

# **JEFFERSON WEST ELEMENTARY SCHOOL**



# **STUDENT AND PARENT HANDBOOK 2019-2020**

**JEFFERSON WEST ELEMENTARY SCHOOL  
301 MAIN  
MERIDEN, KS 66512  
484-2455 OR 1-877-854-4409  
Facebook@Jefferson West Elementary  
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**JEFFERSON WEST ELEMENTARY**  
**A Kindergarten through Fourth Grade School**

**MISSION STATEMENT**

**Educating all students to meet the challenges of  
tomorrow's opportunities.**

**VISION STATEMENT**

We believe our most treasured resources are the children of our community.

We envision a school that:

- Creates a positive learning atmosphere
- Develops opportunities for student success in the twenty-first century
- Nurtures social interactions
- Encourages choices based on reason, respect and responsibility
- Fosters communication and involvement among students, parents, staff and community
- Exposes children to the worlds of yesterday, today and tomorrow
- Recognizes personal growth in all areas
- Adapts to meet the needs of all the students in our community
- Develops skills of independent and interdependent learners

U.S.D. #340 Board of Education

Mr. John Thelen, Mrs. Betty Majors, Mrs. Dreana McClurg,

Mrs. Morgan Hall, Mr. Scott Gibson, Mrs. Katie Petesch, Mr. Dave Jensen

Superintendent of Schools: Mr. Pat Happer

All staff members may be reached via e-mail using the following e-mail address (all in lowercase): [firstname.lastname@usd340.org](mailto:firstname.lastname@usd340.org)

Or by clicking the post office on the school website [www.usd340.org](http://www.usd340.org).

## FACULTY & STAFF

PRINCIPAL	Mr. Wes Sturgeon
SECRETARY	Mrs. Veanna Unruh
OFFICE AIDE	Mrs. Petrina Murphree
KINDERGARTEN	Mrs. Michelle Deiter
	Mrs. Lisa Farrant
	Mrs. Lori Rodecap
FIRST GRADE	Mrs. Hannah Seals
	Mrs. Rhonda Holloman
	Mrs. Stephanie Hypse
SECOND GRADE	Ms. Reagan Grimm
	Mrs. Michele Herring
	Mrs. Laurie Middendorf
THIRD GRADE	Mrs. Judi Hisey
	Mrs. Debbie Duncan
	Ms. Bree Oyler
FOURTH GRADE	Ms. Katie Bach
	Mrs. Dolores Korb
	Mrs. Jody Lockhart
COUNSELOR	Mr. Phil Korb
MUSIC	Mrs. Jenny Ramsey
P.E.	Mrs. Tara Yost
LIBRARY	Mrs. Jenni Lloyd
TITLE 1 TEACHER	Mrs. Amanda Feuerborn
TITLE 1 AIDE	Mrs. Sherry Caldwell
	Mrs. Brenda Schwartz
ART AIDE	Mrs. Cassy Bevitt
COMPUTER AIDE	Mrs. Tobi Adcock
RESOURCE	Ms. Stacy Fleeker
TEACHERS	Mrs. Amanda Clark
	Mrs. Becky Nottingham
SPEECH PATH.	Mrs. Kim Wheeler
PARAS	<b>Mrs. Marlene Jolly, Ms. Raven Molder, Ms. Dee Rodriguez, Mrs. Linda Schmidt, Mrs. Jill Morrow, Mrs. Kim Taylor, Mrs. Tonya Heiden, Mrs. Sherry Bingham, Mrs. Amanda Cordray, Ms. Kara Wilson, Mrs. Julie Phillips, Mrs. Sunny Smith, Ms. Ana Nicole Houghton, Ms. Cortni Esman, Ms. Deryni Fuller</b>
PSYCHOLOGIST	Ms. Hana Dreiling
COOKS	Ms. Kim Barger, Mrs. Sherri Stewart, Mrs. Maria Davis, Judy Cody
CUSTODIANS	Mrs. Jody Godfrey and Mrs. Julie Klass, Mrs. Candice Brown
TRANSPORTATION	Mrs. Cindy Galle

**SCHOOL PROCEDURES AND INFORMATION**  
**HOURLY TIME SCHEDULE**

7:35 a.m.....Students go to breakfast  
7:55 a.m.....Students go to classrooms  
8:00 a.m.....Classes Begin  
3:05 p.m.....Kindergarten Dismissal  
3:15 p.m.....School Dismissal

**LATE START-12 days - one hour late start on the following dates for school year 2019-2020:** September 13, September 27, October 11, October 25, November 15, December 13, January 17, January 31, February 14, February 28, March 27, and May 1.

