

Circle School District 4-6 Student Handbook 2009-2010



Benton Elementary

350 S. Kansas
P.O. Box 39
Benton, KS 67017
Phone-316 778-1151
Fax 316-778-1789

Oil Hill Elementary

2700 W. Sixth
El Dorado, KS 67042
Phone-316 320-9515
Fax 316-321-2342

Towanda Primary School

501 North 6th Street
Towanda, KS 67144
Phone 316-541-2755
Fax 316-536-2857

Towanda Intermediate School

516 North Street
Towanda, KS 67144
Phone 316-541-2281
Fax 316-536-2840

Dorsey Burgess, Principal
Kelly Singer, Counselor

Michael Janzen, Principal
Billy Jackson, Counselor

Don Coffman, Principal
Terri Turner, Asst. Principal
Stefanie Beckman, Counselor

Don Coffman, Principal,
Stefanie Beckman, Counselor

School Hours:

KDG through 6th grade
8:15 a.m. to 3:20 p.m.

School Hours:

KDG through 6th grade
8:15 a.m. to 3:20 p.m.

School Hours:

KDG through 3rd grade
8:15 a.m. to 3:20 p.m.

School Hours:

4th through 6th grade
8:15 a.m. to 3:20 p.m.

The mission of **Benton Elementary** is to provide a quality program in response to the needs of our students.

The mission of **Oil Hill Elementary** is to allow all students to strive, achieve, and excel to the best of their abilities.

The mission of **Towanda Elementary** is to educate all students.

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This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip _____

Phone _____

Homeroom teacher _____

PRINCIPAL'S MESSAGE

Welcome to Circle Elementary Schools! This handbook is designed to help you become aware of some of the guidelines and school policies which we ask you to follow for a successful school year.

VISITOR'S

Parents and other interested adults are invited and encouraged to visit. **This school requires that ALL visitors check in at the office first and wear visitor identification.**



BEHAVIORAL EXPECTATIONS

Circle Elementary Schools will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by their actions, poor manners, or lack of consideration. Rules and regulations are developed by each classroom and enforced with this thought in mind. School rules apply on the bus, school grounds, and at any event where our elementary school is represented, regardless of location.

There are four definite school wide rules:

1. Respect yourself.
2. Respect others and allow others to learn.
3. Respect your school and staff.
4. Follow directions and stay on task.

INCLEMENT WEATHER

If poor weather conditions deem it necessary to close the school, the decision to do so will be made by the superintendent of schools. Notification will be sent out to radio stations KFDI, B-98 FM, 107.3 & KZSN; television channels, 3, 10, & 12 and through the district SchoolMessenger service. **Please make sure you have arrangements for your children when this occurs.**

STUDENT ACCIDENT INSURANCE

Students may purchase United Healthcare Student Protection insurance. One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. A second plan will provide 24 hour accident insurance. This information is available online at www.K12StudentInsurance.com.

ATTENDANCE

The State of Kansas requires that a student attend school until the age of 16. Attendance is important for continuous learning. The parent should notify the school by 10:00 a.m. if the child is absent. If you are unable to call, please send a note with your child on return to school. If you know in advance that your child is going to be absent, telephone the office to get the assignments. Unexcused absences will be reported to parents or guardians. **Excessive absences (3 days or more) will require written documentation from a physician. Students with**

unexcused absences for three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law.

Students who are absent from school will not be allowed to participate in that evenings school sponsored events. Special circumstances must be cleared through the building administrator.

MAKEUP WORK

Parents may request makeup work through the school office. You may pick up the work at the end of the school day. Requests made after that time will be completed the next day. All school work missed may be made up without penalty following an excused absence. Generally two days are allowed to make up work for each day of absence.

TARDIES

Students are considered tardy if they are not in their seat by the tardy bell. Students arriving late must check in the office to get an admit slip to take to class.

Excessive tardiness may require make up time outside of class time. Special circumstances must be cleared through the building administration.

