

# Flinthills Primary/Intermediate Handbook

## ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I \_\_\_\_\_, do hereby acknowledge receipt of the student handbook (Please print student's and parents' name) for **2011-2012**. I have read and I understand the contents. Furthermore, I understand:

This handbook contains information and notifications concerning the school including the following:

- Mission statement and goals
- Nondiscrimination policy
- Academic policies
- Discipline and student conduct policies
- Attendance policies
- Drug free schools and communities policy
- Weapon free schools policy
- Directory information
- Other expectations

As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the USD 492 Board of Education.

If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

After parents sign this form, tear this page off and return it to your teacher. Thank you!

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student  
(Age appropriate)

# **Flinthills Primary/Intermediate Handbook**

**Larry Gawith, Principal**

**Stephanie Girty**  
Secretary at F.H. Primary

**Katie Taylor**  
Secretary at F.H. Intermediate

School address: P.O. 130  
200 N. Washington  
Cassoday, Kansas 66842

P.O. 188  
806 S.E. Rosalia Rd.  
Rosalia, Kansas 67132

School phone number: 620-735-4428  
School fax number : 620-735-4429

620-476-2218  
620-476-2391

**Your choice for education at its best!**

## **Vision**

**Our vision is to be the school community, which prepares individuals for successful lifelong achievement.**

## **Mission**

**Our mission is to:**

- **Assure a safe, positive learning environment.**
- **Provide a well-rounded curriculum.**
- **Promote academic excellence.**
- **Recognize individual differences and needs.**
- **Provide opportunities for involvement by all students.**
- **Develop pride in self, school and community.**

***Leading the way to successful citizenship and lifelong learning!***

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## Regulations concerning school entrance:

**1. Eligibility:**

For **Kindergarten**: Children must be five (5) on or before August 31<sup>st</sup> of the school year in which they enroll.

For **First Grade**: Children must be six (6) on or before August 31<sup>st</sup> of the school year in which they enroll.

**2. Proper proof of identity:** A legal birth certificate must be presented before the child enters school.

**3. Immunizations:** Kansas law requires that all children entering a Kansas school for the first time be completely immunized or provide legal exemption of the required immunizations.

**4. Child Health Assessment** (physical examination): Children age 8 or under, enrolling in a Kansas school for the first time, will be required to present results of a Child Health Assessment.

## Board Members:

Pam Dunham  
Chet Hefton  
Billy Jackson  
Pat Hannon

Monty Melugin  
Travis Holcomb  
Justin Grunder

### Flinthills USD 492 School Board Meetings

August08, 2011 @ FHS	7:00 p.m.	February 13, 2012 @ FHS	7:00 p.m.
September12, 2011 @ CPS	7:00 p.m.	March 12, 2012 @ CPS	7:00 p.m.
October10, 2011 @ FHS	7:00 p.m.	April 09, 2012 @ FHS	7:00 p.m.
November07, 2011 @ FHS	7:00 p.m.	May 07, 2012 @ FHS	7:00 p.m.
December12, 2011 @ CPS	7:30 p.m.	June 20, 2012 @ CPS	7:00 p.m.
January 09, 2012 @ FHS	7:00 p.m.	July 2012	TBD

### Parent Teacher Organization Meetings

September09, 2011 @ Cassoday	6:00	April 09, 2012 @ Rosalia	6:00
October 10, 2011 @ Rosalia	6:00	May07, 2012 @ Rosalia	6:00
November 07, 2011 @ Rosalia	6:00		
February13, 2012 @ Rosalia	6:00		

## **Animals or Pets:**

There will be no animals or pets of any size, shape or form brought on a bus or into the building unless the pupil has obtained **approval from the principal or classroom teacher.**

## **Arrival at school:**

**Rosalia:** Students will be allowed to enter the building at **7:40 am and go directly to the gym.** It is suggested students sit quietly and visit, work on homework or read AR. When the next bell rings, at 8:05 am, they will go to their classroom. At 8:10 am school starts. **Please do not have the students arrive at school earlier than 7:40 unless arrangements have been made in advance.**