Buses and breakfast will run one hour later on the late start days. However, if your family has the need to drop off at regular time, supervision for students will not be available until 7:30 AM. **Please do not drop your student(s) before that time.**

**School office hours are 7:30 a.m. to 4:00 p.m.** For questions regarding transportation before or after these hours please call the bus barn at 484-3204 or the Superintendent's office at 484-3444.

**BEGINNING THE DAY**

All students will report to the gym when arriving prior to 7:55 a.m. unless the student eats breakfast. Students are dismissed from the gym at 7:35 a.m. and buses at 7:45 a.m. to eat breakfast. When students finish eating prior to 7:55 a.m. they are to return to the gym. Students are expected to sit with their classmates in the gym prior to the 7:55 dismissal bell. Parents bringing students to school in the morning, prior to the start of the day, should have their child wait in the gym with the other students. When walking their child to the classroom, to expedite the start of the day, parents are asked to leave the room so class can begin unless the parent is volunteering. **Students should not arrive at school prior to 7:30 a.m., as there is no supervision until that time.**

**EMERGENCY LATE START OF SCHOOL DAY**

In the event that we have to initiate an emergency late start for school, if necessary parents will be able to drop their children at the Elementary School any time after 7:30 AM. Students will be supervised. For those children who need to be dropped off early a cold breakfast will be available, at the normal cost, for those needing breakfast. Classes will start at the time indicated by the late start.

## ENROLLMENT FEES AND LUNCH

Enrollment fees have been waived. We have an excellent hot lunch program. The cost of a student lunch is \$3.00 and an adult lunch is \$4.00. The cost of a student breakfast is \$1.80 and an adult breakfast is \$3.00. Extra milks and Kindergarten milk for daily snack are \$.50 each. Kindergarten snack fees are \$20.00 per year. Parents are encouraged to eat with their child anytime. We ask that you call by 9:00 a.m. on the day that you plan to eat so we can include you in our lunch count.

WHEN STUDENTS BRING MONEY FOR BREAKFAST OR LUNCH, NO CHANGE WILL BE GIVEN BACK TO THE STUDENT. THE AMOUNT THE STUDENT BRINGS TO THE OFFICE WILL BE APPLIED TO HIS/HER MEAL ACCOUNT. PLEASE NOTE THE STUDENT'S NAME ON THE CHECK, OR IF SENDING CASH, PUT THE STUDENT'S NAME ON THE ENVELOPE. Online payments are accepted through the parent Skyward link. There is a convenience fee associated with online payments.

## HARVESTERS BACKSNACK PROGRAM

JWES is proud to offer to any family that requests, a weekly bag of food from Harvesters. The BackSnack is a bag of food to assist a student through the weekend. There is no income or application requirement, simply call the school and ask to be added to the list.

## STUDENT AWARDS

**Academic Tiger Award** will be awarded to Third and Fourth grade students receiving all A's and no (N)'s in P.E. or Music.

**Academic Black & White Award** will be awarded to Third and Fourth grade students receiving all A's and B's and no (N)'s in P.E. or Music.

**Academic JW Award** will be awarded to Third and Fourth grade students with a B average.

**Perfect Attendance Award** will be given to students that are absent from school one-half day or less.

**Outstanding Attendance Award** will be awarded to students absent four days or less.

## HOMEWORK

Learning doesn't stop at school; parents should provide nightly practice on items such as, reading aloud, spelling, math facts, vocabulary, sight words, etc. There may also be days where your child may bring home unfinished work, test prep items, or additional practice. Please help your child develop good study habits by assisting them nightly with these activities.

## REPORT CARDS

Our report card indicates a student's progress on grade level outcomes, grades in specific subjects and, in many instances, indicators on which the grades are based. Report cards will be sent home at the end of each quarter.

## PROGRESS REPORTS

Progress reports will be sent home midway through each quarter. A child's academic progress will be available to parents at any time through Skyward. For Kindergarten progress inquires see your child's teacher. Grades will be updated on a weekly basis. Parents are encouraged to contact teachers anytime they have a question or concern about their child's progress in school. **Parent/Teacher Conferences will be held the day of October 29th, October 30<sup>th</sup>, and February 17<sup>th</sup>.**

## NOTES

For the safety of all students, we need a note or phone call when your child is to go somewhere other than their normal destination. Our phone number is 484-2455 or toll free 1-877-854-4409. **If we do not receive a note or a phone call your child will be sent to his/her original destination. If you call, please do so prior to 2:45 p.m. to ensure your child receives the message in a timely manner.** If your child needs to stay in the building during recess, please send a note to the teacher stating that the child should stay in for that day.

