



**Student Handbook**

**Prairie Heights Elementary School**

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# Prairie Heights Elementary School Student Handbook

2024-2025

**Prairie Heights Mission Statement:** To guide students' achievements in a safe and positive environment through partnerships with our community.

## **ACADEMIC RESPONSIBILITIES**

Students are obligated to complete all schoolwork assigned by teachers. Students are also responsible for bringing materials, such as pencil, paper, and textbooks to class daily. Any student who fails to show a sincere and regular effort to complete his/her assigned work may be subject to consequences. Students need to ask teacher(s) for missed assignments and complete them as directed by the teacher.

## **ADMISSION KINDERGARTEN, NEW and OUT-OF-STATE**

Children who will be five years old on or before August 31, 2024, will be eligible to enroll in kindergarten. A transfer student who does not meet the age requirement is allowed to enroll, if the child, while a resident of another state, entered an accredited kindergarten program. Any pupil entering school for the first time in this state shall, prior to admission, be required to present certification from a licensed physician that each pupil has received or is in the process of receiving required immunizations. Students also need to have a certified birth certificate (not a hospital record) and a physical at the time of enrollment. The physical assessment may be done 12 months prior to school entry or within 90 days after school enrollment.

## **ADMISSION TO FIRST GRADE**

Children who will be six years old on or before August 31, 2024, may be admitted to first grade. All those entering first grade, who have not attended USD #417 schools before, must present a birth certificate (not a hospital record), a record of all required immunizations, and a physical. Enrollment is not complete until this is done. A transfer student who does not meet the age requirement is allowed to enroll, if the child, while a resident of another state, has completed an accredited kindergarten course or has entered a state accredited first grade.

## **ADMISSION: ALL NEW STUDENTS**

All students enrolling for the first time in USD #417 will attend classes no sooner than the first day following enrollment, not on the day of enrollment.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

We are required by Federal Law to annually notify patrons and students about the presence of asbestos material in our buildings. There is some asbestos in our buildings. This asbestos is checked on a regular basis and has been found to be in good condition, and not a hazard to health in our 2021 inspection. EPA inspection in 2021 found USD #417 to be in compliance. All buildings are re-inspected every three years. USD #417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

## **ASSIGNMENT BOOKS**

Assignment books (Gr.1-6) will be issued. These will assist students with organizational skills and be a communication tool between home and school. Replacement will be at student cost.

## **ATTENDANCE -See BOE policy-JBD**

Students should attend school and be prompt in arriving at assigned classes. **Students are considered tardy after 8:00 a.m.** It is not only the parents' responsibility to require regular school attendance, it is a Kansas law until the age of 18. (See truancy.) Parent(s)/guardian(s) are responsible for informing the school of the reason

for any absence on the morning of the absence. If this is not followed, a note signed by the parent or guardian upon the student's return explaining the reason for the absence or a telephone call is required for re-admittance. Long-term illness (any absence in excess of three days) must be verified by notification from a doctor. The school will determine whether an absence is excused or unexcused. Kansas State Law allows USD 417 to accept only the following as valid reasons for excusing an absence 1. Personal illness and professional appointments (these may require a note from a medical professional) 2. Serious illness or death of a member of the family 3. Emergencies calling for the student's services or presence at home 4. Obligatory religious observances 5. Participation in a district-approved or school sponsored activity. 6. Absences pre-arranged by parents and approved by the principal.

### **Chronic Absenteeism**

Being chronically absent means a student has missed 10% or more of school for both excused and unexcused reasons. Absenteeism can lead to academic and social difficulties for students.

### **BEFORE & AFTER SCHOOL**

Students are not allowed in classrooms before 8:00 a.m. If it is necessary for a student to arrive early, parents should call the office in advance. Once a student arrives at school, he/she is required to remain on school grounds until school is dismissed or unless properly excused. Students are not allowed in the building after 3:45 p.m., unless they are serving detention, have extracurricular practices, or are enrolled in the after school program. There is no playground supervision either before or after school.

### **BOOKS - LIBRARY & TEXTBOOKS**

Library privileges may be temporarily suspended for failure to return overdue books. Students will be expected to reimburse the library for any books or materials damaged or lost. Each student is responsible for the textbooks that are rented by him/her. Loss or mutilation will cause the student to be financially responsible for those textbooks.