**Cassoday:** Students will be allowed to enter the building at **7:45 am and go directly to the gym.** It is suggested students sit quietly and visit, work on homework or read AR. When the next bell rings, at 8:05 am, they will go to their classroom. At 8:10 am school starts. **Please do not have the students arrive at school earlier than 7:45 unless arrangements have been made in advance.**

## **Attendance Responsibilities**

As of July 1, 1997, mandatory attendance is required of all students under the age of 18. In compliance with state statutes and because research confirms the positive impact of attendance on academic success, the Flinthills Middle/High School Attendance Policy is designed to encourage attendance while holding students accountable for their own learning.

1. Students are expected to attend each class and to arrive on time. Students should check into the office upon arrival anytime after the school day has started.
2. Attendance records will be maintained in the attendance office for state and truancy accounting purposes.
3. Parents are responsible to provide notice/documentation to excuse an absence within 24 hours based upon the following guidelines:
  - \* Doctor/dental - medical office written verification
  - \* Court appearance - court written documentation or subpoena
  - \* Illness - up to 3 excused per class by parent, above 3 requires medical verification.
  - \* Special circumstances - when requested in advance and/or Approved by administration (examples: funeral, college visits, family emergency)
  - \* oversleeping, errands, childcare are **NOT** generally viewed as legitimate excuses for missing school and will be treated as unexcused.
5. Work missed due to absence must be made up in a timely manner. It is the student's responsibility to make arrangements with the teacher to make up the work. Late papers may receive reduced points or no points, depending upon the completion date and classroom deadlines.
6. A student arriving up to 10 minutes late will be considered tardy, but may be considered absent after that time.
7. Students who arrive at school after 8:15 should present written excuse/verification to the attendance office.
8. Students receiving unexcused absences will receive no credit for the time missed.

9. Students should carry a Request to be absent form to all classes and return it to the office prior to the absence if the absence is known in advance unless it is a school activity. If an absence is known in advance, every effort should be made to complete the work **before** the absence occurs.
10. Students who need to check out of school during the school day for reasons such as medical or dental appointments must bring a written request from their parents and present it to the office administrative assistant before 8:25 on the day of the appointment. A permit to leave the building will be issued to the student stating the reason and the time of departure. Administration has the right to request medical office verification upon return in order to excuse the absence.
11. If it is necessary for any student to leave school because of illness, arrangements must be made with the office staff. Parent notification will be made prior to student leaving campus.
12. The school requires parent contact for each case of student absenteeism in one of three ways to determine excused absence:
  - a. Written note with the appropriate signature
  - b. Telephone calls by parent or guardian
  - c. Personal contact by parent or guardian
13. Student attendance at the Primary and Intermediate school will be recorded in ¼ of a day increments.

Intermediate	Primary
8:00 – 9:52	8:00 – 9:52
9:52 – 11:40	9:52 – 11:40
11:40 – 1:27	11:40 – 1:27
1:27 – 3:30	1:27 – 3:15

**USD 492 BOARD OF EDUCATION POLICY  
REGARDING ABSENCES**

**Absences and Excuses (B.O.E. Policy - JBD)**

Examples:

1. Personal illness and professional appointments.
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 (pre-approved by administration).
5. Participation in a district-approved or school sponsored activity.

**Significant Part of a School Day**

Definition: If a student misses two or more periods of the school day, this shall be considered a significant part of the day and counted as a full day absence.

**TRUANCY**

(KSA 72-1113) The building principal (or his designee) shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are unexcused absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian(s)

notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

(B.O.E. Policy - JBE) In addition to state truancy regulations, (KSA 72-1113), a student with twelve (12) or more absences for any reasons in any one (1) semester will receive “no credit” grades in all classes for days **starting with the thirteenth absence**, unless further absences are excused. Parents who believe that unusual circumstances exist in cases of excessive absenteeism (such as prolonged illness) should contact the building principal to discuss their child's absenteeism. Building principals will notify the parents of pupils with ten (10) absences to inform them of the twelve (12) absence no-credit policy.

