JEFFERSON WEST PRESCHOOL



STUDENT AND PARENT HANDBOOK

2026-27

JEFFERSON WEST PRESCHOOL
500 E SUNFLOWER BLVD
OZAWKIE, KS 66070
785-484-2631 OR 1-877-854-4409
Facebook- Jefferson West Preschool

TABLE OF CONTENTS

3	Vision Statement	11	Physical Education/Music
4	Faculty & Staff	11	Out of District Students
5	Hourly Time Schedule	12	Attendance Policy
5	Late Start	12	Transportation
5	Parking Lot Expectations	13	Student Health
5	Parent Contact Information	14	Communicable Diseases
6	Beginning of Day	16	Accidents
6	Enrollment Fees, Text Book/Material Fees and Lunch	17	Dress Code
6	Harvesters BackSnack Program	17	Tigers Closet
7	Student Awards	17	Safety Rules
7	Homework	18	Bicycles
7	Report Cards	18	Recess & Playground Rules
7	Progress Reports	18	Pets
8	Promotion & Retention	18	Lost and Found
8	Notes	18	Toys/Valuables/Cell Phones
8	School Bulletin	19	District Tobacco Policy
8	School and Home Communication	19	Student Expectations
9	Emergency Procedures	20	Non-Negotiable Student Behavior
9	Visitors and Volunteers	22	Student Discipline Guide
10	Counselor	24	Academically Productive Classroom Policy
10	Library-Media Center	25	Alternative Learning Environment
10	Field Trips & School Activities	25	Alternative Learning Guidelines
10	Classroom Parties	25	Kansas School Safety Hotline
11	Technology Use	26	Notice of Nondiscrimination

JEFFERSON WEST PRESCHOOL
A Three Year Old to Five Year Old School

VISION STATEMENT

Provide all Jefferson West students with the opportunity to access an early childhood education that guides social/emotional development, creates a foundation of pre academic skills, and nurtures an early love for learning and exploration.

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

USD #340 Board of Education
Mrs. Eryn Allen, Mrs. Erin Payne, Mr. John Lloyd, Mr. Derek Helton, Mr. Matt Williams, Mrs. Kelly Midgely, Mr. Bo Henderson

Superintendent of Schools: Mr. Brad Neuenswander

All staff members may be reached via email using the following e-mail address (all in lowercase):
firstname.lastname@usd340.org
Or by clicking the post office on the school website www.usd340.org.

FACULTY & STAFF

PRINCIPAL	Mr. Wes Sturgeon
ASSISTANT PRINCIPAL	Mrs. Edna Wells
SECRETARY	Mrs. Erin Watson
PRESCHOOL (3)	Mrs. Holly Ann Abel
PREKINDERGARTEN (4)	Mrs. Angela Schneider
	Mrs. Edna Wells
PRESCHOOL PARAS	Miss Lacey Broxterman
	Miss Monica Clark
	Miss Kaitlyn Cress
	Miss Ashley Richmeier
SPECIAL EDUCATION	Mrs. Kayla Gakle
SE PARAPROFESSIONAL	Sarah Hunt and Jessica Weibe
SPEECH PATHOLOGIST	Mrs. Kim Wheeler
SPEECH PARAS	Ms. Cortni and Hannah Bass
OCCUPATIONAL THERAPIST	Ms. Stacy Davis
SCHOOL PSYCHOLOGIST	Mrs. Jamie Dempewolf
SCHOOL NURSE	Mrs. Abby Martin, BSBA, RN
SCHOOL NURSE	Mrs. Kelsey Miller, BSN, RN

SCHOOL PROCEDURES AND INFORMATION
HOURLY TIME SCHEDULE

7:30 a.m.…….School building opens...students go to gym for breakfast

8:00 a.m.....Classes Begin and Building secured.
(Families arriving after this time are tardy and must enter the building to sign your child in.)

11:00 a.m……Half Day Morning Dismissal
11:30 p.m……3 yr old afternoon lunch begins
12:00 p.m. ……..3yr old half day afternoon classes begin
3:30 p.m…….. Full Day Dismissal Begins
4:00 p.m..... Building is Closed

School office hours are 7:30 a.m. to 4:00 p.m. The school phone number is 785-484-2631. For questions regarding transportation before or after these hours please call the bus barn at 785-484-3204 or the Superintendent's office at 785-484-3444.

Kansas School Safety Helpline: 1-877-626-8203
National Suicide Prevention Lifeline: 1-800-273-8255

LATE START

7 days - two hour late start on the following dates for the school year 2025-2026: September 11, October 16, November 20, January 15, February 12, April 9 and May 14. Doors Open at 9:30, Classes begin at 10:00. Buses and breakfast will run two hours later on the late start days. Dismissal times are the same.

PARKING LOT EXPECTATIONS

Park either in the main lot or up on the hill.

Arrival: Families remain in their cars and stay to the right of the circle drive. Staff will walk students to the front of the building and help them to the recreational room.

Dismissal: Families will enter the building through the main entrance and sign their student out.

Rainy and/or cold weather days may result in a shift to the south entrance under the awning. Please watch for staff guidance.

