

## **INTRODUCTION**

As the school term approaches, the USD #403 Elementary Staff is excited about working with parents and students to make this a successful school year.

School is a place where good and rewarding things happen. For our students to succeed, the principal, the teachers and the parents need to work together on behalf of the students. We hope you will stress the importance of learning as you talk with your children. Together we can make your child's education a positive experience.

The most effective education occurs when we each accept our responsibility in the education process. Working together, students, parents, faculty, and staff will have a great school year.

### **U.S.D. 403 OTIS-BISON MISSION STATEMENT**

The Board of Education of U.S.D. 403 Otis-Bison will provide a quality education for all students resulting in students being better prepared to make responsible choices throughout life.

### **OTIS-BISON ELEMENTARY MISSION STATEMENT**

Otis-Bison Elementary will provide a safe learning environment to help each student receive a well-balanced education, which will ensure success in school, and enhance their life-long learning process

### **KANSAS SCHOOL SAFETY HOTLINE----1-877-626-8203**

### **U.S.D. 403 SCHOOL BOARD MEMBERS**

Bernard Juno, Chairman

Everett Royer  
Robert Mitchell  
Pam Welsh

Karen Maier  
Jason Wagner  
Gary Yost

### **ADMINISTRATION**

Bill Lowry, Superintendent

U.S.D. 403 District Office  
301 W Eagle

785-387-2201  
Otis, KS 67565

Brandon Rice, Principal

Otis-Bison Elementary  
P.O. Box 288

785-387-2371  
Otis, KS 67565

## **OTIS-BISON ELEMENTARY FACULTY AND PERSONNEL**

Brandy Maneth	Pre-School
Shelly Ewy	Kindergarten
Chelsea Pechanec	First Grade
Ashley Brack	Second Grade
Lori Kohls	Third Grade
Simone Russell	Fourth Grade
Lisa Brack	Fifth Grade
Holly Strommenger	Computer & Title 1 Instructor
Stan Ewy	K-6 P.E. & E.S. Counselor, Head Teacher
Jenny Kling	K-6 Vocal Music/5th & 6 <sup>th</sup> Grade Band
Janelle Maier	6th Grade Math
Deanna Bartonek	At-Risk Paraprofessional/Library Aide
Annalee Crottinger	L.D./B.D. Instructor
Mary Bieker	Speech Pathologist
Ashley Riley	School Psychologist
Pam Stiles	School Nurses
Jennifer Bahr	Secretary
Julieta Rodriguez	Custodian
Doris Straub	Head Cook
Kathy Nelson	Cook
Linda Wagner	Cook

## **ADMISSION TO SCHOOL**

The state law requires that a child must be 5 years old on or before August 31 of the school year they enter kindergarten. First grade students entering the USD 403 School System must be 6 years old on or before August 31 of the school year. Kindergarten and first grade students enrolling in the USD 403 schools will need to bring the following to school:

1. A birth certificate.
2. A physical form.
3. Proof of immunization.
4. Social Security Card.

## **PRE-SCHOOL ADMISSION TO SCHOOL**

A child must be 3 years old on or before August 31<sup>st</sup> of the school year. Preschool students enrolling in the USD 403 schools will need to bring the following to school:

1. A birth certificate
2. Social Security Card
3. Proof of Immunization

Whenever a child enrolls in a school for the first time, proof of identity must be provided.

## **ATTENDANCE POLICY**

### Attendance Statement:

Attendance at school is the responsibility of the student and the student's parents or guardians. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

If your child is ill, we prefer that you call the school that morning. If you cannot make this call, then a note the next day will be accepted. If we do not hear from you, we will contact you at home or at work. If we do not hear anything from you about the absence, your child will have an unexcused absence.

### **UNEXCUSED ABSENCES**

The Kansas Law, KSA 72-1113 states, "...if the child is inexcusably absent there from (school) on either three (3) consecutive days in a semester or seven (7) school days in a school year, the child shall be considered not attending school as required by law". The truancy officer will be contacted of these unexcused absences.

### **COMPLETING MAKE-UP WORK**

When a student is granted an excused absence from school, the student shall have two (2) school days to complete the make-up work. For example: A student who is absent on Monday, would pick up the missed assignments on Tuesday and then the assignments would be due on Thursday of the same week. Each day the assignments are late (after the due date) the grade earned for the work will be reduced.

When a student is absent without an excuse (an unexcused absence), the student shall have one (1) day to complete the make-up work.

