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Welcome to the 2011-12 school year. This handbook will outline many of the school functions throughout the year.

The faculty, staff and administration of USD 493 will do our best to help your child achieve academically, physically and socially this school year.

High expectations, responsibility and accountability for hard work and respect are essential components of our school. With the school and community working together to support your child, we look forward to a positive school year.

If you have questions, concerns or comments, please feel free to call or visit the school at any time.

Have a great school year!

David Carriger  
Superintendent  
USD 493 Columbus

## **KINDERGARTEN ORIENTATION**

Kindergarten students must be five years of age and first grade students must be six years of age on or before August 31 of the year which they enroll. An original birth certificate with the appropriate seal and certification statement must be presented at enrollment time.

To prepare children for kindergarten in the fall, elementary schools hold kindergarten orientations some time in April. Parents pre-enroll their child and receive information about the kindergarten program. In situations where the child is experiencing problems that would hamper their success in kindergarten, suggestions and recommendations will be made by the school staff, who screen your child during orientation.

If you have a child who will be in kindergarten next fall or know of a new family who will have a child in kindergarten, please call the nearest elementary school or the Board of Education Office (429-3661) and report the name of the child and his parents. Administrators wish to know who will come to school in the fall. They need to prepare adequate classroom space and teaching personnel.

Kindergarten students will begin the year taking 45 minute naps the first nine weeks, 30 minute naps the second and third nine weeks and no nap the last nine weeks.

Snacks in kindergarten should follow the guidelines of the district's Wellness Policy.

## **PHYSICAL EXAMINATION**

Students, under the age of nine, entering Kansas School for the first time are required to have a physical examination. Parents must provide the school with a completed copy of the physician's physical form within 90 days of their child entering school.

## **ENROLLMENT FEES**

Students pay textbook rental fees and enrollment fees at the time of enrollment in August. These fees pay for all school textbooks, workbooks, and all supplies used by the students Pre-K thru 8.

In the event of withdrawal, textbook fees will be refunded to the student as follows: One-fourth (1/4) of the textbook rental each nine week period until the 4th period.

Families who are unable to pay the fees at enrollment may make arrangements with the building principal to make monthly payments. Before school begins, back-to-school information will be printed in the "Columbus Daily Advocate".

**HEALTH SERVICES:** All procedures in conjunction with health are designated for the protection of the child; therefore, we solicit cooperation from parents to work with the school to foster good health.

**School Screenings:**

Hearing screenings will be provided a minimum of every three years and a basic vision screening will be provided every two years to all students. Dental inspections will be offered annually to students. Parents may opt out of state mandated school screenings by providing the school nurse a written and signed request to opt-out of screenings.

As a precautionary measure, we ask that the following procedures be followed for students requiring **medication at school**:

1. All medications to be taken by the student at school must be kept in the school office.
2. All medications given at school require a "Permission for Medication" form to be completed by the medical provider and signed by the parent/guardian. All medications must be in the original prescription container. If medication will need to be given at home and school a labeled container for school will need to be obtained from the pharmacist when the prescription is filled.
3. Accompanying any over-the-counter medication, there must be a signed physician's order and a signed parent/guardian release form.
4. "Permission for Medication" forms may be obtained from the school office.
5. Medication sent without meeting the guidelines listed above will not be administered at school.
6. An exception to the above policy; emergency medications for allergy/asthma management may be carried and self-administered by the student when approved by the school nurse and a "Permission for Self-Medication" form has been completed and signed by the medical provider and parent/guardian.

**Immunizations:**

Immunizations are available at the Cherokee County Health Department, Community Health Center of Southeast Kansas and St. John's Medical Clinic. You may also check with your child's medical provider regarding availability of vaccines.

All students enrolling, and each child enrolled for the first time in a preschool program operated by the school, prior to admission to and attendance at school, the parent/guardian must present to the appropriate school official an immunization record from a physician or local health department that the pupil has received immunizations

as are deemed necessary by the Kansas Department of Health and Environment. Students who have not completed the required vaccines may enroll and remain enrolled while completing the required vaccines if a physician or local health department certifies that the student has received the most recent appropriate vaccine in all required series.

Failure to timely complete all required series shall be deemed non-compliance.

As an alternative to the certification of required vaccines, a pupil shall present:

(1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or immunizations would seriously endanger the life or health of the child, or

(2) a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

Students that will require a vaccine for the following school year will receive notice at the end of the current school year. Immunizations should be completed prior to school entry the following year. This allows time to meet the 90 day grace period for completion of required immunizations.

