

## **USD 412 MISSION STATEMENT**

The staff, students, and community of USD #412 share responsibility in attaining appropriate education to live, learn and work in an international society.

## **ASBESTOS**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the USD #412 Offices.

## **NONDISCRIMINATORY STATEMENT**

USD #412, Hoxie, Kansas, is nondiscriminatory on the basis of race, color, national origin, sex, age, handicap or homeless situations in admission or access to, treatment or employment in, its programs and activities. Scott Hoyt, Superintendent of Schools, has been designated Title IX and Section 504 Coordinator. If you have questions regarding the above please contact: Scott Hoyt, Superintendent of Schools, USD #412, Hoxie, Kansas 67740.

## **BUILDING HOURS**

The building will be open in the morning by 7:30 AM, and will close at 4:00 PM. Any student or group of students remaining in the building after 3:45 PM should be supervised by a member of the faculty. Maintenance staff will not assume this responsibility. Classrooms will be open at 7:45 AM, or by arrangement with the teacher. Classes will begin at 8:10 AM and end at 3:35 PM, each day.

## **USE OF THE SCHOOL BUILDING**

No group is to use the building without the approval of the principal and, in no case, is a student to be allowed in the building without a sponsor. The group using the building is responsible for leaving the building in an acceptable condition.

## **SCHOOL CLOSING**

In case of bad weather, you will be notified by E-mail, voice messaging and text messaging concerning “no school” or “early dismissal”. Contact information for this notification service is provided through our student operating system. **Storm bus routes** will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm routes. This announcement will be made the same way as school closing announcements.

## **CHANGE OF ADDRESS**

Please notify the school secretary within seven days if any of the following change: telephone number, mailing address or emergency contact.

## **ACCESS TO STUDENT RECORDS**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe USD #412 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave., SW, Washington, DC 20202.
- The right to obtain a copy of USD #412 policies for complying with FERPA. A copy may be obtained from the USD #412 District Office.

## **DIRECTORY INFORMATION**

For purposes of FERPA, USD #412 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent.

Hoxie Grade School directory information includes: student's name, address, telephone number, grade level and bus number.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #412 at the Hoxie Grade School Office. If refusal is not filed, USD

#412 assumes there is no objection to the release of the directory information designated.

## **PILOT PROJECTS AND STUDENT SURVEYS**

### **PILOT PROJECTS**

The board encourages the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

### **STUDENT SURVEYS**

Any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

### **STUDENT PRIVACY POLICY**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

## **WEAPONS**

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

## **KANSAS SCHOOL SAFETY HOTLINE NUMBER**

House Bill No. 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students an opportunity to report, "impending school violence". **The toll-free Kansas School Safety Hotline Number is: 1-877-626-8203.**

## **USD #412 DISTRICT WEB SITE**

USD #412 web site, <http://www.hoxie.org>., provides information about our schools and school activities for parents, students and community members. The RED Calender and other information about sporting events, team rosters, classroom activities, etc., will be available on this site.

Our web site has been completely updated with new information. Staff members/classroom teachers will be using this site to communicate with parents, students and the community. Please check out our web site daily. The high school computer class will continue to help develop our web page. An interactive calendar is also a feature on our site. If for any reason you do not want your child's name or picture to appear in a school article posted on our web site and/or school TV channel, you must inform the appropriate building principal in writing one week after the beginning of school.

## **SAFETY**

The safety of the USD #412 students is a major concern to everyone. USD #412 will be responsible for students in the buildings and on the grounds during school hours only. They will also be responsible for students while they are participating in or attending any school sponsored activity in which they are under the direct and immediate supervision of the school unless said student is a passenger on a USD #412 school bus.

When dropping your child/children off at school or picking them up at the end of the day please pull up at the north doors of the school heading east. Parents may park on the west side of the school for pick up at the end of the day also.

We have concerns about students crossing the street without using the crosswalks.

The busses will load and unload at the south doors of the grade school building.

## **SCHOOL ATTENDANCE**

Regular attendance is necessary for a student to gain the most from his/her education. Educational experience is on-the-job training. Studies indicate that the time spent at the task of education correlates with the amount of education that takes place; i.e., failure to attend classes results in loss of learning.