### **USD 417 BULLYING POLICY See BOE policy JDDC**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment 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; or Placing a student or staff member in reasonable fear of damage to the student's or staff member's property. Bullying also includes cyberbullying. "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. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 417 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the district. Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors. Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **BUS/TRANSPORTATION See BOE Policy JGG**

(Also see **Transportation Handbook** on the district website.)

A general summation of the bus rules will be posted in each bus.

1. Bus driver is in charge, please cooperate
2. Keep aisle clear
3. Remain seated, facing forward
4. Respect yourself, others, and property
5. Put away items that are unsafe or disruptive if asked
6. Keep all body parts inside vehicle – don't throw anything out of bus
7. No eating or drinking unless approved by driver

If a student violates these rules, a bus driver can write them up and report the incident to both the transportation director and the principal. Consequences from write ups are then determined by the team. If issues still arise, a student can be suspended from the bus. The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips and activity buses.

### **--School Sponsored Activities--**

Every student who rides USD #417 transportation to a school sponsored activity is required, and expected to ride back on the same bus, van, or car.

•There are two exceptions to this policy:

1. The parent/guardian of the student personally contacts the teacher, or trip sponsor, and requests that the student be allowed to ride home with the parent/guardian. This request may be made at the activity sight.
2. Prior to the time of the activity departure, the parent/guardian may contact the principal and request that the student be allowed to ride home with another adult/parent. The principal will approve or disapprove the request, and inform the teacher or sponsor of the request.

### **CANDY, GUM & POP**

Candy, pop, and chewing gum at school is prohibited and should not be in sack lunches.

## **CELL PHONES AND HANDHELD DEVICES**

Cell phones, i-pods, games, or any other handheld musical or gaming device may not be used or be visible during the school day on school property. If seen they will be confiscated. They may be picked up in the office. After the first offense, parents must pick them up from the office.

## **CLOSING SCHOOL OR BUS SCHEDULE ANNOUNCEMENTS**

Announcements concerning changes in school or bus schedules due to bad weather will be broadcast in the following ways:

•**WIBW-AM (580)**

•**WIBW-TV (13)** PRECEDING EVENING or MORNING: Electronic crawl superimposed over normal programs

•**Automated Announcements** will also be utilized to contact parents with school related announcements.

**FINAL NOTE:** If you do not have a phone, please let the school know of a person who can contact you or a phone number at which you can be reached in case of bad weather, an emergency, sickness, or early dismissal of school because of inclement weather conditions.

## **CRISIS MANAGEMENT PLAN**

The Prairie Heights Crisis Management Plan is located in all areas of our building and outlines procedures for emergency situations.

## **DEATH**

Death can impact the school community. Schools are designed to support learning. They should not be the main venue for permanent memorials for staff or students. Scholarships, awards, and donations for books in the school library may be allowed subject to board approval. Books purchased may be labeled to indicate the person whose memory they honor.

## **DRESS CODE See BOE Policy JCDB**

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The Board approved dress code for school days and school activities is as follows:

1. Appearance must be neat and clean. •Hair must be clean and well groomed. •Clothing must not be unreasonably soiled or badly worn.
2. Decency and good taste are required. •Wearing apparel that is excessively short, tight, or low-cut may not be worn. Clothing that exposes the midriff or chest area may not be worn. No undergarments should be visible.
3. Writing or pictures on clothing or jewelry shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.
4. Students will not wear hats, caps, bandanas, or other head coverings inside school buildings.
5. All students are to wear shoes at all times for health and safety reasons.
6. Students should wear a belt to keep their shorts, pants, or skirts in proper place, if directed.
7. Any student involved in activities in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration. For example, students should change shoes for PE classes.
8. Book bags and bulky coats need to be stored in a student's locker or area provided.

## **DRINKS/BEVERAGES**

Water is the only drink allowed with the exception of milk at breakfast, lunch and/or snack. Energy drinks, pop, coffee, Propel, protein powders or water additives are not allowed. Water is available free of charge from any water fountain/bottle filler. Juice pouches and boxes allowed for special occasions-b-days, classroom parties.

## **DRILLS (Crisis, Fire and Tornado)**

Crisis, fire and tornado drills will be conducted periodically throughout the school term. Drill routes will be posted in a conspicuous place. Procedures will be reviewed with all students by their respective teachers.

## **DRUG FREE SCHOOLS/COMMUNITY POLICY See BOE Policy JCDA, JDDA**

Possession and/or use or consumption of any alcohol, narcotic, tobacco product or vaping device by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Strict action will be taken against any student who violates this policy. If such action violates a law or ordinance, it will also be reported to the appropriate law enforcement agency.