### **Release of a Student during the School Day**

Building principals will not release a student during the school day except to a student's lawful parent, custodian or designee as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent, lawful custodian or designee. The name, address, and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC.

### **SCHOOL MAKE UP WORK REMINDERS**

Getting work made up after missing classes is the responsibility of the student. The student must take the initiative to contact each teacher to determine work to be done.

A student is allowed one day for each day missed, excused, to get work in. If, after this time, the work is not handed in, the student will receive a zero for work not finished. Under unusual circumstances, the principal may extend this time if deemed necessary. Students are encouraged to make up work **before** any absence.

The school encourages parents to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.

Students absent from school without an excused absence the day of an activity will not be allowed to participate that day without permission from the principal.

If you are absent and wish to know your assignment before returning to school, you should either call another person in your class or call the office. The assignments may be picked up in the office. This allows teachers time to prepare your assignments without interrupting classes.

### **TARDY POLICY**

The focus of improving attendance and eliminating tardies centers on the belief of the Flinthills Mission Statement-“Promote Academic Excellence; Develop Pride in Self, School, and Community; Lead the Way to Successful Citizenship and Lifelong Learning.”

**Definition of Tardy:** A student is tardy to class if he/she is not completely inside the classroom when the tardy bell rings. A tardy is classified as excused or unexcused. Further definition is up to the classroom teacher.

#### **CONSEQUENCES FOR UNEXCUSED TARDIES**

(Total Unexcused Tardies from All Classes)

1-4	Documentation
5	Administrative Warning
6	One Detention
7	One Detention
8	One Day ISS
9 and Above	One Day OSS for each tardy

## ENTERING AND LEAVING SCHOOL

All students who enter school after the school day begins or leaves before the end of school must sign in and out in the main office. Students must have permission from parents and from the office in order to leave school.

The Board of Education of USD #492 approves and supports the intent of KSA 72-1113, which recognizes that regular school attendance is essential to the complete education of each student. KSA 72-1113 defines truancy as ". . . whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive school days or five (5) or more days in any semester." A child meeting these guidelines is truant. A child is inexcusably absent from school if he or she is absent all or a significant part of a day without a valid excuse to the school employee designated by the Board of Education to have responsibility for the school attendance of each child.

Principals are designated by the USD #492 Board of Education to report cases of attendance violations as designated by the state statute. Principals are authorized by USD #492 Board of Education to determine whether individual student absences will be recorded as "unexcused" or "excused." Prompt and regular attendance is important for good academic success. Parents should encourage and see that their children attend and are in school every day.

When a student is absent, parents or guardians are required to call the school office on the day of the absence between the hours of 8:00 AM and 9:00 AM or to send a written excuse with the student when he or she returns to school. If the school is not notified by either of the above methods, the absence will be unexcused and cannot be changed.

Parents are requested to notify the office by telephone on the day of the absence if possible. The administration feels this type of communication is needed because of the reasons listed below:

1. The procedure allows for a more accurate record of all absences, thus reducing the possibility of students skipping school.
2. With the number of students driving daily, this reduces the possibility of a student suffering car trouble or an accident going unnoticed.
3. Arrangements can be made to have the student's assignments sent home, thus keeping assignments up to date.

A make-up slip will be issued to the student who was absent. The make-up slip must be presented to the individual teachers in all classes missed. If the absence was excused, the teacher will enter the make-up work to be completed. If make-up work is not completed, no credit will be recorded for the student. A duplicate will be issued for a lost make-up slip.

It will be understood that for grading purposes, an excused absence will allow the student the privilege of making up the work missed for credit. This may be done before or after the absence, according to the agreement of the teacher and/or principal. Students will be given one school day plus the number of school days missed to make up work for credit.

Students will be excused from school at the discretion of the attendance officer for the following reasons:

- Illness and health related appointments
- Parental requests with administrative approval, preferably prior to event
- Funerals
- Emergency situations

- Post-secondary educational opportunities must be verified and scheduled by the counselor before leaving and confirmed afterwards. Unverified/unconfirmed college visits will be considered unexcused absences.