School hours are set by the USD #412 Board of Education. **We ask your cooperation in seeing that your child does not arrive before 7:30 AM, if they live in town.**

## **ABSENCES**

The school suggests that absences from school be only for reasons of illness or doctor appointments, funerals, etc. Taking students out of school for vacations or shopping trips is not encouraged.

Regular attendance is important if students are to maintain their level of academic work. The law states that truancy is defined as three consecutive days or five days in one semester or seven unexcused absences in one year whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.

Excused absences require a note or call from parents stating the problem. **Please do not call the Grade School office before 7:30 AM.** Without a note or call the day of the absence or the day after, they will be considered unexcused. **Any student entering the building after the 8:10 bell must report to the office.** Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

It is the student's responsibility to ask the teacher for any make-up work that the teacher might have for them for the time missed.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

## **HOMEWORK**

In providing homework assignments, teachers are encouraged to give primary consideration to each student's needs and abilities. The purpose of homework is to help the student prepare for the next learning experience or to extend and enrich what has previously been learned. As students progress in grade level, increasing amounts

of homework are assigned. Parents can help with homework by providing the following environmental factors:

1. Restrict television watching until homework is completed.
2. Provide a good study environment.
3. Set aside a regular time for homework.
4. Try a system of rewards for completing homework.
5. If your child never brings work home, check with his/her teacher.

## **TEXTBOOKS AND SCHOOL PROPERTY**

Student textbooks are rented to the student each year. The students are responsible for the books and equipment rented. The textbooks are expected to last five years. If students write in their books, abuse them or lose them, they may expect to be fined when the books are returned.

The policy governing lost or destroyed textbooks is as follows:

- New books purchased this year-----100% of cost
- Second year books----- 75% of cost
- Third year books----- 50% of cost
- Fourth year books----- 25% of cost
- *Damaged textbooks will be charged accordingly.*

Enrollment fees will be refunded on the following basis:

- Any time during the first week of school a full refund will be given.
- Any time during the first semester following the first week, one-half of the fees will be returned.
- Any time during the period following the first week of the second semester, no refund will be given.

We urge you to show proper respect for property, both public and private. The custodians have a big job. We need to assist them in keeping the building neat and attractive.

## **BUSES/TRANSPORTATION**

USD 412 is not responsible for the student's welfare while traveling to or from school unless the student is traveling in school transportation. All students living **more than 2.5 miles** from their attendance center will be provided bus transportation to school.

Storm bus routes will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm bus routes. This announcement will be made the same way as school closing announcements.

Riding a bus is a privilege, which may be denied a student who, by his/her behavior, causes situations, which infringe on the rights of others or endangers the lives of other students. Conduct by a student that in any way distracts the bus driver will not be tolerated.

Bus routes are established by the Central Office. Prior to the opening of school, bus drivers will contact families concerning morning pickup and afternoon return time. If a student is not riding the bus in the morning, please notify the bus driver. If the driver is unavailable, please call the bus barn (675-3699). If a student or parent knows that the student will not ride in the afternoon, please notify the office so the bus driver can be notified.

Busses will load and unload at the south doors of the grade school building.

### **BUS CONDUCT**

1. There will be no changing of seats while the bus is in motion, except by direction of the driver.
2. There will be no defacing of bus parts by writing, etc.
3. Seating arrangements will be at the discretion of the bus driver.
4. No obscenities will be allowed - this includes vocal and hand signals.
5. At all times, a student will keep his person inside the bus.
6. Excessive noise is unnecessary; normal conversations are permissible.
7. Each student will leave the bus neat and orderly with all trash in the proper receptacles.

***Failure to comply with these rules may result in the suspension of your privilege to ride the bus to and from school.***

### **ASSEMBLIES**

Students must attend scheduled assemblies. If a student wishes to not attend an optional assembly, the student's parents should notify the principal by 8:30 the morning of the assembly.

Student behavior should always be courteous and refined. Student behavior determines the scheduling of future assemblies. Whistling is not considered appropriate. Inappropriate behavior is sufficient cause for removal and disciplinary action.

### **COMPUTER USE AND INTERNET ACCESS POLICY**

Computer technology and Internet access are available to students and staff members of Hoxie Grade School. The goal in providing this technology and access is to support

the educational objectives and mission of USD #412 and to promote resource sharing, innovation, problem solving, and communication.

