

# Washington Elementary School

## Student & Parent Handbook Grades K - 6

2010-2011

**Mr. Ron Scott, Principal**  
**Mr. Michael Stegman, Superintendent**

**Washington Elementary**  
**114 North E. Street**  
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## MISSION STATEMENT FOR WASHINGTON COUNTY ELEMENTARY SCHOOLS

The mission of Washington Elementary is to provide all students a safe, positive, and helpful learning climate. Within this climate we will teach essential basic skills and provide instruction in developing responsibility for using these skills effectively in our world.

### INTRODUCTION

Washington County School is the name of U.S.D. #108. It consists of Washington Elementary, Washington County Jr. High and High School. It is the purpose of the school to prepare the students of the district for the role in life they will assume after completing the 13 years in Washington County Schools.

### PERSONAL APPEARANCE

We encourage neat appearance of all students. This is a minimum code and personnel responsible for the various activities may establish more stringent codes. All students must wear shoes to school and overboots are necessary when weather conditions necessitate. Headgear must not be worn in the building (this includes both male and female students). Final determination of acceptable dress and grooming rests with the principal or his/her designee.

### ATTENDANCE

In order to obtain a quality education a student must be in attendance every day possible. Any day you miss results in a missed opportunity to learn. As a student, it is your responsibility to be in class. For extended illnesses or excessive absences due to illness, or other factors, the school may require a note from the family doctor to place in the student's file.

When a student is absent from school he/she will need to bring a note signed by his/her parents indicating the reason for the absence. Kindergarten through sixth grade students will give these notes to their teachers. The teacher will assign the make-up work required to finish because of the absence. A general rule to follow is for the number of days absent, plus one day, to complete the work. After that point the work will be considered "late work" and graded appropriately.

Tardy – Students will be counted tardy if they are absent up to 75 minutes of the school day. After 75 minutes the absence will be considered as being gone one-half (1/2) of the school day.

## SCHOOL CLOSINGS

During inclement weather, the following radio stations: KNDY (Marysville 1570 AM, 103.1 FM); KCLY (Clay Center 101.7 FM); KREP (Belleville 92.1 FM); KGMT (Fairbury 1310 AM, 99.5 FM); KSAL (Salina 1150 AM, 93.7 FM); and WIBW (Topeka 580 AM, 97.3 FM) will be notified if school is delayed or canceled. Also, the following TV stations are given the same information: KOLN (Lincoln channel 10); KSNT (Topeka channel 9) and WIBW (Topeka channel 13); Local channel 95 cable for city of Washington. Also, the school reach calling system will be placed in action if school is cancelled or closed during the school day. Be sure the elementary office has a current phone number where you may be reached.



## SCHOOL LUNCH PROGRAM

The school lunch program is operated to provide nourishing meals for students at a cost considerably below restaurant prices. To some extent, the program is under state control and students are asked to be considerate of the fact that cooks are not always able to plan menus to the satisfaction of everyone. Meal costs may be paid for in the office of the grade school. Students may pay for any number of days they wish because the amount paid is recorded on each students account. Most students buy 10 day or 20 days of lunches. All students bringing sack lunches must eat them in the lunchroom with the other students.

A breakfast program is provided for students shortly after the school year begins. Breakfast is served from 7:30-7:55 am for students wishing to participate in the program. The cost for breakfast is added to the students lunch program fees and notices are phoned to parents when their account is nearing a zero or deficit balance.

A volunteer milk program also begins after the Labor Day break. This program gives students the opportunity to purchase additional cartons of white milk only to drink in the morning or afternoon sessions as designated by the instructor. The cost for the milk program goes through the student's lunch account program.

## TEXTBOOK RENTAL

Textbook rental fee program may be waived if all enrollment paperwork has been completed prior to or at enrollment. The district has the option to place a monetary fee program in place each year and will determine what that cost may be.

## SCHOLARSHIP

The most important record a student leaves in the elementary school is his/her scholastic record. This record is permanent and will be the basis for his/her future employers to see if they ask this school for reference.

Every student should strive to attain a record which will be advantageous to him in future years. Each nine weeks the students will be given a report card on their achievement.

## GENERAL INFORMATION

Students are cautioned against leaving money or valuables in unlocked areas. If money or valuables must be brought to school, keep them on your person or request that they be placed in the office safe. The school is not responsible for lost or stolen articles. Students will be provided a combination lock if they wish one. The student is responsible for any lost or damaged lock and must pay \$3.00 if it is not returned in good condition.

Students will not be called from classes to answer the telephone except in emergencies. Calls will be taken so arrangements can be made to take care of them at more convenient times. Keep the phone calls to a minimum because the phones are business phones. Student wishing to make calls must first receive permission from their teacher or principal.

Cleanliness of the buildings and grounds is the responsibility of all who are associated with the school. Carelessness and indifference results in poor appearance and cause extra work for the custodians.