For example: A student, who has an unexcused absence for Monday, would pick up the missed assignments on Tuesday, and then the assignments would be due on Wednesday of the same week. Each day the assignments are late (after the due date) the grade earned for the work will be reduced.

Parents of students who are failing, near failing, or grades are falling rapidly due to poor attendance and/or not making up missed assignments will be contacted for a conference with the student's teacher(s), counselor and principal.

When a child is absent, sometimes the teacher is asked to send the child's homework home with another child in the same classroom or who rides the same bus of a sister or brother of the absent child. It is not the responsibility of the teacher or the child, who has been asked to take the homework, to see that it gets to the absent child. Parents are responsible for picking up the child's homework at the other child's home or to arrange a time to pick up the homework at the school.

### **STUDENT ARRIVAL TIME**

Breakfast is served at 7:50 a.m. and school begins at 8:15 a.m. Students should not arrive at the school before 7:50 a.m., if eating breakfast, or 8:05 a.m. if they live in the same town as they attend school. Students who need to wait at the school buildings to ride a bus to another school should not

arrive until right before the bus departs. There is no student supervision at Timken, Olmitz, Bison or Albert. We need your support in this matter. It is for your child's safety.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

If it is necessary for your child to leave during school hours for health or urgent personal reasons, please inform the child's teacher in advance. You will need to report to the office and sign your child out of school, when picking up your child during the school day. Parents should not expect to pick up students before regular dismissal time, unless a note was sent with the student, or the parent has called to inform the teacher. We appreciate your cooperation in notifying the school, before you pick up your child. It is the responsibility of the student to make up work missed while he or she was absent from school. At no time will your child be excused from school with strangers. No student shall leave the school during school hours without permission.

### **COMMUNICATIONS**

The teachers will keep parents informed through email and phone calls throughout the school year. We use the school calendar and supplement it with notes sent home about upcoming events, changes to the calendar, reminders for breakfast & lunch bills and other information we feel you need to know. Please read the notes carefully. Our district also has Voice Mail Bulletin Board available. To access the bulletin board call: (If you live in) Albert, 923-4324; Bison, 356-2066; Otis, 387-2666; and Timken, 355-2466. All numbers access the same bulletin board. You may also access PowerSchool's Bulletin Board for information.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **ELEMENTARY COUNSELOR**

Counseling services will be available daily. The counselor will aid students and parents in the following areas:

1. Personal and social adjustment
2. Academic counseling
3. Career Awareness
4. Test Interpretation
5. Orientation to school

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued following the completion of each nine week grading period. Progress reports are sent home for those students who are receiving D's or F's or if their grades have fallen two letter grades (such as an A to a C). Please carefully review your child's progress and contact the school if you have questions regarding grades. You may also check your child's grades using the PowerSchool system.

## **GRADING SCALE FOR 1-5**

A = 90% - 100%  
B = 80% - 89%  
C = 70% - 79%  
D = 60% - 69%  
F = 59% and below

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled at the end of the first and third nine week grading periods. The parents' attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

## **PROMOTIONS AND RETENTION**

Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- a) indifference or lack of effort on the part of a capable student
- b) physical or social immaturity
- c) frequent or long absences
- d) achieving below grade level

Retention is usually considered as a more positive alternative during the early grades. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision. The final decision of retention is made by the building principal.

## **HOMEWORK**

In order to achieve the educational objectives of the USD 403 Elementary School, the home and school need to work together in a close partnership. The teacher will assign the amount of homework and frequency, based on the student's needs. These needs may arise when:

- 1. Absence necessitates make-up work
- 2. Students are not working up to expectancy
- 3. A particular difficulty is to be overcome
- 4. Students are encouraged to broaden their understandings
- 5. Specific abilities in individuals are to be developed

## **KEEPING STUDENTS AFTER SCHOOL**

When it becomes necessary to detain a student after school for an extended period of time, the parent will be notified. Occasions such as these may result from a need for the student to complete some phase of school work. All children are expected to make up incomplete work. The parents will be notified, and will be responsible for providing transportation, but teachers must inform parents about this situation a day in advance so the parents of the student can make proper arrangements.