## **SCHOOL IMMUNIZATION REQUIREMENTS FOR THE 2011-12 SCHOOL YEAR**

Immunization requirements and recommendations for the 2011-12 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

[http://www.kdheks.gov/immunize/download/KS\\_Imm\\_Regs\\_for\\_School\\_and\\_Childcare.pdf](http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf)

**Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of **Tdap** required at 7th grade if more than 2 years since previous dose of Td.

**Poliomyelitis (IPV/OPV):** four doses required. Three doses acceptable if dose 3 given on or after the 4th birthday.

**Measles, Mumps, Rubella:** two doses required.

**Hepatitis B:** three doses required through grade 10.

**Varicella (chickenpox):** two doses required for Kindergarten and grade 1; one dose

required grades 2- 10 unless history of varicella disease documented by a licensed physician. Two doses are currently *recommended* by the ACIP for all ages.

**Haemophilus influenzae type b (Hib):** three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the type of vaccine and the age of the child when doses given.

**Pneumococcal conjugate (PCV):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.

**Hepatitis A:** two doses required for children less than 5 yrs of age in early childhood programs.

Detailed school immunization requirements by age group are listed on the 2-1-10 version of the Kansas Certificate of Immunization (KCI).

[http://www.kdheks.gov/immunize/download/KCI\\_Form.pdf](http://www.kdheks.gov/immunize/download/KCI_Form.pdf)

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

**Meningococcal (MCV4):** one dose *recommended* at 11 years of age; not required for school entry.

**Human Papillomavirus (HPV):** three doses *recommended* for females and males at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.

**Influenza:** yearly vaccination *recommended* for all ages > 6 months of age; not required for school entry.

The complete ACIP recommendations can be found at:

<http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>

## **IMMUNIZATION REQUIREMENTS FOR EARLY CHILDHOOD PROGRAMS OPERATED BY SCHOOLS**

Immunization requirements and recommendations for the 2011-12 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations. The current immunization schedules, including catch up schedules, may be found at <http://www.kdheks.gov/immunize/schedule.htm> .

K.A.R. 28-1-20 defines immunizations required for children attending child care programs licensed or registered by KDHE or early childhood programs operated by

schools. The complete regulation is available at:  
[http://www.kdheks.gov/immunize/download/KS\\_Imm\\_Regs\\_for\\_School\\_and\\_Childcare.pdf](http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf).

**Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Doses given at 2 months, 4 months, 6 months, between 12-15 months(6 months after dose 3) and 5 years. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of **Tdap** required at 7th grade.

**Poliomyelitis (IPV/OPV):** four doses required. Doses given at 2 months, 4 months, 6 months and 5 years of age. Three doses acceptable if dose 3 given on or after the 4th birthday.

**Measles, Mumps, Rubella:** two doses required. Doses given between 12-15 months and 5 years of age.

**Hepatitis B:** three doses required. Doses given at birth, 2 months, and between 6-18 months.

**Varicella (chickenpox):** two doses required unless history of varicella disease documented by a licensed physician. Doses given between 12-15 months and between 4 -6 years of age.

**Haemophilus influenzae type b (Hib):** three doses required for children less than 5 years of age. Doses given at 2 months, 4 months and 6 months. Total doses needed dependent on the type of vaccine and the age of the child when doses given.

**Pneumococcal conjugate (PCV):** four doses required for children less than 5 years of age. Doses given at 2 months, 4 months, 6 months, and between 12-15 months. Total doses needed dependent on the age of the child when doses given.

**Hepatitis A:** two doses required for children less than 5 years of age. Doses given at 12 months and 18 months (6 months after dose 1).

In addition to the immunizations required for children attending child care programs licensed or registered by KDHE and early childhood programs operated by schools, the 2010 ACIP recommendations include the following additional immunizations:

**Rotavirus:** three doses *recommended* for < 8 months of age; not required.

**Influenza:** yearly vaccination *recommended* for all ages > 6 months of age; not required. The complete ACIP recommendations can be found at:  
<http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>

## **ATTENDANCE/TARDY**

It is very important for students to attend school regularly, get to class on time, and do the work assigned by the teachers. Parents should call the school if their child will be absent and give reasons for the absence. If a student has a prolonged illness, he may be able to continue his schooling at home through the services of teachers for the homebound. Parents should call the school to make these arrangements. The administration reserves the right to make a determination if the absence is justified as excused or unexcused.