The smooth operation of computer use and Internet access relies on the cooperation of users adhering to strict guidelines. These guidelines are set forth in this document so that all users are aware of the responsibilities they assume. In general, this requires appropriate, ethical and legal utilization of the technology and associated resources. If a user violates any of these guidelines, his/her use of the technology and access will be significantly curtailed and/or terminated.

#### TERMS AND CONDITIONS

1. The purpose of computer technology and Internet access at Hoxie Grade School is to support the educational objectives and mission of USD #412. All users are expected to demonstrate appropriate, ethical and legal utilization of the technology and associated resources.

2. The use of computer technology and Internet access is a privilege, not a right. Inappropriate use and access will result in the restriction and/or termination of this privilege. The principal and technology coordinator will determine what is inappropriate use and access, and their decision will be final.

3. The physical computer equipment is both sophisticated and expensive. Equipment vandalism will result in the immediate cancellation of all computer privileges and may also result in other school disciplinary action. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network. All users are expected to immediately report any problems or vandalism of computer equipment to the instructor responsible for the equipment.

4. Users are forbidden from installing any software on the hard drive of the computer system without permission and direct supervision from the technology coordinator or instructor responsible for the equipment.

5. Students are not allowed to send and/or receive personal E-mail at school. E-mail addresses are provided to the students for the express purpose of supporting the educational mission of USD #412. E-mail may be sent and/or received within the domain (hoxie.org) only.

6. Internet access and use must always be under direct supervision of a staff member and should be consistent with and in support of the USD #412 educational mission. Hoxie Grade School and USD #412 forbid the transmission of any material in violation of any federal or state law, including but not limited to copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses, offensive material and/or any threatening or harassing materials. If a user encounters a potentially inappropriate Internet site, address, home page or data source, he/she is expected to immediately terminate contact with such site or source and report it to his/her instructor or staff member.

7. By law USD #412 has Internet content filters in place to prevent the accidental or intentional access of illegal information stated above. Any blatant attempt to circumvent these filters, whether in order to violate these terms of use or otherwise, may result in disciplinary action against the user.

8. Without exception, all computer use must be under the direct supervision of a staff member. Any user found working at a computer without supervision shall have his/her access privileges curtailed or terminated.

9. Security on any computer system is a high priority, especially when the system involves many users and/or a network. Securing, protecting and preserving hardware, software and data are absolutely critical. Users should report any security breaches or system misuse to the system administrator, instructor in charge, or principal. The system administrator and principal shall have both the authority and right to examine any system related records of any user of the system. Privacy is not an inherent right of users of the system.

10. No warranties, expressed or implied, are made for computer technology and Internet access being provided. The school and district, including its officers and employees, will not be responsible for any damages. This includes, but is not limited to, the loss of data, delays, non-deliveries or service interruptions caused by negligence or omission. Use of any information obtained through the computer system is at your own risk.

All terms and conditions stated in this document are applicable to Hoxie Grade School. These terms and conditions reflect the agreement of the parties hereto and supersede all prior oral and written agreements and understanding of the parties.

## **CONDUCT**

Self-discipline is a sign of maturing and growing up. It is achieved only through constant practice. To help strengthen the child's character and to develop self-discipline, students are requested and expected to observe rules and regulations of the school and of common courtesy.

Teachers will inform parents of the rules at the beginning of the school term. It is in your child's best interest that we work together in relationship to his/her schooling. The teachers will thus be in close contact with you regarding your child's progress in the classroom. If a situation arises, please contact the teacher and set up an appointment to discuss any problem. Communication is the key to solving such problems.

## **DISCIPLINE POLICIES**

The following consequences are used in conjunction with violations of school regulations:

**DETENTION** - time spent before or after the school day with the staff member assigned to detention. Detention will be served the following day to assist in arranging transportation. Detention may also be served on the day of the infraction if arrangements can be made with parents. If an assigned detention is missed, double time detention applies.

**IN-SCHOOL SUSPENSION** - isolation for one or more days of school. Students will report to in-school suspension at 8:10 AM, and will be allowed to leave at 3:35 PM. Students will not communicate with other students. No gum, candy, or drinks will be permitted, except during lunch when they will eat alone. The student will work on the assignments missed during the time while serving in-school suspension. Credit and grades will be given.