DRESS CODE

Students are expected to dress appropriately in a manner which does not disturb the learning process. Any change in dress code will be announced by the principal. All students are expected to adhere to this dress code. The following is to be used when making judgements on the acceptability of appearance.

1. Neatness and cleanliness are emphasized.
2. Shorts should fit well and be of appropriate length (mid-thigh). Shorts may be worn during August, September, October and after Spring Break. Bike/body shorts should be covered by other shorts.
3. Coats, hats, other headwear, sunglasses and gloves should be removed when entering the building and put away, unless medical reasons are provided to the office.
4. Trousers, pants and shorts are to be worn at the natural waistline or belts may be required. Pajamas are to be worn only when approved by the principal for special events.
5. Items of clothing that give the impression of gang affiliation are not acceptable.
6. Footwear is to be worn at all times.
7. Clothing or items that advertise drugs, alcohol, tobacco products; contain references to sex or profanity; or show suggestive, vulgar, obscene writing, pictures or symbols, should not be worn.
8. Tank tops and shirts with oversized armholes should only be worn over another shirt.

9. Spaghetti strap tops and half shirts or crop tops that expose the midriff are not allowed.
10. Apparel is unacceptable if it causes a disruption or interruption among students or staff. The principal and/or teacher will advise the student.

SCHOOL BREAKFAST/LUNCH PROGRAM

USD 375 provides an excellent school breakfast/lunch program. Tickets may be purchased during any school day. Lost or damaged tickets will be replaced for one dollar. K-2 do take milk breaks in the afternoon. Students/Parents will be notified when meal tickets are almost depleted. Each student will be allowed to charge five (5) lunches. After your child has charged five days you will be notified by foodservice personnel. No charges will be allowed the last two weeks of the current school year.

Free and reduced lunch/breakfast applications are available at enrollment or in the office.

SACK LUNCHES

Students may bring sack lunches. They may purchase milk in the lunchroom. Students are NOT to bring carbonated beverages for their lunch or glass containers.

PROPER LUNCHROOM BEHAVIOR

1. Line up in the serving line in an orderly manner.
2. All food must be eaten at the tables.
3. When finished, the students will be dismissed by the lunchroom supervisor.
4. The students are responsible for cleaning up.
5. Improper manners/behavior will result in disciplinary measures.

BICYCLES

All bicycles are to be parked at the bicycle racks. **There will be NO riding of bicycles on the school grounds during the day. This includes the black-top.** The students need to walk their bikes to the bicycle rack.

FIRE DRILL

Fire drills are held at unannounced monthly intervals throughout the school year. Instructions are posted in each classroom. Each room in the building has a designated exit route. When the alarm rings, students will form an orderly line. Students are to listen to their teacher's instructions and remain a safe distance from the building until the all clear signal.

Teachers or para educators assigned to a student with disabilities are responsible for determining an appropriate exit path and assisting that student in an emergency exit procedure.

TORNADO DRILL

Three emergency drills are conducted throughout

the year. When the emergency signal sounds, everyone will go to the designated area.

Teachers or para educators assigned to a student with disabilities are responsible for determining an appropriate path and assisting that student in an emergency procedure.

BUILDING EVACUATION

Each of the elementary buildings has their own evacuation plan. This involves moving students from a possible hazardous situation in the building to a safe and secure location.

In case of an evacuation, the building administrators ask parents to wait to pick up children after they have arrived at the predetermined location and implemented dismissal procedures.

SCHOOL TELEPHONE

Primary use of the school telephone is for school business. Students' use of the office telephone is restricted to **necessary** calls approved by the teachers or school secretary. All plans concerning after school activities should be arranged before coming to school.

CARE OF FACILITIES

Students should take pride in their school. Any defacing or marring of school property will be considered a breach of conduct and require discipline as well as proper financial payment for the damage that occurred. Student lockers, where available, are school property and may be searched.