Truancy will be reported to the juvenile court. A child is truant if:

- 1) He is subject to the compulsory attendance law, but is not enrolled in a public or nonpublic school.
- 2) He is subject to the compulsory attendance law, and enrolled in school, but is unexcusably absent for either three consecutive days, five (5) or more in any semester, or 7 in a school year.
- 3) Students who miss up to 1 1/2 hours are considered tardy. Once the 1 1/2 hours time limit is exceeded, they will be considered absent 1/2 day. Tardy bell rings at 8:10.
- 4) Four tardies will equal one (1) unexcused absence.

## **MAKE-UP WORK**

Teachers will be available after school to help students if make-up work is needed after absences. It is the responsibility of each student to find out about assignments and make the proper arrangements with the teacher regarding make-up work. Students will be given twice the length of time they were absent to complete make-up work after an absence.

## **PROGRESS REPORTS/GRADE CARDS**

Grade cards will be sent home with students the Friday following the close of each nine week period for grades K-8.

Progress reports will be sent home with all students at the end of each five weeks during each grading period.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled in the fall or when needed each school year.

The following suggestions may be helpful in preparing for a parent-teacher conference: Be at ease during the conference. The teacher is just as interested in your child's well-being as you are. Don't hesitate to ask questions. You may wish to jot them down ahead of the conference so you won't forget them. The teacher may ask you questions about your child's attitude toward school and his behaviors while away from school to understand him better. To help you understand how your child is doing in school, the teacher may show you samples of your child's work and the books he is using. You and the teacher should share any information that has to do with your child's well-being. You and the teacher are partners in your child's education.

## **PARENT INVOLVEMENT POLICY**

1. An annual meeting, (in August), is held during each building's open house, inviting Title I parents and students to attend. Our USD #493 Title I program is explained, teachers introduced, ideas on helping children be a success in school, and an overall view of our program are given.

Parent input is welcome in the implementation of our program. This general meeting is held each school year.

2. Instructors provide parents of Title I students with reports on their child's progress during the school year, and MAP & State Assessment scores upon request.

3. Title I instructors confer with the parents of each participating child to discuss their child's progress and to offer ideas and suggestions to compliment their child's instruction. This is done during PTC.

4. Allowances are made for Title I instructors to meet with parents. Established times are before and after school and during the instructor's planning period. Under special conditions other arrangements may be made.

5. Parents may visit classes as per USD# 493 school board policy.

6. Opportunities are provided for meetings (SIT) with parents to formulate parent ideas into our program.

7. Information on Title I programs is provided to parents. The following items are available to Title I parents on a check-out basis:

- 1) Lending library
- 2) Monthly newsletter - sent to Title I parents.

8. Parents are made aware of parental involvement requirements and other relevant provisions of our program.

9. Reasonable support is provided for parental involvement activities as parents request.

Classroom teachers, Title I teachers and parents were informed and consulted about the development of this program. The needs of the students and services offered by the Title I program were discussed. The program information is available to parents and teachers for their comments and improvements.

**Revised 3/22/2010**

## **PROMOTION POLICY**

A students' promotion/retention will be determined by test results, grades, teacher/principal recommendations, and parent input. A student may be retained without parent permission.

If arrangements can be made, and are agreeable to all parties concerned, a retained student will not repeat the grade under the same teacher. No student will be retained more than one year in any one grade, nor retained for a total of more than two years.

## **DISTRICT-WIDE TESTING PROGRAM**

Students take achievement tests in grades K through 6 during the year. Students in specified grade levels will be required to take state assessments.

## **TEST SCORES**

Parents/Guardian:

We need to inform you that you may request at any time during the school year to receive a copy of any or all of your child's test scores. These scores would include **AR reading, MAP, State Assessments, and any other scores** that may apply to your child's schooling.

## **STUDENT BEHAVIOR**

The rules of the school and the classroom are made to give students a good atmosphere for learning. To see that every student has an equal opportunity for

education, teachers ask students to respect the rights of others. A student hurts himself and others when he fights, uses bad language, threatens others, steals, uses illegal drugs, litters or damages property.

Students are asked to comply with reasonable requests from their teachers and other school staff. When students knowingly disregard school or classroom rules, they may be disciplined.

## **CORPORAL PUNISHMENT**

The use of corporal punishment is a matter requiring careful deliberation and good professional judgment. Corporal punishment will be administered only with parent or guardian approval.

## **SUSPENSION AND/OR EXPULSION**

It is rare that students are suspended from school; however for short term suspension, and for expulsion of pupils, the Board of Education and the school administration will function under the school laws of Kansas, Section 72-8901 - 72-8906 and any amendments and supplements to these laws hereafter.