## **EMERGENCY SAFETY INTERVENTION (ESI)**

Information regarding USD 417's and PHES' policies for emergency safety interventions can be found at the school website listed below.

<http://www.usd417.net/vnews/display.v/SEC/PH%20Elementary%7CESI%20Parent%20Information>

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 USD # 417. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. 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 a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes that 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.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD # 417 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD # 417 policies for complying with FERPA. A copy may be obtained from USD # 417 Central Office, 17 South Wood, Council Grove, Kansas 66846.

•For purposes of FERPA, USD # 417 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height or most recent previous school attended by the student, class designation, major field of study and photographs.

•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 # 417 at 17 South Wood, Council Grove, Kansas 66846 within 10 days of enrollment. If a refusal is not filed, USD # 417 assumes that there is no objection to the release of the directory information designated.

**FEES See BOE policy JS**

All students will be responsible for fees at the time of enrollment. Students also have the optional fees of After School Program and Afternoon milk (for grades K-1) as established by the Board of Education, at the time of enrollment. Families qualifying for free and reduced meals are eligible for a waiver on some fees.

**FIRST AID**

Every effort is made at school to avoid accidents. However, if a child is injured we will administer first aid. If the injury is serious we will attempt to notify the parents and ask for instructions. If the parent cannot be reached the school will follow the procedure outlined by the parent on the enrollment form.

**GANGS See BOE Policy JHCAA**

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

**GIFTS/FLOWERS See BOE policy JL**

Flowers, balloons, and other gifts delivered for students will be held in the office until after school. Students will be notified. Responsibility for getting the gift after school is the student's. No glass (vases) or balloons are allowed on the bus.

**GRADES**

Nine week and semester reports are distributed for grades 3 - 6. Our school district has adopted the following scale for letter grades:

100=A+	95-99=A+	87-89=B+	77-79= C+	67-69= D+	00-59= F
	94-96=A	84-86=B	74-76=C	64-66=D	
	90-93=A-	80-83=B-	70-73=C-	60-63=D-	

**GUIDANCE TIME**

Individual, group, and classroom guidance is available to students. The purpose of guidance services is to help students understand themselves and their environment as they adjust to various situations.

**HAZING/HARASSMENT/INTIMIDATION/MENACING JGEC, JGECA**

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

Harassment is defined as inappropriate or unwelcome language or behavior that has the purpose or effect of: 1. Demeaning an individual, 2. Unreasonable interfering with a person's school performance, and/or 3. Creating an intimidating, hostile or offensive school environment

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

**--RACIAL HARASSMENT - See BOE Policy JCECCA--**

Discrimination or harassment on the basis of race, color or national origin shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

**--SEXUAL HARASSMENT: - See BOE policy JGEC--**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. The complete district policy on sexual harassment can be viewed in the school or district office.

**HOMELESS STUDENT (McKinney Vento Act) See BOE policy JBCA**

Any family who lives in any of the following situations: doubled up with other people due to loss of housing or economic hardship; in a car or abandoned building; or in a motel or campground due to the lack of an alternative adequate accommodation...those school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If a parent believes his/her children may be eligible, contact the USD 417 Homeless Liaison at the district office 620-767-5192, or the school office, to find out what services and supports may be available.

**HONOR ROLL**

Prairie Heights Grades 3 – 6 has adopted the following honor roll: •A Honor Roll = no grades lower than an “A” •B Honor Roll = no grades lower than a “B” •BUGS Award = at least 3 grades were raised a letter grade with no grades going down; 4 grades going up with one grade going down; or 5 grades going up with two grades going down. It also includes those students raising all grades possible to an A which would place them on the A Honor Roll.

**INOCULATIONS (Vaccinations) See BOE policy JGCB**

All students enrolling in #417 schools shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella. Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.



## **INTERROGATION/INVESTIGATION See BOE policy JCAC**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or certified school staff member shall be present.

## **INVITATIONS**

Students will not be allowed to hand out party invitations at school.

## **LEAVING SCHOOL EARLY See BOE Policy JBH**

No student will be excused from classes unless there is a request, written or phoned, from the parents/guardians or the parents/guardians come to the school in person. When a student does leave school early, he/she must check out at the office and have the parent/guardian sign the child out. This is done to protect our students.