**SHORT TERM OUT-OF-SCHOOL SUSPENSION** - a period of time ranging from one to five days during which the student is not to attend or participate in school or any school activity. Credit may or may not be given.

**LONG TERM SUSPENSION** - a suspension that lasts more than five school days but not past the end of the current semester. The student loses all credit for school during any nine-week period in which this type of suspension occurs.

**EXPULSION** - suspension for the remainder of the semester and/or school year. No credit is given for the remainder of the school year.

**A discipline file will be kept in the office on any student violating school rules and regulations resulting in trips to the principal's office.**

## **SUSPENSION POLICY**

The Board of Education authorizes the Principal to place in detention or to suspend from school any student guilty of the following:

- Willful violation of any regulation for student conduct adopted or approved by the Board of Education.
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades the rights of others.
- Conduct which has resulted in conviction of the student of any criminal statute of the United States.

- Disobedience of any order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement upon, or invasion of, the rights of others.
- Possession of a weapon on school property or at a school sponsored event.

A written notice of any short-term suspension and the reason therefore shall be given to the student involved, to his parents or guardian, and the Board of Education within twenty-four hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with KSA 72-8901-et.seq and in accordance with due process as outlined by Kansas statute. Acts of unacceptable behavior that may result in suspension (including in-school suspension) upon first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infraction, includes but is not limited to the following:

- Threat or use of lethal weapon - this shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon
- Vandalism
- Extortion of any type and/or amount
- Failure to comply with reasonable request from administration, teacher, and other school employees
- Fighting and/or provoking a fight
- Intimidation, threatening by word or deed
- Sexual harassment
- The use of profanity and/or vulgarities - profanity in any form will not be tolerated and will be subject to suspension
- Excessive tardiness
- Temper tantrums
- Open defiance of authority
- Stealing
- Use of alcohol, drugs and tobacco
- Destruction of school property
- Repeated violations of school regulations
- Conduct which disrupts the school's activities and education mission

## **SEXUAL AND NONSEXUAL HARASSMENT**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual and nonsexual harassment is any unwanted attention of a sexual or nonsexual nature.

Hoxie Grade School is committed to maintaining a learning environment that is free from sexual harassment, where all students can work and study together comfortably and productively.

USD #412 prohibits any form of sexual harassment.

It shall be a violation of this policy for any student of Hoxie Grade School to harass a student through conduct or communication of a sexual or nonsexual nature as defined by this policy. It shall be a violation of this policy for any student of Hoxie Grade School to be harassed in a sexual or nonsexual manner.

The administration of Hoxie Grade School is required to investigate all complaints, either formal or informal, verbal or written, of sexual or nonsexual harassment and to discipline any student who harasses a student of Hoxie Grade School.

**DEFINITION OF SEXUAL HARASSMENT:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the education of the student; or
2. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with the education of the student, or creating an intimidating, hostile, or offensive education environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

- **Written Contact**--sexually suggestive or obscene letters, notes, invitations, drawings. This also includes computer terminal messages of a sexual nature.
- **Verbal Contact**--sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about a student's body or sexual characteristics that are used in a negative or embarrassing way.
- **Physical Contact**--any intentional pats, squeezes, touching, pinching, repeatedly brushing up against someone's body, assault, or blocking movement.

**DEFINITION OF NONSEXUAL HARASSMENT / BULLYING:** Nonsexual harassment consists of bullying, unwelcome teasing, inappropriate comments and inappropriate physical contact.

(1) "Bullying" means –

- Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an

intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- Cyberbullying: or
- Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205, and amendments thereto.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, E-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Any student who believes he or she has been subjected to harassment or bullying should discuss the alleged incident with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **HOXIE SIXTH GRADE EXTRACURRICULAR PARTICIPATION POLICY**

1. No student is eligible to represent his or her school in interschool athletics or cheerleading until a physical examination form is completed and filed with the school prior to the first practice in which the student participates. This statement must be in the hands of the school prior to the first practice.
2. KSHSAA guidelines will be followed to determine eligibility.
3. Any student who is failing a class will be given probation for one week. This gives the student an opportunity to raise the grade to a passing status. The second week of a failing grade in a subject will result in the student being ineligible for activities for one week until this grade is passing. All students' grades will be averaged weekly to determine eligibility. The weekly eligibility report is due in the principal's office at 10:00 AM, each Monday.
4. A student must attend core classes on the day of an athletic event or they may not attend the athletic activity, unless prior approval is granted by the administrator.