Students are responsible for all school equipment that has been checked out to them, such as band instruments, uniforms, etc.

Doctor and dental appointments should be made on the student's own time whenever possible.

Students are not to bring play items to school except by special permission given by the teacher. This includes such items as balls, bats, play cars, jump ropes, plastic toys, etc. If these items are brought they may be taken by the teacher.

Students are not allowed to bring friends or relatives to visit the school for the entire day. They are welcome to eat lunch with the students during their lunch period, but not to spend the entire day at school.

School buses will unload and load on the south side of the High School building. Those students attending the East Elementary will be unloaded on the south side of the building before the bus goes to the High School building. One bus in the evening will take the 4<sup>th</sup> – 6<sup>th</sup> grade students to meet the other buses at the High School.

Students may be assigned to after school detention for academic or disciplinary reasons. Students riding buses must be given one day notice for parents to make arrangements in picking up the students.

Tobacco or alcoholic beverages shall not be in the possession or used by any student in or near the school or on sponsored trips. The principal shall have the authority to search and seize these items and the student will be held for disciplinary action.

Students may be expelled from school for reasons pursuant to H.B.2004 initially for a period of not to exceed five school days.

Cell phones are not recommended to come with the students to school. The school phone system will be available for students to use if necessary.

## GENERAL GUIDELINES AND SPECIFIC RULES

The school request that no animals or pets be brought to the school because of health and safety reasons for all students.

1. High standards of academic achievement should be the goal of each student. A reasonable amount of time should be spent each day in preparation of class assignments. Daily homework should become a routine procedure.
2. Report cards will be given to students (K-6) following the end of each 9 week period or mailed to the home address during the next week.
3. Parent-teacher conferences will be held twice during the school year. Exact dates and information will be sent home at the appropriate time.
4. Fire drills and tornado drills are required to be held at various intervals throughout the school year. Plans are arranged and practices held so that the students have a definite procedure for leaving each room in the event of an emergency. During the drills, leaving the room and building in an orderly manner is more important than speed.
5. No student will be excused from make-up work regardless of participation in after school activities such as music and athletics.
6. All class parties and field trips must have the approval of the principal. Arrangements for transportation will be made by the principal. Each student must secure written permission from his parents to go on the field trip and this form must be on file in the school office. The student must be in good standing both academically and discipline wise to participate in the field trip and Tiger Relays.
7. Transportation by school buses will be provided for most field trips, parties, athletic activity trips, and music trips. Students riding to an activity on a bus must return on the same bus unless other arrangements have been made with the Principal or sponsor. In order for the administrator or sponsor to give permission, the **parent** must present written permission at the activity or tell the sponsor or administrator orally that they are taking the student home.
8. Students are not to come to school prior to 7:30 a.m. each day.

## INSTRUCTIONS TO PUPILS WHO RIDE THE BUS

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and quietly.
2. The driver may assign a seat to each student. Each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.

3. Pupils must be on time, the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. The students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands. No singing or cheering will be permitted on the buses.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or head out of the bus windows.
9. Pupils must not try to get on or off the bus or move within the bus while it is in motion.
10. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. Students are not allowed to take pets on the bus.
13. Students are not allowed to carry glass containers or other dangerous materials (i.e. fireworks) on the bus.
14. All students shall notify the driver if they are not riding the bus by informing the students at the preceding stop.
15. Students riding the bus from designated pick up locations to Washington are not to arrive at the location more than five minutes before the yearly scheduled departure time.
16. Students are not to eat food and drink liquid on the school bus unless permission is given by the sponsor and bus driver. Permission will be given on long trips.
17. The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.
18. Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school. This is in compliance with H.B.2059

## PROHIBITING STUDENT SOLICITATION

It shall be the expressed policy of USD #108's Board of Education to prohibit entire classes within self-contained, grade-level classrooms (grades K through 6) from the soliciting, selling and distribution of tickets, pledges, tracts, pamphlets, et al. (as an organized class project) for groups, clubs, organizations, benefits, auxiliaries, profit and non-profit organizations whose intended purpose is to raise and procure funds for organizations (profit and/or non-profit) not related to USD #108's classes, clubs, and/or organizations. It shall be understood that this policy does not pertain to an individual or individuals within organized classes or self-contained classrooms who may choose, on their own, to aid and assist the non-USD #108 groups previously cited. The District, however, will not endorse, organize or sponsor these efforts by individuals.

## STUDENT LOCKERS

It shall be the official policy of USD #108 that the schools administration has the right to open student lockers and examine the contents therein. Central to this policy is the following philosophy: While a student may have control of his student locker as against fellow students, his/her possession thereof is not exclusive against the school and its officials. USD #108 specifically retains the right to the control of all lockers in said school district and the right of school authorities to inspect said lockers under their control to prevent their use in illicit ways or for illegal purposes, including the right to open and inspect said lockers and the contents thereof without notice to or permission from the student.