## **LOCKERS**

Prairie Heights students will use lockers assigned at the beginning of the year, and are not to be exchanged, unless prior approval is obtained from teachers or administration.

**LOST/ FOUND** Unclaimed items will be kept for student use or taken to the Thrift Store on June 1st.

## **LUNCH & BREAKFAST**

All students in grade Kindergarten through Grade 6 may take part in the hot lunch and breakfast programs. Our menus meet all state requirements for a well-balanced meal for growing children. No student or adult is allowed to bring pop or candy to the school cafeteria during the lunch period. We want the school lunch program to be a place for training in good eating habits and courteous behavior. Those who cannot adhere to the cafeteria rules will be asked to eat elsewhere.

All school meals are to be paid for in advance. State law prevents schools from being credit institutions and requires that all fees be paid in advance. Application forms for free or reduced meals are available at the school office. If money is **not** sent to school and a negative balance of 3 meals is accumulated, students will be required to bring a sack lunch or will be asked to pay for the day's meal before being served. If neither of those alternatives is met, the student will be served a peanut butter sandwich and milk. All students have the opportunity to purchase additional servings of menu items (doubles and/or extra milk). Students with a balance of \$0 or a negative balance will not be allowed doubles or extra milk. Prices for doubles and/or extra milk will vary, however all meal plans (Full, Reduced, and Free) will be charged. Please refer to the District Policy ([www.usd417.net](http://www.usd417.net)) for actions of unpaid fees and negative account balances.

## **MEDICATION** JGFGB, JGFGBA

Students are not allowed to carry any medications on their person unless it is an emergency med such as an Epi Pen, Inhaler, or diabetic medication. Even then, policy must be followed to allow the student to carry such medications.

The following policy is practiced by USD #417 for the administration of medication to students, as recommended by the Kansas State Department of Health and Environment. If a student must receive a *prescribed* or *OTC (over-the-counter)* medication during school hours, the following steps have to be completed before the student may receive medication at school:

1. Inform the school nurse.
2. A written medication order from the licensed medical authority (*prescribed* meds only) and student health record must be on file with the nurse. In the case of carrying an Epi Pen, Inhaler, or meds for diabetes management, the medical authority must have also signed that the student is capable of his/her own medication administration.
3. A signed parent consent form must be on file for all medications.
4. The medication is to be brought to school in the original container and cannot be expired. For *prescribed* medications, the label must state the name of medication, child's name, dosage and when to be given at school.
5. The medication must be brought to school by a parent or guardian. Do not send any medication to school with the student.

School personnel may not administer the initial dose of medication. A dose must have been given at home or by another medical authority first. School personnel may not alter a *prescribed* dosage. For *OTC* meds, school personnel may only administer according to label instructions. Medications are kept in a safe place and individual records are charted. All medications will be administered by the school nurse or delegated, trained school personnel unless a consent to carry for emergency meds has been signed by the medical authority and parent/guardian.

## **NONDISCRIMINATION See BOE Policy JCE**

Unified School District #417 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tyson Eslinger, Superintendent, 17 Wood Street, Council Grove, KS 66846 (620) 767-5192. Any individual with a disability may request accommodation in order to participate in any district program, service, or activity. Requests for accommodation should be made at least ten days in advance of the activity by contacting the ADA Coordinator at (620) 767-5192 For further information on notice of non-discrimination call the U.S. Educational Office of Civil Rights at 1-800-421-3481

## **PERSONAL PROPERTY**

The district is not responsible for a student's personal property and does not provide insurance on a student's personal property. If a student's personal property is broken, damaged or stolen, the repair or replacement is the student's responsibility. Students should not bring personal property including music and game devices, laptops, or other electronic equipment to school.

## **PETS**

USD #417 will be following Kansas state regulations regarding animals at school. Please contact the building principal, prior to bringing any pet or animal to school.

## **PICKING UP STUDENTS AFTER SCHOOL**

Those picking up students need to be on the approved list given to the school by parents or guardians. The school requests those picking up children within the school building remain near the entry or office of the school rather than in the hallway or other locations. Students will not be allowed to walk/run across the street to waiting vehicles. Parents or guardians need to park along the west side of the building and exit their vehicle to be seen by staff. Students will be released after buses have left and staff have made visual contact with the person picking up the student. This is for the safety of the children during busy traffic times in front of the school.