## SCHOOL BULLETIN

School bulletins will be sent home with your child on Friday and updated weekly on the school website. Important information, current events, and times will be printed in the bulletin enabling parents to stay current with school activities.

## School/Home Communication

Parents and school staff are expected to use the school planner to communicate student needs. Notes for transportation changes, appointments or questions in general are some examples. Reminder that absences must be called into the elementary office by 9:00 AM. Communication is not limited to planners. It is encouraged that parents and teachers speak on the phone at the teacher's plan time or call the office anytime. The school also utilizes social media, a weekly bulletin, a website, Skyward (for grades, attendance and lunch account balances) and Skylert for group call, text and emails. It is encouraged that at least one family member sign up for both Skyward and Skylert.

## EMERGENCY PROCEDURES

At all times the safety of our students and staff is our top priority during any emergency situation. **In the event of an emergency please be sure we know where to contact you.** Please update us if this information changes during the school year.

In the event of a school crisis parents will be informed of appropriate information and will be asked to follow specific procedures for the safety and well-being of all students.

**Fire drills** will be at least four times a year so the students will know the proper way to exit the building. The fire signal is one continual buzz.

**Tornado drills** will be held at least three times during the school year so the students will be familiar with the shelter area. The tornado signal is a siren sound from our intercom system.

**Shelter- In-Place:** secure the building and maintain limited access, minimize movement in hallways and outside of the classroom etc., continue to teach and learn. For your child's safety, he/she may be delayed for pick up during this time. Signal will be by voice through the intercom.

**Secure Your Room:** Clear the hallway and lock the door, close your blinds. No one in or out of your room. Signal will be by voice through the intercom.

**Run Hide Fight:** A risk inside the building has been identified. Staff will guide students to protect themselves by using one of the three options: run out of the building to a safe location, hide and lockdown in the building if the threat is close, or fight, only if necessary. Signal will be by voice through the intercom or teacher judgement.

Our school has procedures for gas evacuation, bomb threats, armed intruders, and other emergency or crisis situations that may arise. We will practice safety drills to ensure staff and students are familiar with all proper procedures.

## VISITORS AND VOLUNTEERS

We encourage each and every parent and patron to visit school and be actively involved in educating our youth. We encourage you to volunteer in the classroom or with the many activities throughout the year. Our students' successes are strengthened by your involvement. **Access to our building is controlled when occupied with students to help provide a safe and secure learning environment. All visitors are to report to the office upon entering the building to sign in and receive a visitor's pass.** All visitors will enter through the front door. **DO NOT OPEN DOORS FOR VISITORS.** Visitors must remember not to be a distraction to the students, or the education process. We do not allow school age students outside of our school to visit classrooms during class time. This could be a distraction to your child or the class in general.



## COUNSELOR

Counseling services include classroom guidance activities. Small groups and individual counseling are also available. Please feel free to contact the counselor at any time.

## LIBRARY-MEDIA CENTER

The Library-Media Center supports the Elementary School curriculum and promotes pleasure reading for all students. The Library-Media Center is usually open when school's in session. Kindergarten students may check out one book at a time. First grade students may check out two books at a time. Second, third, and fourth graders may check out three items at a time. Exceptions are made for special projects and other occasions. All items are due in two weeks and can be renewed once. **There are no fines for overdue items but students must pay for lost or damaged items.** Parents are welcome to use the library.

## FIELD TRIPS AND SCHOOL ACTIVITIES

Field trips are an enrichment of grade level curriculum being learned in the classroom. Students need to be in good standing both academically and in their behavior to attend these trips. Parents may pay for the cost of transportation and fees for field trips. Students must ride district transportation to and from all field trips and school activities. Parents who wish to transport their children after such an activity must sign waivers for each occurrence either at the school prior to leaving on the trip or with the teacher at the field trip. Students leaving a field trip prior to 1:00 p.m. will be counted ½ day absent. The purpose of parents attending field trips is to enrich the experience for the students by assisting in their supervision. Parents should be kind to all students and if a problem arises let the teacher know. Parents are to follow all school rules and guidelines, including no tobacco use. Parents are to inform the classroom teacher of their intent to attend the event prior to the field trip. **Siblings or other children are not to attend as the trip is for the students at that grade level.**

**With the exception of prior Principal approval, a student not attending school during the day cannot attend school activities in the evening.**

## CLASSROOM PARTIES

All classroom parties will be arranged through the classroom teacher. Please contact the teacher to make arrangements for birthday treats in the classroom. All treats brought to school for ANY party need to be store bought and prepackaged. Please do not open the packages to decorate. We are happy to help distribute birthday invitations for parties outside the school day as long as **all students** in the class receive an invitation.