5. Any regulations not herein covered will be in accordance with KSHSAA rules and regulations.

## **SPORTSMANSHIP**

You, as an individual involved in an activity offered at Hoxie Schools, are recognized as an official representative of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

## **UNIFORMS**

To be eligible to participate in the next sport season, the participant must return all equipment and uniforms. (Example: a participant not returning track equipment at the end of the track season will not be eligible to participate in football or volleyball. A participant not returning football equipment at the end of the football season will not be eligible to participate in basketball or wrestling.) When the assigned equipment or uniforms are returned, the participant may participate. Students are required to supply their own towels for PE and athletics.

## **LOCKERS**

It is policy at Hoxie Grade School to assign lockers for Grades 3-6 student use. Students may keep personal property such as coats, books, etc., in the lockers. ***THE LOCKERS MAY BE USED BY THE STUDENTS BUT REMAIN THE PROPERTY OF THE SCHOOL, THEREFORE, MAY BE EXAMINED BY THE PRINCIPAL OR HIS REPRESENTATIVE.***

Students are asked to mark all personal property for easy identification. The school is not responsible for valuables left in halls, rooms, or lockers. If students use locks on their locker, they must provide the office with the combination or key.

## **GRADING SCALE**

Students in grades three through six use the following grading scale:

- A=100%--90%
- B=89%--80%
- C=79%--70%

- D=69%--60%
- F=59% and below

Grades kindergarten through second are not given letter grades.

### **REPORT CARDS / PROGRESS REPORTS**

Grade reporting in the USD 412 schools will be through the Go.edu Star Student Operating System. Parent and Student on line accounts are established each school year after the enrollment process. Grades are posted weekly. Grade cards will no longer be printed and sent home. Student grades may be accessed through this system and parents may print a copy of the grades. Year end grade cards will be filed in the student cumulative files at the school.

### **RETENTION POLICY**

When students experience failure in the classroom, retention is one of the solutions considered. When retention is being considered, the teacher will meet with the parents and explain the reasons for the recommendation. If agreement cannot be reached, the principal will become involved in the final decision.

### **PARENT-TEACHER CONFERENCES**

A conference between the teacher and parents of students in grades PK-6 will be scheduled at the end of the first nine weeks of school and the end of the third nine weeks of school.

The purpose of these conferences will be to discuss the student's progress, attitudes, and items of mutual concern for both the parents and teacher. If you cannot attend at the scheduled date, we ask that you notify the teacher so that other arrangements can be made.

**Please, teachers and parents are encouraged to contact each other at other times as the need arises.**

### **SCHOOL EVENTS**

The Hoxie Grade School will be hosting many different types of events and activities throughout the year. We would like to offer a special invitation to parents to follow school events and support the students' efforts.

The school would hope that normal school behavior will be followed during these activities. There will be no unnecessary running around. It is hoped a student's conduct will never become enough of a problem to force us to ask a student to leave any activity. If it is necessary to ask a student to leave, the parents will be notified. **WE**

***ASK THAT YOUNGER STUDENTS NOT BE LEFT AT SCHOOL EVENTS WITHOUT AN ADULT TO BE RESPONSIBLE FOR THEM!!!***

The school will not be responsible for providing rides for students going to athletic events, other than those on the team. Students riding a bus to an out-of-town event are expected to return to Hoxie on the same bus. If a parent is taking the student home they must sign the release book provided by the coach.

USD #412 will make every effort to provide a safe and orderly environment for our athletes and patrons at both home and away events. Communication with participating schools will ensure that our students receive quality care at their facilities. This will include procedures to contact the necessary medical services such as ambulance services, emergency medical technicians and first aid providers.

**GROOMING/DRESS**

Each student attending Hoxie Grade School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat and clean personal appearance.

Extreme or sloppy styles that are disruptive will not be allowed. Clothing or other wearing apparel that promotes and or advertises alcohol, tobacco, or illegal substances is prohibited.

