	\$333.00
<u>Lunch:</u>				
Grades K-5	\$19.00	\$38.00	\$171.00	\$342.00
Grades 6-12	\$22.00	\$44.00	\$198.00	\$396.00
Reduced K-12	\$ 4.00	\$ 8.00		
Adults	\$30.50	\$61.00	\$274.50	\$549.00

Afternoon Snack Milk and Milk for Sack Lunches:

K-5 (Afternoon Snack Milk)	\$7.00	\$31.50	\$63.00
K-5 (Milk for sack lunches)	\$7.00	\$31.50	\$63.00

METHOD OF PAYMENT FOR LUNCHES: Free and reduced lunch forms are available in the office throughout the year for those qualifying and we encourage parents to apply. The school cafeteria is maintained as a vital part of the health program at the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price. Students should bring their money for lunch, breakfast and milk tickets to the office between 8:00 to 8:10 a.m. Aides, teachers and the principal are in charge of the lunchroom. A notification slip is sent home with students when they only have money in their account for 2 more meals.

PLEASE NOTE: If you don't want your child to eat breakfast be sure that they are aware of this or in case of the younger children you should send a note to the teacher. If you plan on bringing food from a restaurant/fast food entity, we will have to ask you to eat in a designated area with your student.

Afternoon milk tickets will need to be purchased for 20 days, a semester, or for the year. Milk tickets must be purchased in advance – No Charges.

Students will not be allowed to use another student's milk ticket to drink milk. Students are also not allowed to share food with each other.

The homeroom teachers will have the milk tickets and will mark or punch out a dot for each day the student drinks milk. Anyone requesting juice for lunch or afternoon milk will need a note from their physician.

HEALTH SERVICES - MEDICATION

Our school nurse is on duty from 8:00 a.m. to 4:00 p.m. If a doctor is needed, parents will be notified immediately. If parents cannot be located, the person or persons listed on the office file card will be notified. If neither parent or persons listed on the card can be located, judgment in contacting the hospital listed on the office file card will be made by school personnel. A health record is kept on each child by the school nurse. Annual screenings of vision and hearing are completed on K-3 students. In grades 4-6 vision and hearing screenings are done every other year. Random scoliosis screenings are done. Any student who fails a screening will be referred to a physician and parents are expected to follow-up.

In accordance with the State of Kansas Department of Health and Environment and Kansas State Board of Education guidelines, the following policies have been established for the administering of medication at Central Heights Elementary School:

*USD 288 requires **ALL** medications to have signed parental/guardian consent before administering at school. **ALL** prescription medications, herbals or alternative products must have a signed consent from a physician, O.D., or dentist. For all medications, the original container, appropriately labeled, must be provided. If changes in type of drug or dosage is warranted, a new request signed by parent and physician must be provided.

***All** medication will be maintained in the nurse's office and dispensed according to label instructions and at the discretion of the school nurse or delegate. If it is necessary for the student to retain possession of medication (i.e., inhalers), this must be discussed with the school nurse and the medication permission form must be signed by parent.

*The first dose of a medication **WILL NOT** BE GIVEN AT SCHOOL. Medication will be sent in its original container. You may request a second container from the pharmacy. This will also eliminate the need for the medication to be sent back & forth which is not recommended.

*All medication including antibiotics, unless otherwise instructed by the physician, should be administered at home. (ie., Antibiotic to be given 3 times a day can be given before school, after school, and at bedtime.)

If your child has ever had a severe or life threatening allergic reaction, such as to a bee sting, etc. please notify the school nurse. It's important that she knows.

Forms for your use will be handed out at enrollment and are available in the office.

PARENT-TEACHER CONFERENCES

Communication between school and home is the key to educational success. Conferences are a valuable means of communication. Parents are encouraged to write down questions & concerns so that the short conference times can be fully utilized. Fall Parent-Teacher Conferences are scheduled for October 21st and October 25th from 4:00 -8:00 p.m. Spring conferences will be held on February 21st from 11:00-7:00p.m.

TITLE I AND PARENT INVOLVEMENT

We recognize the important roles that family and community members play in helping children succeed in school. To encourage parent involvement, parents are invited to be involved in the development of the Title I plan, school improvement, and to help school officials identify barriers to increasing parental involvement. An annual Title I meeting will be held to inform children and parents of the Title I program, its requirements, and the rights of parents to be involved. Parent-School Compacts will help define the goals and expectations of schools and parents as partners in the effort to improve student achievement.

VISITORS AND GUESTS

We welcome the visit of patrons and parents to district facilities. The visits must be scheduled with the teacher and the principal, and should not be disruptive to the learning environment. We also invite and welcome parents to help out as volunteer aides in classrooms at your convenience if you so desire and your schedules allow for it.