## **TECHNOLOGY USE**

Use of computer network and Internet services is an important skill for today's technologically literate students. Jefferson West Schools want to open these avenues of research to our students while attempting to ensure their safety. You will receive a form with the rules. When you receive this form, review the rules with your child and submit the signed form in order for your child to be able to use these services at school. Keep in mind that access to the Internet at school is a privilege, not a right, and inappropriate use may result in the cancellation of the privilege and/or disciplinary action. Students should be reminded that the traditional "parent warnings" against "talking to strangers" apply in the case of using the Internet for their safety.

## **PHYSICAL EDUCATION**

If a child, due to injury or illness, cannot participate in PE, please send a note restricting participation for up to two school days. To extend non participation beyond two school days, a doctor's note will be required. A doctor's release will be required to return to active participation, unless a release date is stated in the original doctor's note.

## **MUSIC**

All students in third grade, as well as any new students in fourth grade, will be required to purchase a recorder. The cost of the recorder is \$5.00. This fee will be collected during the first quarter.

## **OUT OF DISTRICT STUDENTS**

Students that attend JWES that do not live in the district must meet the criteria of good attendance, good behavior and good academic standing. These students must be transported by the families to and from school, however in some instances, bus transportation may be made available with Principal and transportation director's permission. Furthermore, residence is determined by the custodial parent's address. Proof of address may be required.

## **ATTENDANCE POLICY**

The principal of each attendance center is responsible for the application and enforcement of the attendance policy. Any day your child is absent, please notify the office by 9:00 a.m. stating the reason he or she is not in school. If proper notification is not received by 9:00a.m., the student will receive an unexcused absence for that day. We encourage you to contact your child's teacher to help keep your child from falling behind. A student late up to one hour will be considered tardy. A student is considered tardy if they are not in the building by 8:00 a.m. If a student arrives to school after 8:00 a.m. the parent/guardian will need to come inside and sign the student in for the day. Excessive or repeated tardies may result in disciplinary action or a child services report. A student absent for more than one hour and less than five

hours is considered absent for 1/2 of a day. Absence for five hours or more shall be considered as being absent one full day.

Students participating in a school-sponsored activity under the supervision of a district staff member shall not be considered absent. With the exception of principal approval, a student not attending school during the day should not attend school activities in the evening. An absent student will be given each day they are absent plus one day to make up the work. Any student who is absent for 10 days will be sent an attendance letter from the principal. Students are allowed 10 absences before they will begin to receive absent letters. If you have a doctor's appointment AND provide a note stating the appointment date and time, it will be entered as an excused absence with a note, but NOT count toward the 10 for receiving a letter from the school. Furthermore, any family of a student with 15 absences will receive a second attendance letter from the principal and MAY have to provide a Doctor's note for further absences to be counted as excused. Proper attendance to school is critical for student success.

In accordance with state law, truancy is three days in a row, five days in a semester, or seven days in a school year of unexcused absences. Students considered truant are reported to the Department for Children and Families and the Jefferson County Attorney.

**Parents must report to the office to sign in or out any student arriving after school starts or leaving before school ends.**

### **TRANSPORTATION**

Each student will receive a transportation handbook. The handbook contains student behavior expectations, transportation procedures for both regular routes and activity trips, and transportation safety tips. The bus is an extension of the classroom and school discipline may apply if students create an unsafe environment.