The building principal is responsible for requiring students whose appearance does not give indication of effort or whose appearance is disruptive to make improvements in grooming, to dress appropriately and to be neat and clean.

Students should be dressed appropriately at all times. Being appropriately dressed consists of wearing a full dress of clothing. Students must be clothed at all times from the shoulders to mid-thighs. Students will be permitted to wear shorts throughout the school year. All shirts, blouses and overalls shall be appropriately buttoned. Overall straps or suspenders will be buttoned over both shoulders.

The following listed items are some (not an all-inclusive list) that are considered inappropriate for school wear.

- Halter tops, tube tops or see-through clothing (mesh shirts without a proper under garment may not be worn)
- Hats, caps or sunglasses
- Clothing or other wearing apparel that promotes/advertises alcohol, tobacco, or illegal substances
- Clothing or other wearing apparel displaying obscene, profane, or suggestive slogans
- Muscle shirts (tank tops may be worn provided they are not loose-fitting around the arms), spaghetti straps, or shirts that do not cover the midriff area

- Tattered jeans, sweats or slacks (unless patched)
- Tattered shirts or blouses (unless patched)
- Shorts or dresses above mid-thigh
- Biking shorts or un-hemmed sweat shorts

Students not adhering to these guidelines will be asked to correct the situation. A student will not be permitted to attend any class should it be determined that he/she is not appropriately dressed. When the student has corrected his/her dress, he/she will be permitted to return to class. Should the student need to return to his/her home to change clothes, his/her guardians will be notified. If a student is late to school because he/she had to go home to change clothes, he/she will receive a tardy. A student will be counted absent should he/she miss 20 minutes or more of the classroom period to correct his/her dress. Absences will be either excused or unexcused.

### **VISITING SCHOOL**

We encourage you to visit your child's room and get acquainted with his/her teachers. If there are any questions concerning their progress, the teachers welcome the chance to talk over the difficulties as well as the achievements with you.

We ask your cooperation in the following:

- **ALL PARENTS AND VISITORS are to report to the office upon arrival.**
- Make appointments for conferences or visits.
- If you visit school the last half hour of the day, just before a holiday or the last two weeks of school, you will not be getting the correct picture of what goes on in the classroom during the school day.
- Pre-school children and children not enrolled at Hoxie should not visit school unless accompanied by an adult. If a student from another school would like to visit, you must get permission from the teacher and the principal.
- To ensure the safety of all our students, you may only enter the building through the northwest door. All other doors are locked.

### **CLASSROOM PARTIES**

Scheduled classroom parties will be held four times a year for grades K-6: Fall, Christmas, Valentine's Day and Easter or May Day. Room mothers will contact parents regarding treats for the parties.

Birthdays may be recognized in the classroom the last half hour of the day. The child may bring treats to share. Individual party invitations **MAY NOT** be passed out at school.

### **BALLOONS, FLOWERS AND OTHER GIFTS ARE NOT TO BE DELIVERED TO STUDENTS AT SCHOOL.**

According to our school wellness policy, classroom rewards and parties (room mother planned parties and birthday celebrations) staff and parents will be asked to follow these state guidelines for a la carte items and vended food items when choosing classroom party food:

**Guidelines per serving:**

- Fat – Except for nuts, seeds and nut butters, 35% or less of total calories from fat (or less than 4 g. per 100 calories)
- Sugar – Except for fruit without added sugar, 35% or less of weight from total sugar (or less than 9 g. per 100 calories)
- Calories – 200 calories or less per serving

Resources for parents will be available upon request to assist in making healthier choices. Our article on the district website, “USD #412 Wellness Policy Information” provides sites you can visit to get ideas for healthier snacks.

**TELEPHONE CALLS**

Teachers and students will not be called out of their classrooms during school hours (except for an emergency) the district telephones are for school business. A message will be placed in the teacher's mailbox to return the call when they are free.

**We urge parents to make arrangements for after-school activities before the child comes to school.** If it does become necessary to get in touch with your child, a message will be taken and placed in the teacher's mailbox to be given to the student during the day.

**Children will be permitted to use the telephone only in special cases to make or receive calls.**

**RECESS**

During inclement weather, students should have overshoes to wear outdoors. We go out on the blacktop in snow on occasions, and students in PK-3 will not be allowed to play in the snow without overshoes.