Students needing to leave during school hours will be given permission to do so provided the school office is notified by telephone or a note from the parent or guardian. The student will be recorded as absent for those hours not in school.

### Leaving school grounds without permission procedure:

- Teacher reports incident to office and stays with his/her students. (Teacher will report clothing worn and direction of travel if known.)
- The administrative assistant will notify administrator (Principal/Superintendent)
- The administrator will direct initial search of school/grounds. This will include all available personnel.
- Do not alarm/involve other students unless directed by the administration.
- If the initial search is unsuccessful, the office will call 911 and continue the search.
- The office will notify parent(s)/legal guardian.
- The office notify in Cassoday:
 

a) Cassoday Fuel – 735-4423	In Rosalia:
b) Cassoday Café – 735-4432	a) Old Hat – 476-2240
c) Cassoday Post Office – 735-4471	b) Rosalia Post Office – 476-2282

### Breakfast/Lunch:

Breakfast Grades K-8	\$1.35	Reduced (must qualify)	\$ .30
Lunch Grades K-6	\$1.85	Reduced (must qualify)	\$ .40
Adult/Guest	\$3.00		

Many of our students have been taking advantage of the breakfast program and it will reflect on the student’s lunch account. If you do not want your child to participate, please notify the school. Call the Primary school at (620) 735-4428 or the Intermediate school (620) 476-2218 or put a note in your child’s planner.

### Bullying:

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event.

### Buses:

Any pupil who wishes to ride a bus to which he/she is not assigned must bring a note from his/her parent or guardian or call the school office. The information will be recorded in the office and given to the student to present to the bus before he/she will be permitted to ride the bus.

### Cheating/Academic Dishonesty:

Any attempt to obtain credit for work done by another **is totally unacceptable at Flinthills Primary and Intermediate Schools**. This includes cheating on tests, copying work of others, copying word-for-word from published works and similar activities.

When a student participates in a form of academic dishonesty:

- A zero will be assigned as a grade.
- No extra credit work will be given to raise the grade.
- Parents will be notified.

### **Closing of school:**

Should it be necessary, unscheduled closing of school will be announced on these TV and radio stations:

**KWCH TV Channel 12**  
**KXLK 105 FM Radio**

**KAKE TV Channel 10**  
**Oldies 103.7 FM Radio**  
**B 98 - FM Radio**

**KFDI 1070 AM Radio**  
**KFDI 101.3FM Radio**

### **Complaint or Concern:**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. **Contact the person that you have a complaint about** to discuss the situation.
2. If the problem still exists, **contact the principal.**
3. If the problem is still unresolved, **contact the superintendent.**

### **Computers:**

Students will use computers and technology in the proper way. If technology is used incorrectly disciplinary action will be taken that may include loss of computer privileges.

### **Conduct:**

During school, bus trips, or school-sponsored activities, students are to follow directions of any school personnel and adopted rules and policies set forth by USD 492. Each classroom teacher will communicate his/her classroom rules and expectations. Students are expected to conform to each teacher's classroom rules and expectations. Failure to conform to any rules, policies, or expectations will initiate the school discipline plan.

#### **Cafeteria conduct:**

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line, or failure to properly dispose of lunch trays or litter will result in disciplinary action.

#### **Running:**

No running, skipping or fast walking in school. This includes the lunchroom area, hallways, lobby, classroom, etc.

#### **School Sponsored Activities conduct:**

Flinthills Elementary students should remember that while attending any school-sponsored event, they are under the jurisdiction of the school and should behave accordingly. Students should remember that they are representatives of FlinthillsSchool District.

### **Crisis Plan:**

The Flinthills school district has a crisis plan to be followed in case situations develop that seriously disrupt the school day. Codes are posted in each classroom and students and staff are trained in the proper response.

### **Detentions:**

Teachers and/or the administration may request students to stay after school to serve a detention as a consequence for inappropriate behavior. In most cases, students will be provided 24 hours to make arrangements to stay. Detentions will be from 3:15 to 4:00. Days for serving detentions may be changed at request of parents, if agreed upon by the principal. Detentions not served will be doubled. Refusal to serve warrants an in school suspension.