## **STUDENT HEALTH**

1. Good hand washing habits for every child will help reduce the chance that he/she may become ill.
2. Students are encouraged to develop good hygiene habits, including bathing daily and brushing teeth at least twice a day.
3. Students should not share combs, brushes or hats.
4. Students who are not feeling well will not do their best learning at school.
5. If a student does not feel well while at school and has a fever of 99.6 degrees or greater, parents will be contacted and the student may need to go home.
6. Any student who has vomited at school will be sent home.
7. Any student with an unidentified rash may be excluded from school. Any student with a rash that has visible discharge; appears red, swollen or painful; rash with sore throat; or increased fatigue will be sent home. Many times if a rash can be covered with a bandage or with the student's clothing, the student may be able to stay at school as long as others are not exposed to the rash.
8. When students are ill at home with fever they may return to school when fever-free for a 24-hour period without the use of fever reducing medications.
9. Student consumption of candy, gum and pop at school will be determined by the classroom teacher and should be limited to special situations.
10. Parents are encouraged to provide party treats that are nutritious and healthy. We suggest that parents include treats that have a nutritional value when providing treats on different holidays. Reminder, all snacks must be pre-packaged and unopened.
11. Good health and nutrition is important for students to learn and grow. Modeling good fitness habits and providing additional nutrition education is a part of our learning environment. As part of our curriculum we will facilitate additional fitness and nutrition opportunities for our students.

## **COMMUNICABLE DISEASES**

The Kansas State Department of Health issues the following information concerning some common communicable diseases:

1. Influenza-Effective March 2018 under Kansas Administrative Regulation 28-1-6, a person with a case of influenza is required to be isolated for seven days following onset of illness.
2. Chicken Pox - Exclude until 1 week after eruption of first vesicles or until vesicles are crusted over.
3. Lice - Exclude until treated with anti-parasitic shampoo. Live is sent home/nits may stay.
4. Measles (Rubeola) - Exclude until 4 days after onset of rash. (Immunization required)
5. Mumps - Exclude until 10 days after onset. (Immunization required)
6. Pink eye - Exclude until under treatment by medical doctor for at least 24 hours.

7. Ringworm - Exclude until under treatment by medical doctor.
8. Rubella - (German Measles)-exclude until 7 days after rash.
9. Scabies - Exclude until treatment with appropriate anti-parasitic drug.
10. Staphylococcal Infection (Impetigo, boils, carbuncles) Exclude until received medical treatment.
11. Streptococcal Infections (Scarlatina, strep throat, scarlet fever)  
Exclude until 10 days after onset or 24 hours after appropriate antibiotic treatment and no fever.
12. Trench Mouth-Exclude until sores and fever absent or under treatment.  
Whooping Cough (Pertussis) - Exclude and isolate until 3 weeks after onset of disease. (Immunization required)
13. Fifth disease - may return to school with diagnosed rash if child feels well and is without fever.

### **MEDICATIONS**

We realize that some children must take medication routinely during the school day and some children may just occasionally need medicine for a brief problem. We ask parents to complete a ***Medication Administration Request***, available in the office or on the Elementary School tab at [www.usd340.org](http://www.usd340.org) under “Medication Form”, for **any** medications administered at school. **All** medications must be in the **original** container when sent to school. Over-the-counter medications can only be administered in accordance with package directions for child’s age/weight. Prescription medications must be current with the physician’s name, student’s name and dosing instructions. All medications must be kept in the office. No medications can be kept in the classroom, or backpacks. This includes cough drops, lotion, lip balm, essential oils, holistic treatments, etc. **All medications must be delivered to school by a parent or guardian. If your child has a prescription medicine change, they must take one dose at home, in order to observe for any possible adverse reactions before returning to school.**

**PLEASE NOTE: In order for your child to attend school, all immunizations must be current by order of state law.**

### **ACCIDENTS**

Any student who has an accident while on school property (including buses), is asked to report immediately to the teacher or bus driver. All students are to follow the procedure regardless of how slight you feel the injury may be.

### **DRESS CODE**

Students at Jefferson West Elementary School are expected to dress in a manner, which will not be disruptive to the educational atmosphere of the school. Students whose appearance is disruptive and not in good taste will be requested to make the necessary adjustments. Shoes are to be worn at all times. Students are expected to dress appropriately for all school activities.

Halter-tops are not permitted. Shorts and tank tops are permitted to be worn as long as the student's body is appropriately covered. Clothing that reveals a student's midriff is not appropriate. Students are to remove their hats when in the building.

Students should dress for the weather. Students not appropriately clothed may have to stay inside for recess due to the weather conditions. During the winter months students should wear hats, gloves, coats, and when necessary, boots for outdoor recess. Jackets should be worn on cool weather days.

For the safety of your child's feet, flip flops and other similar shoes that hinder a student's ability to be active at recess and other times during the day are **highly discouraged** from being worn to school. Book bags are a good device for bringing a student's materials to and from school. In order to make sure that books and materials are not damaged, we ask that no containers with liquids are placed in book bags.