Students will play outside during good weather. Children who must stay inside due to illness need a note from parents. Children who have to stay in must conduct themselves in an acceptable manner.

**LOST AND FOUND**

Each student's belongings including books, school supplies, gym clothes, gloves, snow boots, etc., should be plainly marked to avoid loss or exchange. All articles found on

the school premises will be brought to the office. They will be returned when properly identified. Articles not claimed will be displayed during Parent-Teacher Conferences and the last week of school. We will dispose of all articles not claimed at the end of the year.

### **GYM SHOES REQUIRED**

USD #412 Schools will require that all students with the exception of Pre-Kindergarten, have an extra pair of shoes to wear when participating in activities in the school gyms. The shoes will need to be left at school so the students have access to them when they need to use the gym. The shoes do not need to be expensive.

### **ROLLERBLADES**

Roller blades (or any shoes with wheels) may not be brought to school or used on the playground.

### **ELECTRONIC DEVICES**

Students are not allowed to have electronic devices in the classroom.

### **FOOD SERVICE PROGRAM**

All students in grades PK-6 may take part in the breakfast program and students in grades KDG-6 may take part in the lunch programs. All menus comply with USDA regulations and state policies. *Nutrient Standard Menu Planning "NuMenus"* will be used to analyze weekly menus to be sure they meet specific nutrient standards.

Lunch money is credited to each student's/or family meal account. Meals are then charged against the credited amount. When the student's/or family balance is at two meals or less, a reminder of the account status will be sent home with the student.

All students who are in the building during their lunch period will go to the high school lunchroom. To encourage healthy eating habits all students are required to bring something to eat. Pop is not allowed in the lunchroom.

Those students who do not eat in the lunchroom are to bring a written note from their parents stating they are to leave school for the lunch period. When children leave for lunch, it is to go home to eat. Students are not allowed to leave the building to go uptown to eat unless they are accompanied by parents.

Applications for free and reduced lunches are made available at enrollment and upon request at the Grade School Office.

## **BREAKFAST PROGRAM**

Breakfast will be served from 7:30 AM to 8:00 AM, in the JR/SR High School Cafeteria. Town students eating breakfast may report directly to the JR/SR High Cafeteria at 7:30 AM, or report to the Grade School and ride the bus to the cafeteria. Bus students will be delivered to the JR/SR High School Cafeteria if they wish to eat breakfast. Students will be delivered and picked up two times each morning. If a bus is late, breakfast will be held for those students requesting breakfast.

A breakfast meal count is taken at the same time attendance and lunch count is taken, and students planning to eat breakfast the next day should notify their teacher at this time. However, if a student wants to eat breakfast and did not notify the staff on the previous day, the student will be allowed to eat.

Any student who is late to school or for any reason unable to go to the JR/SR High School for breakfast may report to the Grade School Office and arrangements will be made to provide breakfast.

## **PRICES FOR LUNCH AND BREAKFAST**

Lunch: K-5	=	\$ 2.25	Breakfast: PK-5	=	\$ 1.50
6-12	=	\$ 2.50	6-12	=	\$ 1.65
Adults	=	\$ 3.30	Adults	=	\$ 2.05
Reduced Price	=	\$ .40	Reduced Price	=	\$ .30
Extra Milk	=	\$ .50	Extra Milk	=	\$ .50

## **HEALTH**

Every effort is made to avoid accidents at school. Minor injuries will be treated according to doctor's written orders. If any child is seriously injured or becomes ill, every effort will be made to contact the parent. The doctor listed on the enrollment form will be called if it is felt immediate attention should be given and the parent cannot be located.

The Hoxie Grade School will have a school nurse available on a limited basis.

**Health screenings provided through the school year are vision, hearing and dental. These screenings will be provided unless a written notice is sent to the school office.**

If the child has a temperature of 100 degrees or above, they should not be sent to school. Please notify the school if your child should be afflicted with any infectious disease so we can watch for symptoms.

## **CHILD HEALTH ASSESSMENTS**

Summary **HOUSE BILL No. 2695** - creates a new act under which, after July 1, 1993, all children entering a Kansas school for the first time will be required to present the results of a child health assessment that has been done within six months prior to school admission. As defined in the bill, health assessment means a basic screening for hearing, vision, dental, lead, urinalysis, hemoglobin-hemocrit, nutrition, developmental, health history and complete physical examination.