## **Dress Code:**

We all must have pride in the way we dress. Students wearing shorts or dresses/skirts must follow the “Flinthills Primary/Intermediate Dress Code”. The shorts/dresses/skirts must be below the fingertips of the student when their arms are straight down their sides. The tank tops worn by the students must have a strap that is three fingers wide. No off-the-shoulder shirts or shirts with any message advertising sex, drugs, alcohol, tobacco, or any questionable/unlawful behavior. All shirts must **at all times** cover the student’s stomach. Students wearing “inappropriate” clothes will be supplied with appropriate wear to change into, to be returned at the end of the day. The building principal and/or teacher will decide “Inappropriate” dress.

## **Drug, Alcohol, and Tobacco Education**

All the district's students shall be made aware of the legal, social and health consequences of drug, alcohol, and tobacco use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit/illegal drugs, alcohol, and tobacco. Students shall also be informed that the use of illicit/illegal drugs and the unlawful possession and/or use of alcohol and tobacco are both wrong and harmful. Students 18 years old enrolled in Flinthills schools are prohibited to possess and/or use tobacco by school policy on school grounds or at school-sponsored activities and will be subject to school disciplinary policies.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

## **Electronic hand-held devices:**

Walkmans, CD players, Game boys, cell phones, etc. will not be used in the school building unless given special permission by the teacher and administrator. Owners are responsible for them.

## **ESOL**

**Home Language Survey** - given to all students when they enroll for the first time in a school. If a language other than Eng is listed anywhere on the form, the student gets assessed for Eng Lang Proficiency.

**English Language Assessment** – If Home Language Survey indicates, the student is assessed using the LAS, IPT, KELPA, KELPA-P, or LPTS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains, s/he is eligible for ESOL services.

**Parent Notification Letter** – parents must be notified (in a language they can read) within 30 days of the beginning of the school year, or within two weeks of a child being placed in ESOL services if they arrive after the beginning of the school year. Letter must include why the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL and a description of other methods used in the school, how ESOL will help their child learn Eng and meet academic standards, exit requirements, parents’ rights (right to remove their child from ESOL at their request, right to not enroll their child in ESOL, right to choose another program available in the school). If parents choose any of those options, they should conference with ESOL program personnel so that they are fully aware of what they are doing and how their child’s education may be affected.

**Individual Learning Plan** – Each student will have an ILP detailing their assessment scores, programs they are placed in, how many hours of instruction will be provided (should be at LEAST 30 minutes a day), who will deliver the instruction, end of year assessment results (KELPA) and what should be done next year.

**Teacher qualifications** - Teachers providing instruction to ELLs should be endorsed or working on endorsement.

**Exit criteria** – Students must score “Fluent” on all four domains and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, they are monitored for two years.

**Monitored** – students are observed by classroom teachers, etc. for any signs of regressing or not keeping up with their peers. Grades are looked at, participation in class, KELPA results, etc. to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that they are less than Fluent, they may be placed back in ESOL. (Schools do not get funding for Monitored students, but they are included in AYP as part of the ELL subgroup.)

### **Evacuation of Building:**

1. The principal will determine the need for evacuation and notify staff accordingly.
2. The principal and/or designees will be assigned an area of the building to evacuate. They will check every room in the area and announce “EVACUATE THE BUILDING.” Proceed immediately to designated places of safety.
3. Follow fire drill procedure and load bus.
4. Notification of 911.  
Notification to District office.
5. Transport by bus to designated site.
6. All clear to return will be given verbally by the administrators in charge.

### **Field Trips:**

1. Field trips and excursions are encouraged when a reasonable educational objective can be established.
2. Permission slips to attend **ALL** field trips will be signed at enrollment. Parents will receive notification slips for each trip prior to its date. The teacher shall notify the principal of each trip planned and of the resources needed in advance of the trip. The principal shall develop appropriate forms to notify parents of forthcoming field trips. Said form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel and anticipated costs to the student. The notification form shall include a space where a parent may ask that his child be excused and the reasons for the excuse.