## **DRESS CODE**

Seasonal appropriate clothing and good grooming play an important part in educational growth and development of all ages. The following guidelines are to be used:

1. Inappropriate dress will not be accepted:
  - a. Clothing which advertises alcohol, illegal drugs or tobacco is not allowed
  - b. Clothing which displays profanity is not allowed
  - c. Clothing which is gang related is not allowed
  - d. Shirts not covering the entire torso are not allowed
2. Shorts must be worn under a skirt or dress.
3. Hats are to be removed when entering the building.
4. Sunglasses are to be removed when entering the building unless there's a medical reason.
5. Footwear is to be worn at all times. No flip flops. Sandals with straps may be worn. Platform shoes are highly discouraged.
6. Tennis shoes are required for P.E.
7. Common sense and good judgment is to prevail in all modes of dress.

## **WEAPONS POLICY**

USD 403 Board of Education policy states that a student shall not knowingly possess, handle, transmit, nor in any way exhibit any object which can be reasonably considered to be a weapon on the school grounds or off the school grounds at a school activity. This policy includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. This policy includes any toy weapons. Possession of a firearm shall result in expulsion from school for a period of one year.

## **LASER LIGHTS**

Laser lights are not allowed at school or at school functions.

## **RECESS POLICY**

Weather permitting, recesses are held outside. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. A note from home is required before a child will be excused from outside recess. Students will have supervised free time in the gym on days when bad weather prevents outside recess.

## **WEATHER**

If the weather is bad enough to require school to be delayed or closed, the school messenger will call the telephone number you provided us. You can also listen to the radio stations of KHOK 101, KVGB 1590 and KZLS 107.9 of Great Bend, KANS 1510 of Larned, KJLS 103.3, KAYS 1400 and KHAZ 99.5 of Hays and these TV stations will be notified: KSNC, Channel 2, KWCH, Channel 12, and KAKE, Channel 10. Please listen to one of these stations. If school is cancelled, the information will

be broadcast as early as possible. Usually the first announcement is at about 6:15 a.m. (It has taken as long as 30 minutes after a station has been called for the announcement to be made on the air.) USD will also contact each parent via the School Messenger. A phone call will come from an animated voice when the district office places it. It will leave a message if you are unable to answer the phone.

## **FIRE AND TORNADO DRILLS**

Emergency drills are conducted on a regular basis. During the course of the year we will have fire, tornado and crisis drills. During tornado drills each classroom goes to a designated area within the building or if time allows the students will be taken to the Otis Lutheran Church basement. Students will sit down and cover their heads, until the all clear signal has been given. Fire drills are conducted on a monthly basis. Each class has an escape route to an outside area a safe distance from the building. Students stay in this area until the all-clear signal has been given. During fire and tornado drills, the classroom teacher is responsible for getting students with disabilities to the safe area. The classroom teacher will assist the disabled student through the normal exit and arrive at the designated area. During other crisis drills the students will be prompted as to the proper procedure and the course of action to take by their teacher.

## **ILLNESS AT SCHOOL**

The school only administers first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified immediately. 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 that an ill or injured student be picked up by a parent or a person the parent assigns to do so.

## **MEDICATION**

**(PLEASE NOTE—IMPORTANT)** Medication cannot be administered at school unless we have a signed permission form from the doctor and the parent. This has to accompany every new prescription. **A signed permit is needed for each prescription.** The medicine prescribed has to be in its original container. The school office will not administer cough drops. Each teacher reserves the right to allow or refuse the use of cough drops in their classroom. This information will be shared with you from each classroom teacher.

Medication forms can be picked up in the office and are also included in the packet you received in the mail concerning enrollment. Please pick up extra permits and make them part of your doctor visits.

## **SCHOOL LUNCH PROGRAM**

Students are offered breakfast and lunch at school. Students are allowed to bring sack lunches to school. Parents should try to pack healthy foods such as a sandwich, fresh or canned fruit, fresh vegetables, and a snack bar. Pop is not allowed in the lunchroom. We suggest parents pack juice, bottled water, or allow their child to purchase milk from the school. Parents are welcome to eat with their children. If you wish to eat with your child, we request you call the school in advance.

## MEAL PAYMENT POLICY

Payment for meals is due at the beginning of each month. When a student reaches a balance of \$5.00 a statement will be sent home. Any student who has charged two (2) meals will be placed on a cash-only basis. Your child will need to bring a sack lunch or cash each day until the balance is paid in full. Please review your child's meal balance on the PowerSchool system.

## FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents will be asked to fill out field trip permission trip forms at the beginning of the school year.

## TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency.

## VISITORS

Everyone is required to report to the office upon entering the building. Parents are welcome and encouraged to visit the school.

## LOST AND FOUND

Lost articles are brought to the office. These articles are kept in the building until the end of the school term. Personal items should be marked with the owner's name.