Health assessment results must be recorded on a form provided by the Secretary of Health and Environment and must have been conducted by a person licensed to practice medicine and surgery, or a licensed professional nurse or other health care provider approved by the Secretary of Health and Environment to do health assessments. Information contained in the health assessment is to be confidential and may not be disclosed or made public except as provided in the legislation. As an alternative to the health assessment required by the new legislation, a pupil may present a written statement signed by a parent or guardian that the child is an adherent of a religious denomination whose teachings are opposed to such assessments or a written statement that the health assessment is in the process of being done and will be completed within 90 days after admission to school. School boards may exclude children from school who have not complied with the law, must transfer records of compliance if the child transfers from one school to another, and must give pupils known to be enrolled or to be enrolling a copy of the applicable subsection of the legislation and the school's policy relating to implementation prior to the beginning of the school year.

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS DURING SCHOOL TIME:**

**Written** permission from the parent/guardian and physician or dentist is required for **ALL** medication to be administered at school including over-the-counter drugs.

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

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

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers,

one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. **The permission forms are available at enrollment and upon request at the Grade School Office.**

## **VACCINATIONS REQUIRED FOR SCHOOL ATTENDANCE**

This information was changed to reflect the state requirements:

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five (5) doses required. Four (4) doses acceptable if dose 4 given on or after the 4<sup>th</sup> birthday. A single dose of **Tdap** required at grades 7-10, if no previous history of Tdap vaccination regardless of interval since the last Td vaccine.
- **Poliomyelitis (IPV/OPV):** Four (4) doses required. Three (3) doses acceptable. One (1) dose required after age 4 regardless of the number of previous doses, with a 6 month interval from the previous dose.
- **Measles, Mumps, Rubella:** Two (2) doses required.
- **Hepatitis B:** Three (3) doses required through grade 12.
- **Varicella** (chickenpox): Two (2) doses are required for grades K-3 and 7-8; one (1) dose required grades 4-6 and 9-12 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 (3) doses required for children less than 5 years of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- **Pneumococcal conjugate (PCV):** Four (4) doses required for children less than 5 years of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
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- **Hepatitis A:** Two (2) doses required for children less than 5 years of age in early childhood programs. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second dose.

Vaccine doses received at less than the recommended intervals or as half doses do not count as meeting a child's vaccination requirements.

## **EMERGENCY DRILLS**

A minimum of three tornado drills per school year and at least one fire drill per month will be held while school is in session. Each teacher will post and explain a detailed procedure schedule in his/her classroom.

## **INSURANCE**

The school carries some insurance coverage for participants involved in KSHSAA-sponsored activities. The school also provides **secondary** insurance for students injured in class, at recess, or on a school-sponsored activity. This insurance coverage **is NOT** intended to be the primary or sole coverage of insurance for the student. Parents are encouraged to have their own insurance coverage. The school's coverage should be considered supplemental insurance. It has been our experience that the insurance does not pay the total amount of the claim. If you have insurance of your own, you must file a claim with that company.

Student accident insurance is available for purchase through the school. Please call the school office for more information.

## **SPECIAL EDUCATION**

All children have a right to a free, appropriate public education based on their needs. Hoxie Grade School does not discriminate on the basis of race, color, national origin, sex, age, or handicap. USD #412 will identify all exceptional children, elementary and secondary, and then provide the needed special education for these students in the most normal educational setting possible. Exceptional children are defined as mentally handicapped, specific learning disabled, gifted, hearing impaired, language or speech impaired, behavior disordered, deaf, blind, and visually impaired.

All of these special services are available through USD #412. Specific steps in identifying and providing special education services are followed. All parent and student due process rights and confidentiality will be provided. All parents will be informed as soon as their child is referred for one of the special programs. Parents, and in some cases the child, will be closely involved with the school's special service team decision. They may request a due process hearing.

The stated goals of an appropriate educational program for all exceptional students is a reflection of the philosophy of USD #412 to provide quality educational services for all children. For more specific information concerning the special education programs, contact your building principal or the Superintendent of Schools. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262) for additional information or resource materials on special education services, rights, and procedures.