## **PLAGIARISM (CHEATING)**

Cheating is dishonest; therefore, it is not acceptable. Cheating includes copying and plagiarism. Copying is taking another student's work or test answers as if they are yours. Plagiarism is using another's original ideas or writing without giving credit to the true author. Materials taken from electronic sources are covered by this policy. A student who is involved in any form of copying or plagiarizing will lose credit for the work in question. Other disciplinary measures may be taken up to and including suspension or expulsion.

## **PROHIBITED ACTIVITIES: See BOE Policy JDD and JDDA**

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils or teachers will be considered unacceptable. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity home or away which are deemed to be grounds for disciplinary action, including suspension or expulsion are:

1. Breaking of school or class rules
2. Extortion
3. Bullying or Cyber-Bullying
4. Failure to comply with a reasonable request (willful disobedience)
5. Harassment of any kind
6. Fighting
7. Obscenity
8. Intimidation
9. Open defiance
10. Using, possessing, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
11. Possession or use of weapons including fireworks or school property
12. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substance.
13. Profanity
14. Smoking, chewing or possessing any tobacco product is prohibited
15. Possessing or using E-Cigarettes or vaping devices
16. Stealing
17. Excessively tardy
18. Temper tantrums
19. Threats (by word or deed)
20. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
21. Vandalism
22. Other matters covered by KSA 72-8901
23. Disrespect to staff members or school employees
24. Inappropriate conduct at activities
25. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing.

## **PROMOTION/RETENTION- See BOE Policy JFB, JFB-R**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to recommend promoting or retaining a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate personnel.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate at school or school activities and will not be tolerated. One warning will be given, but parents will be notified if problems continue.

## **RECESS**

Prairie Heights students will go outside for recess. Students will not go outside if it is below 25 degrees or the wind chill is below 25 degrees, there is a heat advisory, it is raining, snowing, lightning, or the playground is ice covered. Teacher's discretion may also be used.

## **ROLLER SKATES/BLADES, SKATEBOARDS & HEELIES**

To provide a safe environment for all students, the above mentioned items should be removed/carried when in the school building. Students are not allowed to use the above mentioned items during the school day.

## **SAFETY AND SECURITY ISSUES**

Students/children in Grade 5 or below are required to be accompanied by their parents or a responsible adult while in attendance at USD 417 school activities. Students/children in Grade 5 or below will be required to be seated with their parents or a responsible adult. Youth will not be allowed to roam unattended around the building or grounds.

## **SCHOOL CONDUCT See BOE Policy JCDA**

Rules and expectations have been established and approved by the Board of Education of the USD # 417 Schools for use in this school and at all school sponsored events. Students who do not comply with these rules or responsibilities may be disciplined. These rules may be changed during the school year and students and parents/guardians will be informed if and when there are any changes.

Aggressive acts of behavior will move the student automatically to the office for a referral. Aggressive acts or severe disruptions may include, but are not limited to:

- throwing, kicking, or striking objects (books, chairs, etc.)
- verbal or physical threats toward others- This may result in notification of legal authorities.
- intent to do bodily harm to self or others
- insubordination (calling staff members by obscene or insulting names, defying authority)

## **STOP SCHOOL VIOLENCE**

The STAY SAFE, SPEAK UP, STOP SCHOOL VIOLENCE anonymous toll free telephone number is as follows:  
**1-877-626-8203**

## **SUSPENSION/EXPULSION See BOE Policy JDD**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the superintendent, and/or principal. A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and the USD # 417 policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/ designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of the school in which the pupil is enrolled, or a hearing officer appointed by the board, or another person appointed by the board.

## **TECHNOLOGY - ACCEPTABLE USE POLICY**

Students are expected to read, understand, and abide by the AUP that can be found on the enrollment page of our website at [www.usd417.net](http://www.usd417.net)

## **TELEPHONE**

School telephones are to be used for school business or emergency use. Students will not be called from classes to accept telephone calls, unless it is an emergency. Messages will be given to students and return calls may be made when convenient. Students are encouraged to make calls and obtain parental permission for social activities before or after school.

## **THROWING SNOWBALLS**

Students should not throw snowballs on or onto school property.

## **TRUANCY See BOE Policy JBE**

A student is considered truant whenever the student is not enrolled in school or is absent from school for three consecutive days unexcused, any five days unexcused in one semester, or seven unexcused absences in a school year, whichever comes first. After the initial contact to the parent from the school, DCF personnel will be notified to offer assistance.