Parents and teachers alike want good behavior from their students and usually succeed when they work together.

## **PLAYGROUND RULES**

While on the playground, students are under the direction of the playground supervisor. Equipment should be used only for those activities for which it was designed.

The eight no's for the playground:

- 1) No bare feet
- 2) No tackle football or baseball
- 3) No tree climbing
- 4) No fighting, wrestling, or horseplay
- 5) No standing on or jumping off of swings
- 6) No guns or knives (toy or real)
- 7) No snow-balling, throwing of sticks or rocks, etc.
- 8) No playing with sticks

## **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. Possession of a weapon will result in expulsion from school for a period of one year.

## **BULLYING**

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include appropriate community involvement as approved by the board. As appropriate, students who have bullied others in violation of this policy may be reported to local law enforcement.

The students shall receive bullying training yearly from classes conducted by the elementary counselor.

The staff is trained yearly through in-service

This policy shall have the following actions in place to carry out the policy. The principal will be involved starting with the second offense.

1. First offense students will lose recess time and conference with the teacher.
2. Second offense students will have parents contacted and loss of recesses.
3. Third offense students will have parents contacted and three days of in school suspension.
4. Fourth offense students will be given out of school suspension.

**COMPUTER SECURITY AND ACCEPTABLE USE POLICY:** All students must assume the following responsibilities:

1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery, to the teacher.
2. All students are prohibited from allowing other individuals to access or update information under their security authorization (user name & password). Students will be held accountable for all computer activity performed under their security authorization.
3. All students are prohibited from sharing computer passwords (i.e. login, Internet). Passwords must be kept confidential and must be changed at required intervals as needed or desired.
4. A student and/or parent guardian is responsible to pay all repairs and/or replacement costs if the student vandalizes or otherwise intentionally damages any District hardware or software. The student will be referred to the building

administrator for appropriate discipline, including but not limited to, suspension from or denial to access of all District computers.

5. A student who damages, destroys, or copies another student's data will be referred to the building administrator for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
6. A student who tampers with or attempts to gain access to computer data to which the student has no security authorization is in violation of school policy. This act will be considered equivalent to tampering with a teacher's written records or attempting to gain access to confidential student information.
7. A student will not load or copy unauthorized software onto District computers. All software used on district computers and networks is to be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services designated personnel.
8. A student will follow the Internet Acceptable Use Policy.

### **Internet Acceptable Use Policy (AUP)**

Internet access is limited to educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

**ACCESS IS A PRIVILEGE, NOT A RIGHT!** Use the rules of etiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use. Students shall have no expectation of privacy when using District e-mail or computer systems. Any e-mail or computer application or information in District computers or computer systems is subject to monitoring by the staff and/or administration. The District 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.

### **Objectionable Behavior**

Users will not:

- Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.
- Use chat rooms.
- Harass, insult, or attack others.
- Intentionally waste limited resources, supplies.
- Use the Internet for commercial or political purposes.
- Knowingly spread computer viruses.
- Join a listserve.
- Purchase anything over the Internet.

## **Violations of Policy**

Inappropriate computer systems use, including any violation of these conditions and rules, may result in cancellation of the privilege. The building principal and his/her designee, is delegated the authority to determine appropriate use and may deny, revoke, or suspend the use of computers by the students(s) who violate this policy. In addition, the principal shall have the authority to impose additional disciplinary action, as he/she deems necessary.

## **Discipline Procedures:**

Parental notification for each offense.

- **First Offense:** Student may receive (1) one week suspension from computer use and/or ALC placement.
- **Second Offense:** Student may receive up to (5) five days of ALC placement and/or computer suspension for 90 days.
- **Third Offense:** Student may receive (1) one to (5) five days suspension from school and/or 180 day suspension from all computer use.
- Suspension from computers may result in zeros on assignments requiring computer use.