## PERSONAL PROPERTY

Personal items are the responsibility of the student. It is suggested that items be marked with the student's full name. Students are not to bring radios, spending money, or valuables to school. If these items are brought to school, it is the child's responsibility to take care of them. The school is not responsible for personal items.

## PICTURES

School pictures are taken once each year in the fall. Parents are given a choice of two poses and a choice of the package they wish to purchase. A class composite will be included in the package. Preschoolers are also welcome to have their pictures taken.

## BIRTHDAY & CLASSROOM PARTIES

Once a month students birthdays will be celebrated. Treats will be supplied by the school. Summer birthdays will be celebrated before the end of the school year. **In keeping with State health and safety standards set for school meal preparation, treats are limited to prepackaged or licensed bakery items only. No homemade food items will be allowed for student party use.** No treats are allowed on the bus after school. Invitations to personal birthday parties should not be brought to school to be handed out. Please send the invitations from home.



## **PETS**

Pets are not allowed at school except when prior arrangements have been made with the teacher. A suitable cage or box is needed for the pet (a dog should be on a leash). No animals are allowed on the bus.

## **BICYCLES**

All bicycles are to be parked at the bicycle rack. There will be no riding of bicycles on the school grounds during the school day. Improper use of one's bike may mean that the child will be asked to leave the bike at home for a period of time.

## **SOLICITATIONS**

We ask that there be no outside organization sales or solicitation in school from the students. Teachers and staff would rather be approached at their homes rather than at school.

## **USD 403 IMMUNIZATION POLICY**

The Board of Education of USD 403 complies with all regulations for immunizations as set forth in Public Law 72-509 - 72-511a.

Every student enrolling in Otis-Bison Elementary School for the first time, or such students as designated by school authority, shall present evidence that such tests and inoculations as specified by the Kansas Certification of Immunizations have been received. If additional immunizations are necessary, these must be completed within 90 calendar days after admission to school. The student and/or parents or guardians must present evidence that the above vaccines have been received or are in the process of receiving before the child will be allowed to attend classes.

The only exceptions would be children whose parents claim a religious exemption or have a signed medical exemption, or who are transferring in from another district and are awaiting transfer of records. Parents or guardians will be notified at the time of school entrance, six weeks after school entrance, and again at twelve weeks if their children need additional immunizations.

Students who are not completely immunized within 90 calendar days after admission to school in USD 403 and who have not claimed any of the exemptions listed above may be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement. Parents or guardians will receive written notice of their students to be excluded, informing them of the reason for exclusion, the conditions under which the students may return to school, and the opportunity to request a hearing on this matter. A complete copy of the Kansas Statutes on Immunizations is on file in the central office of the school district.

## **TRANSPORTATION**

The school district operates district-owned buses. It is a privilege to ride these busses. Therefore, you should express good conduct and courtesy. If you cannot conduct yourself properly your privilege of riding the bus will be denied.

There are no school personnel in charge of student supervision at the pick up points in Albert, Olmitz, Bison and Timken.

Please let us know by sending a note or calling the school when your child will be going home with someone else, riding a different bus or will be picked up early. **THIS IS FOR YOUR CHILD'S SAFETY. IF THE SCHOOL HAS NOT BEEN NOTIFIED OF A CHANGE, CHILDREN WILL BE SENT HOME ON THEIR REGULAR BUS.** It is not the responsibility of the school to make calls to check if the child is to go home another way.

### **TRANSPORTATION GUIDELINES**

1. The Bus Driver is responsible for the students, their behavior, and the bus.
2. The student shall arrive at the bus stop before the bus arrives. The Bus Driver will wait at the stop a maximum of one minute for the student to arrive and board the bus. Bus schedules are generally very tight and arranged in order that students will be required to spend a minimum of time on the bus.
3. The student shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Students shall wait in an orderly line and avoid horseplay.
5. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
6. Bus Drivers are allowed to pick up only those students assigned to their route.
7. The student shall go directly to an available or assigned seat when entering the bus.
8. Students shall remain seated and keep aisles and exits clear.
9. Students shall refrain from throwing or passing objects on, from, or into buses.
10. Students are permitted to carry only objects that can be held on his/her lap and not endanger the safety of the other students.
11. Students shall refrain from the use of profane language, tobacco, alcohol, drugs or any other controlled substances on the bus.
12. Students shall observe classroom conduct and obey the instructions of the driver promptly and respectfully.
13. Students shall not carry hazardous materials, nuisance items, and animals onto the bus.
14. Students shall respect the rights and safety of others.
15. Students shall refrain from leaving or boarding the bus at locations other than assigned stops at home or at school.
16. Students shall refrain from extending head, arms, or objects out of the bus windows.
17. All violations of transportation guidelines will be reported by the bus driver to the appropriate principal.