### **Fire Drill Procedures:**

Procedures for fire drills are posted in each room. Each teacher will follow the proper procedure.

1. Shut your classroom door.
2. Check restrooms, special classrooms, etc. as you are going by.
3. Teachers take students to designated area.
4. Account for all your students, keep children quiet and controlled.
5. Return when All-clear is sounded.

### **Food and Beverages at School:**

Everyone must work together to keep our school attractive. No food, drink, gum or candy is allowed in the classroom unless authorized by the teacher/principal.

### **Good Standing:**

Students must be in good standing to participate in special activities. If you are given a detention or suspension, you are not considered in good standing. The activity missed will be the first activity after 24-hour notice to parents, but within the next (5) days. If you reach level four of the discipline plan, participation is affected for the entire week.

## Grades and Grade Reports:

Grades will be issued for each nine-week grading period and sent home with students. Progress reports or down slips will be issued after the 4<sup>th</sup> or 5<sup>th</sup> week of each nine-week grading period. Any student that is doing D or F work in a class or unsatisfactory work shall receive a progress report or down slip and may be required to attend tutoring sessions in the morning before school starts.

Grades K- 2 Scale		Grades 3 - 6 scale					
O	100 – 100	A+	100-100	B-	83-80	D	66-64
S+	99 - 90	A	99-94	C+	79-77	D-	63-60
S	89 - 73	A-	93-90	C	76-74	F	59-0
S-	72 - 60	B+	89-87	C-	73-70		
U	59 - 0	B	86-84	D+	69-67		

## Hats:

Students will not wear hats or sunglasses **in the building during school.**

## Holiday-related activities:

At enrollment, parents will be given the opportunity to grant permission for students to participate or not participate in holiday-related activities.

## Homework:

If a student is ill, he/she is responsible for picking up the assignments and books the day the student returns to school or have made other arrangements to get the assignments and books home. If he/she knows he/she will be absent from school, he/she is responsible for picking up the assignments and books before that the student is absent. Students who do not finish their school work during the school day will have homework that is due the following day. Late work may result in reduced credit.

## Internet use in school:

At enrollment, parents will be given the opportunity to grant permission for students to explore the Internet. Please note that students will not be visiting “chat rooms” or inappropriate websites. An adult will supervise all of the Internet activities. At **NO** time will the students be allowed to have free access to the Internet.

## Lice:

The Kansas State Department of Health and Environment regulation concerning head lice reads as follows: **“Students infested with lice shall be excluded from school or child care facility until treated with an anti-parasitic drug and until all nits have been removed.”** Please report all cases to the school office. While at school, any student found to be infested with lice will have his/her parents called in order to be picked up as soon as possible. All students infected with head lice need to be brought to the school office by the parent to be rechecked before the student will be permitted to ride the bus or attend school. The student will periodically be checked up to 10 days after re-entry.

## Lockers and locks:

Students are not to bring their own locks to school and place on lockers or other school property. Locks placed on lockers, etc. will be cut off.

### **Lost and Found:**

Articles that are found should be taken to the office where a “Lost and Found” box is kept. Likewise, anyone who loses something may inquire about it at the office. Periodically we will dispense of unclaimed clothes.

### **Medicine administration:**

According to law, the school can no longer give medication of any kind to a student without parent and doctor permission. Medicine will be kept locked in the grade school office and administered by the student and supervised by a staff member. A form is available in the handbook/office and must be kept on file. If the student is on a regular medication and that medication changes throughout the school year, the parent/guardian must fill out a new form before the medication can be administered.

### **Notice of Nondiscrimination:**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral, age, or disability in admission or access to, or treatment or employment concerning USD 492 compliance with the regulations implementing Title VI of the Civil Right Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact Superintendent Bob Diepenbrock, P.O. Box 188, Rosalia, Kansas, 67132, (620) 476-2215. Bob Diepenbrock has been designated by USD 492 to coordinate the institution efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Kansas City Office, Office for Civil Rights, U.S. Department of Education,

8930 Ward Parkway, Suite 2037  
Kansas City, Missouri 64114-3302  
(816) 268-0550

### **Permission to treat:**

At enrollment, parents will be given the opportunity to authorize officials of Flinthills schools to contact directly the persons named on the enrollment form, and authorize the named physician to render such treatment as may be deemed necessary in the event of an emergency of said child.