**Severity Clause:** In situations deemed severe enough by the administration, penalties under the above offenses may be by-passed and the student recommended for immediate long-term suspension or expulsion. Law enforcement officials will be notified if warranted

## **SCHOOL BUS RULES**

### **A. Rules for Boarding & Exiting the Bus**

1. Students must be at the designated bus stop at the time the bus is scheduled to arrive.
2. Students who must cross the road shall wait for the bus to arrive/stop and display the proper warning signs. Outside public address system and a hand signal from the driver may be used for instructing the student before crossing the road. The student should cross at least 10 feet in front of the bus after looking both ways.  
**MAKE SURE ALL TRAFFIC STOPS!**
3. All students must cross the road in front of the bus, never behind the bus.
4. Students shall always stand a safe distance off the road and never in the road while waiting for the bus to arrive.
5. While at the bus stop, students should:
  - (a) Conduct themselves in an orderly manner
  - (b) Avoid littering
  - (c) Respect nearby private property rights

## **B. Rules for Riding the Bus**

1. Comply with driver's request.
2. The bus driver may assign seats.
3. Sack lunches may be carried on the bus; do not eat or drink on the bus without the driver's permission.
4. Keep the bus clean.
5. Remain seated, forward facing with your back to the seat at all times.
6. Do not extend any part of the body or any article outside of the bus windows.
7. For your own safety, do not distract driver through misbehavior or any distractive motion/sound.
8. Be quiet at railroad crossings.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories, and other loose personal items.
10. If the student's bus loads at the school he/she attends, the student **MUST** board that bus. **DO NOT** ride another bus then switch buses at the high school.
11. **CENTRAL STUDENTS: IF YOU WALK TO THE HIGH SCHOOL, YOU WILL NOT BE ALLOWED TO RIDE THE BUS HOME.**
12. Pre-K through 5th grade students must have a note from his/her parent before riding the bus home with friends or relatives.
13. After departing the bus, go directly to your home.
14. All regular school rules apply while on the bus.
15. If the student does not ride for three consecutive days, the bus will not stop until the parents/guardian have called the bus barn to resume pick up.

Items too large to be safely held while students remain seated may be stored in a designated area. If seating arrangements do not allow room for these items to be stored safely, without blocking aisles or exits, the students will be asked to make other arrangements for transporting these items.

There will be no balloons or glass containers of any kind allowed on the bus. Parents will have to make other arrangements to see that these items get to and from school.

All students riding the bus on extra-curricular trips must return on the bus unless the parents take them home. In such a case, the sponsor must be notified by a parent.

### **MISBEHAVIOR ON BUS:**

Violation of the above rules may result in suspension from the bus for a period of 1 to 5 days.

When suspended from the bus, the student is not eligible for extracurricular activities, i.e. field trips, sports.

For repeated and severe infractions, the student may be denied bus transportation for the remainder of the semester or school year.

## **SCHOOL CLOSINGS**

When schools are closed due to bad weather, an announcement will be made at about 6 a.m. on the following radio and TV stations: KSEK, KKOW, KSYN, KGLC, KIXQ, KOBC, KKLL, KSN16-TV, KOAM-TV and KODE-TV. The stations will repeat announcements periodically and will carry news of whether school buses will run when school is open.

Snowstorms sometimes develop during the day, and information about any changes in the school schedule will be announced over the above radio and TV stations at least one hour in advance of the change. Parents who try to call their school during an emergency of this kind will probably find the lines busy. At enrollment time, parents of elementary students are asked to fill out forms telling the school what their child is to do in case no one will be home when school is dismissed early.

In our efforts to improve communications between parents and school, USD 493 has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcements or reminders. This service is provided by SchoolReach, which specializes in school to parent communications. USD 493 will continue to report school closings due to snow or weather on radio and TV stations and will use this system as an overlay to the public announcements.

## **HOT LUNCHES**

All schools offer Class A hot lunches. This meal contains one-third of the minimum daily requirement for nutrition as set by state and federal agencies.

Prices for meals are established each year to cover only the operating costs of the food service program. For the 2011-12 school year, the prices are:

Breakfast: Full price-\$1.20      Reduced-30 cents  
Lunch:      Full price-\$2.00      Reduced-40 cents  
Milk/Juice: .30 or according to market value

Families who are entitled to free or reduced priced meals may get application forms at the office of their school principal.

Students who wish may bring sack lunches and eat in the dining room with their classmates.

No elementary child may charge more than five (5) days. After this number of charges, payment must be made before a child may have lunch or extra milk at school.

### **CLASSROOM TREATS**

Classroom treats shall be packaged items prepared in a licensed food service facility or shall be prepackaged by a food manufacturer. Service of food items shall be done in a manner as to avoid cross-contamination from improper handling. (For example, plastic gloves shall be worn by the server).

The complete policy concerning homemade foods being served to the students is printed in the Food Service Handbook. A copy of the regulations will be posted in the school. Classroom treats should comply with the Wellness Policy.

### **ACCESS TO STUDENT RECORDS**

Parents or guardians may review the records of their student enrolled in Columbus Unified Schools in accordance with the Family Rights and Privacy Act of 1974. The form for requesting access to student records is available upon request at each school.