As is posted on the doors, we do ask that when you come to visit to please check in at the office first. Also, if parents need to bring in books, assignments, etc. or give your child a message, **please report to the office first**, and we will take care of this with the least interruption of the class as possible. Classroom visitation by children from other schools is not permitted. If students who are not ours do come, they will be asked to leave.

CHANGES OF ADDRESS, TELEPHONE OR EMPLOYMENT

Please notify the office if you change your address, telephone number or employment so that we can keep our records current. **Local emergency contact phone numbers are REQUIRED.**

TRANSFER OR WITHDRAWAL

Please notify the office as soon as you know that your child will be transferring to another school. This will enable us to keep your child's records up-to-date and prepare certain forms to mail to your child's new school. When you enroll your child in a new school you will fill out a request for records. Upon receiving the request the records will be mailed to the new school.

INCLEMENT WEATHER

Announcements of school closing will be made on KOFO, Ottawa 1220 AM; WIBW, Topeka 580 AM; and KCMO and on the Kansas City TV stations.. The announcements could be no school that day, or there is always the possibility that the weather could get so bad during the day that an early closing is necessary. The possibility of dismissing school early causes the greatest problems, especially when both parents work. In case of early dismissal, we ask parents to, (1) tune into KOFO 1220 AM, (2) instruct your child now on what to do if you aren't home, (3) and if the instructions to the child are to go somewhere else other than the usual place, please send the school a note informing of this. If you need to be notified when we dismiss early, please send the office a note with a phone number you can be reached at. We will put your name and number down as a person to call in case of early dismissals.

SPECIAL SERVICES

Central Heights is a member of the East Central Kansas Special Education Cooperative which provides us with our Special Education Services. This is headquartered in Paola and Mike Hughes is Special Services Director. Their phone number is (913) 294-2303. Mr. Hughes is available to answer any questions with regard to Special Services you may have.

Playground Rules

General Conduct: Anytime a whistle is blown, students stop activity!

- *Play will be safe and good sportsmanship will be demonstrated!
- *Appropriate game rules will be followed.
- *Play in assigned areas only, well away from classroom doors.
- *Do not enter building unless you have permission.
- *No arguing or fighting. No intentional tripping, kicking, or pushing.
- *Be respectful of others. (No name calling or interfering)

Outside-Only students dressed appropriately go out in cold weather.

- *No throwing of anything but balls or frisbees.
- *Don't pick up rocks, rubberized surface material, or snow.
- *No bombardment or tackle football
- *Balls and jump ropes should be kept away from playground equipment and building
- *On the tennis court, only a few balls will be allowed that pertain to the games being played.

Equipment -If ball goes in or across road, get permission before getting it.

- Swings - No going under when pushing. Swing straight, no twisting.
Don't jump out of the swings when swinging high. No standing.
No running in front of or behind when people are swinging.
- Slides - Go down slide feet first. Go up ladder, one person at a time.
Go down the slide one person at a time. Don't go up the slide
or over the bars at the top of the slides. Don't stand at the top.

Big Equipment- No pushing, shoving, kicking, flips, or playing tag.
No more than 12 on platform at a time, never hanging over the sides. When descending fireman's pole, no jumping up further to grab it. Others are not to be under it.

Entering and Exiting Building - Always orderly and quiet, wiping shoes before entering building. Line up behind teacher/aide & follow directions.

PROMOTION POLICIES

At the bottom of all report cards there is a space for a teacher to indicate the child's status for the next year. A child is either promoted, placed, or retained. Every effort will be made to reach a decision regarding promotion from the viewpoint of what will best advance the educational interests of the individual child under consideration.

PROMOTED: When a child successfully completes the majority of the goals or objectives of a given grade, he is promoted. The child's achievements may be excellent, average, or poor depending on his ability, desire and work habits.

PLACED: In some cases a child does not successfully complete the scholastic requirements, but there is a question as to the advantage of his retention of the same grade for another year. A decision in some cases as this is based upon the school's appraisal of the child's work his interests and ability, physical and social factors, and upon test results. If this appraisal indicates that the child will not profit from retention, but that his achievement does not warrant promotion, he may be placed in the next grade.

RETENTION: If a child does not successfully master a majority of his grade standards and a careful evaluation of his work habits, interest and ability, and test results indicate that he can profit by repeating the same grade, it may be recommended that he/she be retained.

PARENT-TEACHER CONFERENCE: In all cases where it is considered the judgment of teachers and school officials that the educational interests of the child may best be served by non-promotion, a conference will be arranged. All attempts will be made to have parents come in for a conference so parent views can also be taken into consideration. Even if parents do not come in for a conference or agree to the retention, according to our district policies, the school officials have the final say in determining grade placement or retention of any student.