### **SAFETY RULES**

Parents are asked to use the front door when delivering and picking up their children. Please do not leave your vehicle unattended in the driving lanes. If you need to stop and wait, please pull into a marked parking area. This will provide for a safe situation for the students. **Be sure to report to the office to sign your child in or out of school during the regular school day.**

Please encourage your child to:

1. Never talk to strangers.
2. Do not accept rides from strangers.
3. Walk with friends to and from school.
4. Walk on the correct side of the street.
5. Refrain from throwing snowballs or rocks at school.
6. Cross the street in the proper way, look for cars, and follow the safety rules.

### **BICYCLES**

Each student riding his/her bicycle is to follow the following safety rules:

1. Walk his/her bicycle on the school grounds and park in the bicycle rack.
2. Walk his/her bicycle off the school grounds looking both directions for cars before riding.
3. For safety you shouldn't ride double.
4. Follow the traffic rules on the street using the same rules as driving a car.
5. It is advised that you lock up your bicycle when it is at school.
6. No Skateboards

## **RECESS & PLAYGROUND RULES**

To ensure the safety and well-being of each child, we will use our best judgment regarding outdoor recess and the weather. As a general rule, if the temperature is 15 degrees or less, including wind chill, recess will be indoors. During the winter months it is suggested that students should wear hats, gloves, coats, and when necessary, boots for outdoor recess. If your child needs a coat, hat or gloves, please ask the office. We have new donated items. Jackets should be worn on cool weather days. Teachers review playground rules and procedures with the students at both the beginning of school and throughout the year. To help ensure a safe environment students are expected to follow these rules.

## **PETS**

Please check with the teacher before bringing any pets or animals to school. Pets should not be brought to or from school on the school bus.

## **LOST AND FOUND**

Any article that is lost or found should immediately be reported to the office. Since we acquire a large amount of clothing during the year we would ask that all items be marked with the child's name for positive identification. Any clothing items left at school after the last day of school will be donated.

## **TOYS AND VALUABLES**

For security reasons students should not bring things of value to school. (Examples: large amounts of money, electronic devices, including cell phones, toys, and trading cards.) We will not be held responsible for the loss or damage to these items.

## **CELL PHONES**

While parents may want their child to have a cell phone, we highly discourage students bringing them to school. Students are prohibited from using them at school, on the school grounds during the school day and on the school bus. If a student uses a cell phone at school, the phone will be confiscated and returned to the student at the end of the student day. Any further violations will result in the phone being returned to the student's parents. The school is not responsible for any cell phone damage. This includes Apple watches and similar types of devices.

## **DISTRICT TOBACCO POLICY**

The use of tobacco in any form is prohibited in or on all district owned, leased, or rented personal or real property. This includes electronic cigarettes, vaping and/or chewing tobacco.

## **STUDENT EXPECTATIONS**

USD 340's first priority is "Teaching and learning of the intended curriculum for all students, including the misbehaving student." To ensure that all students have an opportunity to learn, we are committed to maintaining a safe, orderly, and a productive learning environment for all students.

Students are expected to become increasingly responsible for their own behavior and work toward the development of such characteristics as:

- Personal integrity and honesty
- A sense of duty
- Self-esteem
- Respect for the rights of all persons
- A sense of personal responsibility and justice
- A sense of self-discipline and pride in one's work and respect for the achievements of others
- Respect for one's personal property, the property of others, and public property

**These characteristics are promoted as the Tiger B.E.S.T.**

**B Be Responsible**

**E Everyone Safe**

**S Show Respect**

**T Try**

The discipline process in USD 340 is designed to teach, model, and use appropriate positive reinforcement or consequences to bring about BEST behaviors. These behaviors are necessary to ensure a safe, orderly, and productive learning environment. Promoting positive feedback to students that demonstrate BEST behavior will encourage students to self-monitor themselves. The students will use a Tiger Ticket as positive reinforcement. To accomplish this, we need the support of all staff, students, and parents.

To maintain a safe, orderly and productive learning environment students will be expected at all times to:

1. Students are expected to respect themselves, others, and all things in their environment.
2. Students are responsible for their words and actions to ensure a safe and orderly environment through self-discipline.
3. Students should give their best effort each and every day.
4. Students should feel good about their accomplishments.
5. Students should ask for help when needed.
6. Students should keep their hands and feet to themselves.
7. Students are expected to handle all conflicts without the use of violence or threats of violence and with respect for the rights of all.