Directory Information -- The following information maybe released unless the parent or guardian request in writing that such information be withheld: school pictures, name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees, awards, honors received, and the most recent or previous educational agency or institution attended by the student. Release includes but is not limited to yearbook, newspapers, and school websites.

Complete federal guidelines on the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available for inspection.

### **FIRST AID AND ILLNESS**

The school makes every attempt to provide a completely safe environment. There are occasions when first aid is necessary or a child becomes ill at school. If first aid is necessary, or if a child becomes ill to the extent that the child should be excused from school, every reasonable effort will be made to notify the parents so the child can be

released to them. We ask that an emergency number be on file in the school office, in case parents cannot be contacted.

Students should never leave school without first notifying their teacher and the school office.

## **SUPPLEMENTAL INSURANCE**

USD 493 has supplemental insurance on students at school and students involved in interscholastic activities through United Healthcare. Parents may also purchase student health insurance plans at the beginning of the school year. For more information, please contact your building office.

## **LATEX BALLOONS**

In an effort to keep all students safe, no latex balloons will be allowed during inside activities, both on and off campus, sponsored by USD 493. In addition to classroom activities, latex balloons may not be delivered to school for students or staff or used at school sponsored activities, including dances, held indoors.

## **FIRE AND TORNADO DRILLS**

A fire drill is conducted at least once each month during the school year in accordance with the Kansas School Code. Tornado drills are held periodically during the school year to insure that children know the proper body position and location.

## **HOMEBOUND SERVICES**

Students with physical or health impairments may qualify for homebound services. To be eligible for services, students must:

- 1) Be judged unable to attend school
- 2) Have a doctor's recommendation for such services
- 3) Be identified as a special education student with a current Individual Education Plan (IEP)

Parents should contact their building principal in requesting homebound services.

## **SCHOOL DRESS CODE**

A student shares with his parents the right to dress according to personal preference except where such dress is dangerous to his own health and safety and/or that of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process.

Grooming and neatness are also the primary responsibility of students and their parents. Standards of grooming and dress may be prescribed for participation in certain extra-curricular activities. Students should wear shoes at all times.

## **SPECIAL EDUCATION**

The SEK Interlocal 637 provides service for children who need special programs to help them learn.

All district elementary schools integrate students receiving special education services into the regular classroom. In some situations, resource room instruction will be made available.

Ordinarily, parents and teachers refer students for services. Evaluations are made by the psychologist and other professionals. The results are discussed with parents and school staff before a student is placed in a program. Programs include:

- 1) Gifted
- 2) Occupational Therapy
- 3) Physical Therapy
- 4) Audiology
- 5) Speech Therapy
- 6) Hearing Impaired
- 7) Visually Impaired
- 8) Behavior Disorders
- 9) Early Childhood Education
- 10) Learning Disabled
- 11) Semi-independent Mentally Handicapped
- 12) Semi-dependent Mentally Handicapped
- 13) Severely/Multiple Handicapped
- 14) Other health impaired

## **ACTIVITY TICKETS**

Activity tickets may be purchased at the office after enrollment fees are paid. Activity tickets are \$5.00 each. The card is good for all USD #493 home athletic events except for KSHSAA Tournaments. If lost, the card can be replaced for \$3.00. If a cardholder leaves an event, they may not re-enter.

## **ARRIVAL TIME**

Students should not arrive at school prior to 7:30 a.m.

## **GIFTS**

Students should not solicit money from other students to purchase gifts for teachers or fellow students.

Christmas gift exchange between students in the classroom will be a decision on a building to building basis.

## **LEAVING SCHOOL GROUNDS**

Unless under the supervision of a teacher, no student may leave the school grounds during the noon period, during class time, or any other time during the school day without permission from the office.

## **LOST AND FOUND**

Anyone who finds an article should turn it in to the office. Lost articles should be reported to the office immediately, especially such items as watches, rings, etc.

## **PERSONAL PROPERTY**

It is each student's responsibility to take care of his property. It is suggested that personal items be marked before bringing them to school. Please encourage your child to leave toys, play guns, radios, balls, gum, candy, and all other items of a distractive nature at home. Items such as these should be brought to school only with the teacher's permission. Items which cause a distraction may be confiscated by the teacher and/or administration.

## **VANDALISM OF PUBLIC PROPERTY**

Students who damage or destroy school property will be held responsible for repairing, replacing, or paying for the damages.