### **Photograph permission:**

At enrollment, parents will be given the opportunity to give permission for their child to be videotaped, photographed and to appear in the newspaper for any school activity.

### **Physical Education:**

Students must participate every day in physical education classes. In the event of sickness or injury student must have a written excuse from parents or guardian. After (3) consecutive days, a doctor’s note is required. Students **must** wear P.E. shoes.

### **Pop Machine:**

The pop machine is for teacher use. The only time students may purchase pop is when teachers have given permission.

### **Retention:**

Students not meeting the outcomes of their grade will be considered for retention. Students who have an I.E.P., a 504 plan, or a physiological condition that prevents or substantially inhibits learning are exempt from this policy.

### **Serious Injury/death:**

The crisis team will follow the crisis plan. A copy of the crisis plan is available upon request.

### **Sickness at School:**

Students who get sick at school should ask their teacher to send them to the office. At the office, the student should inform the school secretary that he/she is sick. The secretary will then take the student's temperature and/or check the student's symptoms. If necessary, the secretary will call the student's home/or parent's work place and inform the parent that the student is sick and request that the parent come to school and take the student home. While waiting for the parent, the student will be kept in the office or in the classroom.

### **Telephone permission:**

At enrollment parents will be given the opportunity to give permission to have their telephone number released for any school-related activity.

### **Telephone use:**

Responsibility needs to be worked on at all grade levels, therefore, students **will not use the telephone** during regular class time unless it is an **emergency** or at teacher request. Forgetting something or permission to go home with a friend, **is not considered an emergency situation.**

### **Tobacco Use:**

It is against the law of the State of Kansas for minors to be in possession of tobacco products. This means that students may not use tobacco in the building, on the grounds, or while sitting in a car while here for school purposes. It also means that students are not to use tobacco while attending any school activity. It is also a violation for a student to carry tobacco inside the school building. Violation will result in in-school or out-of-school suspension. Tobacco use in any form by any member of the public is prohibited. (BOE Policy GAOC)

### **Tornado Drill Procedures:**

Procedures for tornado drills are posted in each room. Each teacher will instruct students as to the proper procedure.

1. Teachers take students to designated area.
2. Check restrooms, special classrooms, etc. as you are going by.
3. Account for all your students, keep children quiet and controlled.
4. Return when All clear is sounded.

### **Valuables at School:**

Students are responsible for their personal property. Personal property should be taken home after school and when at school kept in the student's locker. Be smart and take care of any valuable items by leaving them at home.

### **Visitors:**

We sincerely encourage parents to be interested in the activities of their children and their school. All visitors **must check in with the office upon arrival at the school.** We do not encourage visits any week when standardized tests are given. Students who are not enrolled at 492 may not attend classes with their friends.

## **Flinthills Discipline Plan:**

For our school to be an effective place for students to learn and teachers to teach there must be a safe and orderly school environment. To maintain a safe and orderly environment we will use the following levels of disciplinary steps, **all at the discretion of the teacher and principal**. All students are encouraged to solve their discipline problems at the lowest level. Any violation not addressed in the handbook will be handled in USD 492 Discipline Guidelines. The Discipline Plan levels are:

- Level one - warning
- Level two - time out of class
- Level three - detention after school
- Level four - in-school suspension
- Level five - out-of-school suspension
- Level six - expulsion or homebound placement

### **In-school Suspension:**

Students may be assigned in-school suspension by the administration for infractions of school rules and USD 492 policy. Students may receive from 1 to 5 days of in-school suspension.