## DRUG FREE SCHOOLS

As a condition of continued enrollment, in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense – A first time violator shall be subject to the following sanctions:  
(a) a punishment up to and including short term suspension.
2. Second Offense – A second time violator shall be subject to the following sanctions: (a) a punishment up to and including long term suspension; and (b) a student placed on long-term suspension under this policy may be readmitted

on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

3. Third and Subsequent Offenses – A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions: (a) a punishment up to and including expulsion from school for the remainder of the school year; and (b) a student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program

The Board shall consider the basic program of the district each year, and if approved, the program shall constitute the basic curriculum of the District. Handbooks outlining any course held in the District must be approved by the Board in advance of the school year in which the course is to become operative. Said handbooks when approved shall become a part of these policies and rules by reference.

All the District's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

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

Any student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse will not be disciplined by school authorities.

The Board encourages the development of co-curricular activities compatible with these policies.

Any student who does not wish to participate in any required school-sponsored activity must file a written statement with the principal requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents (and/or legal guardians), and must explain the reason(s) why the student should be exempt from participating in the activity.

## WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one (1) year (i.e., the number of school days adopted by the Board of Education through the approval of the annual school starting and ending dates), except that the Superintendent of Schools and the student(s) respective building Principal may recommend that this expulsion requirement be modified on a case-by-case basis. "Probationary status" would be one example of an alternative to suspension

As used in this policy, the term "firearm" means any weapon (including a starter gun), which will or is designed to or any readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

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

## STUDENT DUE PROCESS PROCEDURE

The hearing shall be conducted by the principal or designated representative or committee who has authority to suspend or expel, in such a way as to guarantee the fundamental concepts of fair play. The Principal shall designate a hearing officer other than himself in any case in which he was directly or immediately involved in the initial suspension. The Principal may designate other staff members to be present at the hearing or to serve in an advisory capacity to the person conducting the hearing.

In order to ensure that adequate facilities are provided for the hearing, school personnel, may, prior to the hearing, request the student and his parents or guardian to list the persons who will attend the hearing.

The person or committee conducting the hearing should explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed suspension is based and to provide opportunity for the student, his parents or guardians, counsel and witnesses to present other information that should be considered before a decision is made.

The Principal, designated representative or committee shall inform the suspended or expelled student and his parents or guardian of the opportunities the student has for maintaining his school work during the period of suspension or expulsion.

Before the next school term or semester, the parents or guardians of a suspended or expelled student will be notified of the student's right to reenter for the new term or semester.

The burden of proof in respect to the imposition of extended suspension or expulsion shall rest upon school personnel.

The board hearing officer or committee member may, upon request of a student, his parents/guardians or counsel, petition the administrative judge of the judicial district in which the school is located to issue a subpoena for the attendance and testimony of witnesses, books, records or other publications or reports relating to the suspension or expulsion.

In the even of suspension for an extended term or expulsion, the formal hearing shall afford the student with procedural due process including:

- (a) The right of a student or pupil to have counsel of his or her own choice present and to receive the advice of such counsel or other person whom he or she may select, and
- (b) The right of the parents or guardians of the students or pupil to be present at the hearing, and
- (c) The right of the student or pupil and his or her counsel or advisor to hear or read a full report of testimony of witnesses against him or her, and
- (d) The right of the student or pupil and his or her counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena, and
- (e) The right of the student or pupil to present his or her own witnesses in persons or their testimony by affidavit, and
- (f) The right of the student or pupil to testify in his or her own behalf and give reasons for his or her conduct, and
- (g) The right of the student or pupil to have an orderly hearing, and
- (h) The right of the student or pupil to a fair and impartial decision based on substantial evidence.

The Washington County Schools, USD #108, Washington, Kansas, do not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.

If you have any questions regarding the above, please contact Mr. Michael Stegman, Box 275, Washington, Kansas 66968. Phone number is 1(785) 325-2261, Ext. #3. Title IX coordinator and Section 504 coordinator.

DEAR PARENT,

The Board of Education of USD #108 has officially adopted this handbook. It provides you with some general guidelines and rules that apply to your son/daughter as they continue their educational development. Please have your son/daughter read this information. (If they are too young to read this, please read it to them.) Hopefully, the information is beneficial in answering some of your questions concerning the school system. If you still have questions about any information in the Student & Parent Handbook, please request an explanation from the principal or the teachers.

We, as parents understand that we are responsible for reading and understanding all the material presented in the Student & Parent Handbook and that we will inform our son/daughter of this information. We will abide by the rules and information contained in the Handbook.

STUDENT'S NAME (Please Print)

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Last

First

Grade

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Parent or Guardian's Signature

Date

PLEASE SIGN THIS PAGE AND RETURN IT TO THE  
ELEMENTARY OFFICE