PERSONAL PROPERTY

The school is not responsible for the loss or damage of personal items. Personal items are the responsibility of the students. It is suggested that items be marked with the pupils full name. Students are not to bring cell phones, beepers, pagers, excessive money, or valuables to school.

LOST AND FOUND

Lost and found is located in the office area. The articles that are unclaimed will be disposed of periodically. Labeling children's clothing and personal items is important.

ANIMALS

Pets should be brought to school only upon request of the teachers and should remain only during sharing time. Proof of rabies vaccination is required. No animals will be transported on school buses

HALL TRAFFIC

Always walk to the right side of the hall and stairways. Running, pushing, or shoving is unacceptable. Students should pass through the halls QUIETLY so as not to disturb other classes in session.

REFRESHMENTS IN CLASSES

Arrangements for refreshments in the classroom need to be set up with the classroom teacher and must meet the district's wellness policy guidelines. No candy is permitted in the classroom except on special occasions. Gum chewing will be determined by each teacher.

LIBRARY

Students are encouraged to use the library for any information needs and for recreational reading. The school library is open at designated times during the school day. No fines are charged for overdue materials. The library is a pleasant and an important place in the school. Students are encouraged to use it with the guidance of their classroom teacher and in compliance with the regulations established by the library personnel.

INTERNET POLICY

Circle District students may have the opportunity to use the Internet when working on class projects. To do so they must first have a signed Internet policy permission slip on file. These are available at enrollment or upon request.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear to be a subject, it underlies the whole educational structure. It is the key to good conduct and proper consideration of other people. It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others. Circle Elementary School staff strive to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. All students are to follow the rules and policies established by their teachers and the administration. Any student who does not follow the rules and policies is subject to disciplinary action. Any of the following may be taken:

1. Loss of privileges (sports, recess, trips, parties, etc.)
2. Work detail
3. Detention after school or recess
4. Notification of parents
5. In-school suspension/time out
6. Out-of-school suspension
7. Expulsion
8. Contact of proper authorities.

Students may be subject to any of the disciplinary actions for being guilty of any of the following:

1. Unexcused absence (truancy) or excessive tardies
2. Intentionally or accidentally destroying or damaging any school property
3. Possession or use of tobacco products, alcoholic beverages, toxic materials, or drugs

on school property or while involved in school activities

4. Conduct which substantially invades the rights of others (As per BOE policy and Kansas laws)
5. Conduct which substantially disrupts, impedes, or interferes with the operation of school and/or individual classes.
6. Disobedience of an order made by an administrator, teacher, or school personnel
7. Fighting
8. Profanity
9. Theft
10. Disturbing or damaging property of others
11. Possession of a weapon (As per BOE policy JCDBB)
12. Leaving school without permission
13. Undesirable dress
14. Misbehavior in cafeteria, hallway, on the bus, assemblies, library, field trips, social events, and all extra curricular events
15. Skipping detention
16. Inappropriate display of affection
17. Inappropriate use of the internet

BULLYING POLICY

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in our school district and is strictly forbidden. It shall be a violation of this policy for a student to sexually harass another student. Sexual harassment is any unwelcome sexual advance, inappropriate oral or written conduct of a sexual nature when made by one student to another. Sexual harassment may include, but is not limited to: verbal harassment or abuse, repeated remarks to a person, with sexual or demeaning implication or unwelcome touching.

HOMEWORK

Homework assignments are an important part of the student's educational program. Work not completed in class will be sent home and is due on the assigned date. Work accepted after that date will reflect a penalty for lateness. It is important that our students be encouraged to keep their work assignments up to date. It is difficult to catch up and also keep up with current assignments. Parents and teachers should work together to see that homework assignments are completed and returned.

STUDENT PROGRESS CONFERENCES

Student Progress Conferences will be held at the

end of the first nine weeks and at the end of the third nine weeks. Parents are strongly encouraged to contact teachers for a conference anytime there is a concern.