8. Students should be on task while in the classroom or other learning activities.
9. Students are expected to complete all academic tasks when assigned.
10. Students are expected to refrain from escalating any discipline situation.

**Failure of a student to contribute to a safe, orderly, and productive environment could result in a behavior report being written and a note sent home in the planner.**

If at any time your child is having academic difficulties or a problem with another student, please contact your child's teacher or the principal.

### **NON-NEGOTIABLE STUDENT BEHAVIOR**

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. USD 340 has developed district policies that identify behaviors that cannot and will not be tolerated from any student.

To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

#### **A. The Possession of a Weapon**

**Definition:** Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knives, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed to inflict bodily harm. While on school grounds or at school activities, functions, or events, a student shall not possess any object that, in the opinion of the administration, can be considered a weapon. Possession shall include lockers, clothing, book bags or vehicles.

**Consequences:** All consequences will be in accordance with applicable State and Federal laws. Five (5) days of out of school suspension with a due process hearing for possible expulsion and notification of the police.

**Note:** In the event that a student unwittingly brings a small pocket knife to school (less than 2 ½ inches), that student must immediately meet with the school principal. The principal will hold the pocket knife until it is picked up by the parent(s). The principal will talk with the parent and student. A warning will be given for the first incident. Repeated offenses may result in suspension.

#### **B. The Use of a Weapon or Other Objects Used as a Weapon**

**Definition:** Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

**Consequences:** Five (5) days of out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

### **C. Involvement in a Fight**

**Definition:** Two or more individuals engaged in any physical contact that expresses anger and which might cause physical harm.

**Consequences:** In-school suspension for at least one (1) day with the possibility of a five (5) day out-of-school suspension with a due process hearing for possible expulsion and possible notification of the police.

### **D. Assault or Intimidation of an Individual(s)**

**Definition:** Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear or for any other reason.

**Consequences:** In-school suspension for at least one (1) day with the possibility of a five (5) day out-of-school suspension with a due process hearing for possible expulsion and possible notification of the police.

### **E. Bullying of any individuals, students or staff, will not be tolerated in the Jefferson West School District at any time.**

Bullying is repeated exposure, over time, to negative actions from one or more other students, with an imbalance of power. Negative actions can include physical, verbal, or indirect actions that are intended to inflict injury or discomfort upon another.

Types of bullying are:

**Teasing** – name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves

**Harassment** – racial, ethnic, or sexual name-calling or other severe harassment

**Exclusion** – starting rumors, telling others not be friends with someone, or other actions that would cause someone to be without friends

**Physical Bullying** – pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space

**Severe Physical Bullying** – punching, kicking, and similar behavior that could result in injury to others

**Threat of serious violence** – threats of using a weapon, or other conduct, which should be immediately reported

Consequences will be determined by the determination of which level of student misbehavior the behavior falls.

**Cyberbullying-** Bullying via any electronic communication

# STUDENT DISCIPLINE GUIDE

## LEVELS OF STUDENT MISBEHAVIOR

The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environments).

**LEVEL 4: Safe Environment.** Behaviors that are intended to be physically, and/or mentally threatening to others are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are examples of misbehaviors that cause a school environment to be unsafe:

- \* Weapons (including laser devices) -- possession of or use of
- \* Fighting -- assault or battery of any kind
- \* Intimidation/extortion/threats
- \* Alcohol/drugs (manufacture, distribute, dispense, possess or use)
- \* Sexual harassment of any kind
- \* Arson
- \* Explosive devices
- \* Tobacco or E-cigarettes/Vaping (possession or use of)
- \* Defiance that contributes to an unsafe environment
- \* Gross disrespect toward an adult -- cursing/name calling
- \* Theft/stealing
- \* Harassment on the basis of race, color, religion, ethnicity, gender, disability, or sexual orientation
- \* Arranging public humiliation
- \* Enforcing group exclusion against someone by threatening others if they don't comply

**Consequences:** For any of the above issues not already described; In-school suspension for at least one (1) day with the possibility of a five (5) day out-of-school suspension, with a due process hearing for possible expulsion and possible notification of the police. Students may be required to participate in a reeducation program before returning to the classroom.