## **ALCOHOL, TOBACCO, DRUGS, AND OTHER ILLICIT SUBSTANCES**

The possession, sale of, distribution of, and/or use of any alcohol, tobacco products, or other illicit substances at school or aboard school vehicles is prohibited. Any student presumed to be under the influence of alcohol will be given a breathalyzer test by the school resource officer or another police officer.

## **HOMEWORK AND SCHOOL WORK**

The school encourages homework when it is needed to supplement or strengthen regular classroom work. Some courses are so designed that projects and assignments

are started several days or even weeks before the date due for completion. This method for assignments has definite purposes, some of which follow.

- 1) Allow the individual to budget his own time
- 2) Permit the individual to work at his own speed commensurate with his individualities and abilities
- 3) Provide experiences of achievement beyond the minimum requirements
- 4) To permit individual creativity and ingenuity
- 5) To foster the acceptance of responsibilities extending beyond one or two days

When this type of assignment is given, a student should not wait until the last day or two before working on his assignments.

Students may stay after school to work or for conferences if arrangements are made with the teacher. The building should be cleared, however, by 3:30 p.m.

## **INSTRUCTIONAL ASSISTANCE AND SUMMER SCHOOL**

In an effort to improve academic instruction for all students, an instructional assistance program shall be provided. This assistance program will provide all students the opportunity for intensified instruction or informal support to improve achievement.

A student in grades 3-12 will be mandatorily placed in this program if he/she has less than 60% or teacher recommendation in a core class (mathematics, English, science, social science, and reading) at any time during the school year.

Students with less than 60% or teacher recommendation in a core class will be required to attend instructional assistance daily until a 60% and all objectives are met. The building administration and the core classroom teacher will determine the schedule for each student.

Students enrolled in the program after the end of a grading period may receive no better than a 60% (D) in the class for that grading period. These students will be considered "in progress" and must demonstrate satisfactory traits in the following categories: attendance and tardies in class; completing homework assignments; attitude in class; work ethic; complying with disciplinary requirements. Teachers and administrators will have the authority to grant in-progress to students that have demonstrated positive traits in these categories. Students may remain in-progress for up to but not to exceed four weeks beyond the grading period. Students who have not demonstrated positive traits in these categories may not be granted the privilege of extended learning time.

Students not completing objectives by the end of the school year may be required to attend summer school as required below.

Students in-progress at the end of the second semester may be required to attend summer school on a daily basis until all requirements have been met and a 60% has been earned. Students attending summer school may receive no better than a 60% (D) in the class for that grading period.

Attendance while in the program is mandatory and truancy laws in regard to attendance will apply.

A student in grades 6-8 who wishes to attend remedial summer school but is not mandated by in-progress grades or recommended by a core classroom teacher may be charged fees.

### **ALTERNATIVE LEARNING CENTER**

The Alternative Learning Center is established as an alternative to removing students from school. Alternative Learning Center placement means that students who have violated school rules are placed in a location in the district for a specific number of days under close supervision. Class assignments are given to the students so that they do not fall behind in their school work.

A student may be placed in the Alternative Learning Center at the discretion of the school administrator after he or she has committed an offense.

### **FIELD TRIPS**

To enrich the instructional program by providing first hand observations and experiences for children, visits may be made by class groups to local businesses, museums, and industries in the immediate area. This is considered an important part of the instructional program. Extra supervision will be furnished if needed to insure the safety of the children.

### **GUESTS**

Students are not allowed to bring friends or relatives to school for visitation without prior approval from the school.

### **BRINGING MONEY TO SCHOOL**

Students should not bring money to school unless it is lunch or milk money, or the school has notified the home of a fund-raising event. The school prefers money transactions to be in the form of a check rather than cash.

## **PETS AND TOYS**

Pets and toys frequently constitute a nuisance around the school. Parental cooperation is requested in keeping pets and toys at home. Pets can only be brought to school with prior approval from the office.

## **SCHOOL PARTIES**

Parties are held at the school on major holidays. Arrangements for classroom birthday parties are to be made in advance with the classroom teacher.

## **USING THE TELEPHONE**

The office phone is for official school business and emergencies. Messages will be taken and delivered to the student. Students may use the telephone if it is necessary for the call to be returned. Unless it is very important, students should not be called at school.

Beepers, pagers, cell phones or other mobile telecommunication devices may not be active during school time.

## **SCHOOL PICTURES**

Individual pictures of all children will be taken the first nine weeks of school and group pictures may be taken in the Spring. Parents will be given an opportunity to purchase the prints. Retakes will be allowed only if dissatisfaction in the proof is the fault of the photographer.