### **Procedures for Dealing with Bus Violations:**

- A. First Violation -- The Bus Driver will advise the student of the violation of guidelines and the need to remedy the situation.
- B. Second Violation -- The Bus Driver will communicate the violation to the student and advise the appropriate principal. The appropriate principal will prescribe the remedial action.
- C. Third Violation -- The Bus Driver will communicate the violation to the student and advise the appropriate principal. The principal will prescribe remedial action, advise the parents in writing, and as per Kansas statues the student will become the responsibility of the parents for transportation. A conference will be held between the student, parents, and the building administrator to remedy the situation.

Depending upon the seriousness of the situation in the opinion of the appropriate principal, any of the above steps may be omitted in order to move to the actions listed under item “c”.

At the time of each violation, the bus driver will complete a form to be given to the parents, which notifies them of their child’s actions on the bus. The form is to be signed and returned to the bus driver the next morning.

## **SCHOOL-WIDE DISCIPLINE**

The behavior expected from students at school is a combination of common courtesy and safety considerations. Students are in school to learn. We try to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect.

The K-5 Faculty, School Site Council and the Board of Education have approved our School-Wide Discipline Plan which addresses inappropriate behaviors in a consistent and fair manner. Our hope is that your study of the plan leads you to understand that we don’t expect our students to be angels, but we also won’t tolerate repeated misbehavior. With the help and cooperation of the principal, teachers and parents, we can put a stop to a particular behavior before it becomes a habit.

Please take the time to read the School-Wide Discipline Plan carefully and discuss it with your children. We ask you to sign and return the attached letter confirming that you have read the plan and understand the rules and consequences. Our job is to help all students learn and behave appropriately. With your help, we will make this a wonderful year for all!

## **BULLYING/HAZING/HARASSMENT**

It is the intention that every student has the same opportunities for success. Bullying, hazing or other forms of harassment does not allow for equal opportunities. Bullying and/or hazing affect students’ studies and have long-term effects—including how victims and bullies relate to children as adults. Therefore, all forms of bullying or harassment will be handled very strictly. Suspension and expulsion can and will result from continued harassment.

Bullying can be categorized several ways including physical, verbal, emotional, or sexual. Punching, poking, strangling, hair pulling, beating, biting, or excessive tickling are all forms of physical bullying. Verbal bullying includes hurtful names or teasing, while emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing manipulating friendships, isolating, ostracizing, and peer pressure. Sexual bullying could include many of the actions previously listed as well as exhibitionism, voyeurism, sexual propositioning, harassment, and abuse. Being picked on, harassed, or isolated on a daily basis due to weaknesses, disabilities, appearances, or other differences can have devastating effects on a young person’s perception of his or her self-worth.

A student shall not sexually harass another student or students. Violation of this policy shall result in disciplinary action. Sexual harassment may include, but not limited to:

1. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse.
2. Making lewd suggestions to or about an individual.
3. Making lewd gestures with the body or hands.

4. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another body.
5. Sexual assault or battery as defined by law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Confidentiality shall be maintained throughout the complaint procedure.

Please note: bullying and/or harassment can be from any media including internet, phone and mail.

## **INTERNET USE**

Internet access is available to students and staff members at Otis-Bison Elementary. U.S.D. 403 provides this access because it is believed the internet offers vast, diverse, and unique resources. The goal in providing this service is to promote educational excellence at Otis-Bison Elementary by facilitating resource sharing, innovation, and communication.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

- **Privacy:** The teacher and administrator may review communications to maintain system integrity and insure that students are using the system responsibly.
- **Inappropriate Material or Language:** No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
- **Rules for Internet use:**
  1. Do not use a computer to harm other people or their work.
  2. Do not vandalize the computer, software, or the network in any way.
  3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
  4. Do not violate copyright laws.
  5. Do not download software without permission of the teacher.
  6. Do not view, send, or display offensive messages or pictures.
  7. Do not share your password with another person.
  8. Do not trespass in another's folders, work, or files.
  9. Do not use the network for any illegal activities.
  10. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
  11. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if Rules for the Internet are violated.

Students and their parents or guardians will be expected to sign the Otis-Bison Internet Acceptable Use Policy before being allowed on the Internet.