**LEVEL 3: Orderly Environment.** Misbehaviors outside the classroom that are not intended to be physically or mentally threatening to others, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment. The following are examples of Level 3 misbehaviors:

- \* Disruptive behaviors in the hallway
- \* Disruptive behaviors in the cafeteria
- \* Disruptive behaviors at a school activity
- \* Disruptive behaviors before and after school
- \* Skipping/tardies/truancy
- \* Inappropriate literature

- \* Filing false emergency reports
- \* Destruction or defacement of either school or another's personal property
- \* Inappropriate display of affection
- \* Dress code violations
- \* Public teasing, gossiping or spreading rumors
- \* Ostracizing through writing
- \* Posting slander in public places or through electronic means
- \* Playing mean tricks to embarrass someone
- \* Excessive bragging

Consequences range from conference w/ teacher or Time Out to Out-of-School Suspension for one to three days. Parents will be notified of violations. Students may be required to participate in a reeducation program before returning to the classroom.

**LEVEL 2: Productive Classroom Environment.**

Misbehaviors that occur in the classroom and interfere with the learning of others. The following are examples of Level 2 misbehaviors:

- \* Talking out
- \* Horseplay
- \* Disturbing another student in any way
- \* Being out of seat without permission
- \* Showing disrespect/defiance
- \* Using equipment improperly
- \* Failing to follow reasonable request of the teacher
- \* Disrespecting peers/teasing

**Consequences** range from conference w/ teacher to student In-School Suspension.

**LEVEL 1: Productive Personal Environment.** Misbehaviors that occur in the classroom that affect only the disruptive student. The following are examples of Level 1 misbehaviors:

- \* Not having appropriate books and materials
- \* Being off task, but not disrupting others
- \* Failing to turn in homework
- \* Failing to complete assignments
- \* Failing to participate in class activities

**Consequences** range from teacher conference to student In-School Suspension.

## ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of themselves, other students, or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others.

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to go to a time-out area. The student will be expected to comply with the teacher's request.
4. If the student refuses to immediately go to time-out, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

**Consequences for misbehavior** range from teacher intervention to out-of-school suspension and possible expulsion.

## ALTERNATIVE LEARNING ENVIRONMENT

USD 340's priority of teaching and learning the intended curriculum still applies when a student chooses to misbehave. Many of the consequences for misbehavior assign the student to an alternative learning situation. Three possibilities exist for short-term cases:

1. **Time-out** The student is sent to the time out room for the balance of the period in which the behavior problem occurred. The regular assignment for that day will be completed and handed in for appropriate credit.
2. **In-School Suspension** The student will be removed from the regular classroom setting for a predetermined period of time and placed in the school's designated ISS setting. The student will be assigned teacher-generated assignments and tests from all classes missed. All successfully completed work will receive appropriate credit.
3. **Out-of-School Suspension** Any student who is suspended from school for more than one day will be assigned to the Alternative Education program under the direction of the building principal. The assignment is mandatory and must be successfully completed before returning to the regular school program.

## **ALTERNATIVE LEARNING GUIDELINES**

1. Alternative Education sessions will be on an as needed basis from 3:30 P.M. to 4:30 P.M. or 5:00 P.M. for students in grades K-6 (the length of time for the younger students will be determined by the student's age and the amount of time needed for instruction and supervision of work.)
2. Each Alternative Education Program session will be held in the appropriate setting for the student.
3. In grades K-6, the classroom teacher will provide the instruction and supervision of the student in the Alternative Education Program. If the classroom teacher is unavailable, another staff member will provide the supervision.
4. A suspended student is responsible for learning all classroom material that was missed.
5. The Alternative Education program will specifically address the class work missed during the suspension.
6. All successfully completed work will receive appropriate credit.
7. The student will be expected to follow all rules and procedures and stay on task at all times. Failure to comply will result in dismissal from the session with no credit. The obligation will be rescheduled. Continuing non-compliance will result in the loss of the privilege to earn credit in an alternative setting.

**Kansas School Safety Hotline Sponsored by the Kansas Highway Patrol.** If you witness any illegal activity that threatens our school, make the call and make a difference.

**TOLL FREE 1-877-626-8203**

## **NOTICE OF NONDISCRIMINATION**

**In compliance of the Executive Order 11246; Title II of Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Unified School District #340 shall not discriminate on the basis of sex, race, color, national origin, or handicap in educational programs, vocational programs, employment or other activities which it operates.**

**It is the intent of USD #340 to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations**

**Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the Title IX & Section 504 Coordinator, Pat Happer, Superintendent, USD #340, Meriden, KS (785-484-3444).**

**Title VI Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.**