## **NON-DISCRIMINATION POLICY**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Mr. David Carriger, 802 South High School Avenue, Columbus, KS, (620) 429-3661, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information

concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

## **TRANSFER OF ATTENDANCE CENTER**

If a parent desires his/her child to attend a U.S.D. #493 attendance center other than the attendance center in which the family resides, an application for transfer must be submitted in writing to the Superintendent of Schools and will be determined by lottery.

The intent of this policy is to help promote a better enrollment balance between classrooms. The following list will generally be followed in considering transfer requests:

- 1) Moving from a larger to a smaller class
- 2) Older brother or sister in receiving school
- 3) Special education
- 4) Convenience of parents' transportation

All transfer requests will be considered on an individual basis. Both the "receiving principal" and the "sending principal" will be involved prior to the granting of a transfer by the Superintendent. Transfers may not be permitted between elementary schools during the school year.

When parents request that their child attend an attendance center other than the attendance center in which the family resides, transportation to and from school will be the responsibility of the parents, unless school transportation already exists.

## **VISIT YOUR SCHOOLS**

You are welcome to visit any of the Columbus District Schools and other district facilities. When you visit a school, please stop at the school's office and request permission so you may be directed to the person or room you wish to see.

## **CLASS PLACEMENT**

Parents who have concerns about student placement must fill out a placement form. These forms are located at each building office.

## **BOARD OF EDUCATION**

Your Board of Education welcomes you to their meetings. The meetings are normally held on the first Monday of the month. The time and place of the meetings are published in the Columbus Daily Advocate.

The Board wishes to be responsive to the community they represent. They hold a special time open on their agenda for visitors to be heard.

Anyone who wishes to place a matter on the agenda may do so by making a request in writing to the Superintendent of Schools, 802 S. High School Avenue, Columbus, KS 66725, at least five days before a meeting. The request should include the person's name, address and telephone number, the name of the group or organization he/she represents, if any, and background information to the request.

## **PARENT-TEACHER ORGANIZATIONS**

The general purpose of the Parent-Teacher Organizations is to bring parents and teachers into a closer relationship so that both will understand more clearly the problems involved in educating children. The P.T.O. in each school has a schedule of regular meetings during the year. You are invited to attend any of these meetings. The P.T.O. has just one major interest — YOUR CHILD.

All parents are urged to:

- 1) Become active P.T.O. members
- 2) Support all P.T.O. projects
- 3) Attend P.T.O. meetings regularly

## **SENIOR CITIZEN PASSES**

Columbus Unified School District #493 offers SENIOR CITIZEN PASSES to any citizen of the district who is 60 years of age or older. The card grants free admission to school events held in the district, except for tournaments. To get a card, call the Columbus Board of Education Office, 620-429-3661.

# DIRECTORY

## BOARD OF EDUCATION

Mr. John Crain 674-3192  
4178 SW Hallowell Rd  
Columbus, KS 66725

Mr. Danny Langerot, Jr. 674-3052  
171 NE 20<sup>th</sup> Street  
Columbus, KS 66725

Mr. John Lopp 674-8416  
3179 SE 10<sup>th</sup> St.  
Columbus, KS 66725

Mrs. Kathy Schoech 674-3875  
1926 SW 20th St.  
Columbus, KS 66725

Mrs. Holly Stover 674-2062  
114 E Elm  
Columbus, KS 66725

Mr. Scott Thompson 597-2592  
5430 NW Bethlehem  
Columbus, KS 66725

Mrs. Anita Walden 429-2620  
527 S. Vermont  
Columbus, KS 66725

# ADMINISTRATION

**School Board Office** **429-3661**

Mr. David Carriger, Superintendent  
Columbus School Board Office  
802 S. High School Avenue  
Columbus, KS 66725

**Columbus High School** **429-3821**

Mr. Steve Jameson, Principal  
Mr. Tony Shearburn, Interim Principal  
Mr. Dan Grundy, Interim Vice-Principal  
Columbus High School  
124 S. High School Avenue  
Columbus, KS 66725

**Central Elementary & Jr. High** **429-3943**

Mr. James Bolden, Principal  
Mr. Chad Fletcher, Vice-principal  
810 S. High School Avenue  
Columbus, KS 66725

**Highland School** **429-3032**

Mr. Terry North, Principal  
319 N. High School Avenue  
Columbus, KS 66725

**Park School** **429-3905**

Mr. Terry North, Principal  
724 E. Garfield Ave.  
Columbus, KS 66725