Examples are:

Cheating	1 to 5 days
Disruptive behavior	1 to 5 days
Excessive tardies	1 to 5 days
Fighting	1 to 5 days
Leaving building without permission	1 to 5 days
Possession or use of tobacco or alcohol	3 to 5 days
Skipping class	1 to 3 days

All students assigned to in-school suspension are to bring all books and materials with them. Assignments will be collected for the student to work on, full credit will be given for that work. Student may not participate in extra-curricular activities while serving in-school suspension, and of course, good standing would be affected.

### **Out of School Suspension:**

Students who fail to conform to rules, policies, and expectations for a prolonged period of time or endanger the safety of any person may be suspended out of school for a period of 1 to 5 days. In most cases, levels to five of the discipline plan will precede out of school suspensions from school. Work missed must be turned in but only full credit will be given. Students suspended out of school may not attend any school functions. Violations such as: Fire code violations, possession of illegal weapons, threatening someone, consumption or possession of drugs, vandalism, tobacco use, and others, are addressed in the "USD 492 Discipline Guidelines."

### **Expulsion or Homebound Placement:**

Any students who display persistent behavior problems make themselves eligible for expulsion or homebound placement. In the event that the student is recommended for expulsion from school, the student and student's guardians will receive written notice of the intent to expel the student. Within 5 days of the notice date a due process hearing will be afforded to the student, student's guardians and counsel to appeal the decision. A hearing officer will be appointed and they will make a decision to uphold or decline the expulsion.

## **FLINTHILLS USD 492 BUS TRANSPORTATION RULES**

1. Obey your bus driver and observe all bus transportation rules.
2. Be ready to board bus when the bus arrives.
3. Always stand a safe distance from the road when awaiting your bus.
4. When approaching or leaving your bus, if you must cross the road, always cross in front of the bus where the driver can see you.
5. The bus driver may assign seats.
6. Remain seated - no changing of seats without permission.
7. Be courteous.
8. No profanity.
9. Violence or destruction of property is prohibited.
10. Radios are not to be played on the bus except at the driver's discretion.
11. Help keep the bus clean-do not litter! Try to leave the bus cleaner than when you got on.
12. To avoid serious injury, keep your arms and head inside open windows at all times.
13. Don't clog the aisles with books and clothing that classmates could trip over.
14. Avoid horseplay and excessive noise that can distract your driver.
15. Leave emergency exits unblocked and accessible. Use them only in emergencies.
16. For your own safety, do not distract the driver through misbehavior. Any bus riding problems should be discussed with the driver at the end of the morning route.
17. Drink or food may not be taken on the regular school bus routes.

Violations of bus riding rules **may be reported by the bus driver to the building principal** and could result in disciplinary measures and possible loss of bus riding privileges. Generally the following action will take place, but more severe situations may result in immediate removal from bus riding privileges and/or additional disciplinary consequences.

**First slip**, warning, and phone call to parents

**Second slip**, warning, P.M. Detention and call to parents

**Third slip**, off the bus 3 days and call to parents

**Fourth slip**, off bus pending the outcome of parent conference with building principal, parent and bus driver

Bus drivers will communicate with the parents after each disciplinary report.

## **Weapon Free School**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, including knives, on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, including pocketknives, any item being used as a weapon or destructive device, (as per KansasState statute) or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) that 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.



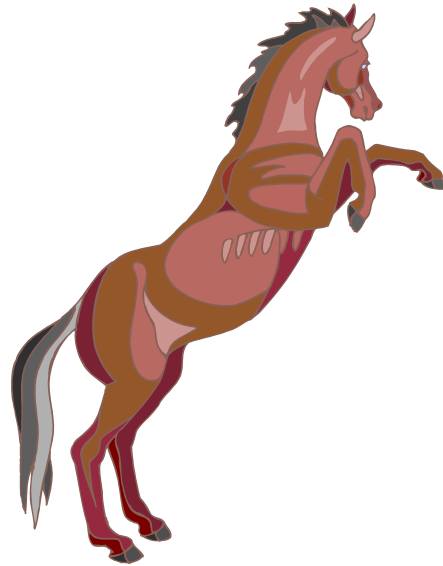
FlinthillsPrimary School

Cassoday, Kansas



FlinthillsIntermediateSchool

Rosalia, Kansas



*Home of the Mustangs*