GRADES

There are four nine-week grading periods. With the implementation of the new PowerSchool parent program in grades 3-6, parents are able to receive immediate information on their child's academic status. This program updates as soon as a teacher enters a new grade. Parents will receive monthly email notifications of their student's classes, attendance, grades and tardies. A traditional paper copy of the progress report will be mailed upon parent request. If you have any questions about your child's progress, please contact your child's teacher.

GRADING SCALE FOR GRADES 3-6

A=Excellent, Outstanding (100-90%)
B=Good, Above Average (89=80%)
C=Average, Standard (79-70%)
D=Below Average, Inferior (69-60%)
F=Failure, Unacceptable (59% or lower)
P=Passing

RECOGNITION OF ACADEMIC ACHIEVEMENT

Honor Roll for grades 4-6 is figured for each nine-week grading period.

Superintendent's Recognition:

A student receives an "A" in all subject areas

Principal's Recognition:

A student receives all "A's" and "B's" with no grade lower than a "B".

TRANSPORTATION

BUS STUDENTS --- Bus routes are mapped out with primary regard to safety, efficiency and economy. Pupils should be at the bus stop when the bus arrives. Families should notify the transportation department (541-2631) when children are not planning to ride.

SPECIAL EDUCATION

USD 375 is a member of the Butler County School Board Council. Placement of students in special programs is by referrals and testing only. The parent or school may request testing by the school psychologist. Following the testing, the psychologist will make a recommendation for proper placement of a student. Placement of students in special programs requires the permission of the parents.

SCHOOL HEALTH SERVICES

Circle schools have school nurses. The school staff take care of sick or injured students with a follow up by the school nurse. An accident or illness is to be reported to a teacher and to the office, then to the school nurse. The school staff is not permitted to give

medication without specific instructions from a doctor. If it becomes necessary for a student to take any form of medication at school, a signed note from the parent must be presented to the office along with (1) a written order from a physician stating medication, dosage, and times to be administered and (2) medication must be in the original, labeled container. Over the counter medications are also included in these regulations. All medication must be turned into the office. Forms for administering medication are available in the school office. The school WILL NOT furnish children with aspirin or aspirin substitute.

The school only administers first aid for minor injuries. Parents will be notified immediately of illness or serious injuries. The students who are too ill to remain in the classroom shall go home. It is the responsibility of the parent to make such arrangements.

Doctors and hospitals require parent permission before providing any services for a minor. **It is extremely important that the school have current information on how and where to contact a parent in an emergency situation.** This information will be requested at the time of enrollment. Parents are requested to notify the school if there are changes on the school information sheets (i.e. telephone numbers, place of employment, address, and emergency telephone number).

IMMUNIZATIONS

No child will be allowed to enter school without having completed at least two doses of measles, mumps and rubella vaccine, four doses of DPT, three doses of Hepatitis B vaccine, one dose of Varicella (chicken pox) or written statement of having the disease, and three doses of oral polio vaccine. A card signed by a physician or authorized proof from a clinic or health department (state immunization form) is required. Those students claiming religious or medical exemptions should have a letter on file with the school district. This letter should state the tenets of the church or the physical condition of the child that precludes immunization. It is not adequate to have the legal alternative section signed in the Kansas Certificate of Immunization. Any student not having the minimum immunization at the time of enrollment will be denied acceptance until they can supply proof of meeting the state's requirements.

PHYSICAL EDUCATION

If a student cannot physically participate in P.E., a note from a physician should be given to the P.E. instructor. A separate pair of shoes for P.E. may be required.

ASSEMBLIES

1. Students will sit in a designated area.
2. Students will enter and leave promptly and quietly. Students will refrain from unnecessary noise throughout the assembly. Hand clapping is the only acceptable kind of applause. **NO whistling, booing, etc.**
3. Courtesy and proper conduct must be maintained or assembly privileges might be lost.