## **VISITORS**

All visitors to USD # 417 schools must first report to the office for permission to visit or conduct business. Students are requested not to bring student visitors to school without prior approval of the building principal. Parents are encouraged to visit school.

## **Weapons - See BOE Policy JCDBB**

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 firearm shall result in expulsion from school for a period of one year (not to exceed 186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. As used in this policy the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

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

## **WEB SITE**

Prairie Heights Elementary School has a web page. The purpose is to inform people about the school and to share pictures and articles about student activities and work. Parents who do not want their student picture or work appearing on the web page should notify the office. The web page can be accessed by clicking on Prairie Heights Elementary School at [www.usd417.net](http://www.usd417.net).

## **WELLNESS POLICY See BOE Policy JGCA**

USD #417 has adopted a wellness policy. The complete policy can be viewed on the district website or in the school office.

*THESE RULES HAVE BEEN ESTABLISHED AND APPROVED BY THE BOARD OF EDUCATION OF THE USD #417 SCHOOLS FOR USE IN THIS SCHOOL AND AT ALL SCHOOL SPONSORED EVENTS. STUDENTS/PARENTS ARE EXPECTED TO COMPLY WITH THESE RULES AND/OR RESPONSIBILITIES. THE BOARD OF EDUCATION RESERVES THE RIGHT TO AMEND RULES DURING THE SCHOOL YEAR AS NECESSARY. PARENTS AND STUDENTS WILL BE NOTIFIED IF CHANGES ARE MADE.*

Parents may be contacted by the principal or school staff member when students are involved in an infraction of handbook expectations.



# BE the best YOU can BE!

## Prairie Heights Elementary Behavior Expectations

	HALLWAY	LUNCHROOM	PLAYGROUND	MAIN BATHROOM	WATER FOUNTAIN	BUS
Be Ready	<ul style="list-style-type: none"> <li>Hands down, face forward, mouths closed, single file</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom</li> <li>Wash Hands</li> <li>Line up at the lunchroom door</li> </ul>	<ul style="list-style-type: none"> <li>Dress for the weather (including coats, shoes, gloves, hats, etc.)</li> <li>Use Bathroom before recess</li> </ul>	<ul style="list-style-type: none"> <li>Ask for permission when needed</li> </ul>	<ul style="list-style-type: none"> <li>Ask for permission when needed</li> <li>Bring your water bottle</li> </ul>	<ul style="list-style-type: none"> <li>Stay in appropriate dismissal line</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Use voice level 0 or 1.</li> <li>Respect materials in hallways</li> <li>Walk in single file line on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow adult requests the first time asked</li> <li>Use table manners</li> <li>Use voice level 2 or less</li> </ul>	<ul style="list-style-type: none"> <li>Respect other people's personal space</li> <li>Listen to the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy and remain in own stall</li> <li>Keep surfaces and walls free of graffiti</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous to others while waiting</li> <li>Stand in line quietly</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words toward the bus driver and others</li> <li>Listen to and follow the bus driver's rules</li> <li>Remain seated</li> <li>Keep feet out of aisles and face forward</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Follow teacher directions and hallway procedures</li> <li>Report all bullying and unsafe behavior</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Choose a seat quickly and stay in it</li> <li>Clean up after yourself</li> <li>Make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly and return when done.</li> <li>Follow the rules of approved games.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Wash hands with soap</li> <li>Keep the bathroom clean</li> <li>Use bathroom quickly and return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>If a spill occurs, clean it up</li> <li>Keep hands out of water</li> </ul>	<ul style="list-style-type: none"> <li>Use self-control</li> <li>Be ready when bus arrives at stop</li> <li>Keep track of all personal belongings.</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Follow instructions given for drills and emergencies</li> <li>Respect Locker Space</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand for permission to get up</li> <li>Finish eating before getting out of your seat</li> <li>Hands down, face forward, single file while in line</li> </ul>	<ul style="list-style-type: none"> <li>Stay in established area.</li> <li>Report problems and unsafe behaviors to supervisor</li> <li>Follow playground rules</li> </ul>	<ul style="list-style-type: none"> <li>Answer if someone calls out your name.</li> </ul>	<ul style="list-style-type: none"> <li>Keep mouth off of spout</li> </ul>	<ul style="list-style-type: none"> <li>Remain in seat</li> <li>Respond immediately when a bus driver calls</li> <li>Be cautious of other traffic</li> </ul>