PARENT CONTACT INFORMATION

Please make sure that all your contact information is current in the Skyward and BrightWheel portal. This includes: name, address, phone number, work phone number, and email. If, in case of emergency, we are unable to reach you, we may have to contact our School Resource Officer or the Jefferson County Sheriff's office to assist in making contact if parent or emergency contacts cannot be reached. To make changes to your contact information, please call the Elementary School Office. **A working and monitored email address is HIGHLY recommended.**

BEGINNING THE DAY

All students will report to the recreation room to begin their day. Breakfast will follow in the gym. The building will be secured at 8:00 a.m. sharp. Students arriving after this time are tardy and **parents must enter the lobby to sign your child in. Please do not drop them off and drive away.** Students should not arrive at school prior to 7:30 a.m., as there is no supervision until that time.

ENROLLMENT FEES, TEXT BOOK/MATERIAL FEES AND LUNCH

Tuition will be charged based on student/family qualifiers, Special Education Services or meet the At Risk Criteria.

Students who do not meet the qualifications for a reduced tuition will pay tuition as follows:
$800 per month for Full Day (includes breakfast, lunch, and snack)
$400 per month for Half Day (includes breakfast for AM and lunch for PM)

Parents and family are welcome to join their student(s) for lunch. Lunch must be ordered by 9:00am and paid for prior to going to the lunchroom. Using your child's lunch account is prohibited by state regulations. If you have more than one student, we will try, if you like, to have them both join you, but due to learning needs, this may not always be possible.

ATTENDANCE POLICY

Proper attendance at school is critical for student success. 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.

While preschool in Kansas is not required, the expectation of good attendance is crucial to a student's success. While sharing is an important part of preschool…we understand that as a preschooler, they may share more than toys; students first entering school may contract more illness than normal. Please know, the practice below is strictly enforced at the Elementary. For the preschool it acts as a guide for families to refer to, to monitor their child's attendance at preschool. However, if there is a waiting list for preschool placement, and a preschooler is in excess of 15 days of absenteeism at semester, the family may be asked to give up their spot.

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

Bathroom Training

Students in our 3 year-old preschool program are encouraged to develop independence in toileting skills as part of their early childhood growth and development. While we understand that children develop at different rates, students should be actively working toward potty training and able to communicate basic bathroom needs. Occasional accidents are expected and will be handled with care and discretion; however, families may be contacted if frequent accidents interfere with a

child's participation in the school day. All students in the 4 year old program must come to school potty-trained. Parents are asked to provide an extra set of clothing/pull-ups and work in partnership with school staff to support consistent toileting routines at home and school.

REPORT CARDS

Progress Reports will be given quarterly based on specific skills outlined in the KSDE Early Learning Standards. The skills chosen align directly with the progression of skills they will be focusing on in Kindergarten.

Parent/Teacher Conferences will be held on October 21st 3:30-7:30 October 22nd 11:00-6:30, February 15th 11:00-6:30

SCHOOL BULLETIN

School bulletins will be sent home with your child on Friday and updated weekly on the school website www.usd340.org and on the app under JWPS. 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 district adopted app; Brightwheel to communicate student needs. Notes for transportation changes, appointments, or questions in general are some examples. **Remember that absences must be called into the elementary office by 9:00 AM.** It is encouraged that parents and teachers speak on the phone at the teacher's plan time or call the office anytime. An active phone number is essential for school/parent communication and in case of emergencies. Emailing is fine to use as well but should not be used for quick response notes or for transportation changes…please call the office directly or utilize the Brightwheel app.

The school also utilizes social media, a weekly bulletin, a website, Skyward for attendance, and Skylert for group calls, text and emails. It is encouraged that at least one family member signed up for both Skyward and Skylert. **A working and monitored email address is HIGHLY recommended.**

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 two 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.

The Office Is Closed: When this signal is given, students and staff are to continue teaching and learning and may remain outside, but the office and front commons are closed to all traffic.

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. Anyone outside should come in immediately. 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, lock the door, and close your blinds. No one in or out of your room. Signal will be by voice through the intercom.

ALICE- (Alert, Lockdown, Inform, Counter, Evacuate) (formerly Run, Hide, Fight)**:** If 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. Signals will be by voice through the intercom or teacher judgment.

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 one of the many activities throughout the year. Our students' successes are strengthened by your involvement. **Access to our building is controlled when occupied to help provide a safe and secure learning and work environment. All visitors are to report to the office upon entering the building to sign in and receive a visitor's sticker.** 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. Please sign out and return your sticker when you leave.

COUNSELOR

Counseling services include classroom guidance activities. Mr. Korb will have class visits on being friends, how to solve problems and how to be safe. Please feel free to contact the counselor at any time.

LIBRARY-MEDIA CENTER

The Library-Media Center supports the Preschool School curriculum and promotes pleasure reading for all students. The Library-Media Center is usually open when school's in session. Mrs. Lloyd will visit the Preschool to share reading and proactive check out. **There are no fines for overdue items, but students must pay for lost or damaged items.**

FIELD TRIPS AND SCHOOL ACTIVITIES

Field trips are an extension of the grade-level curriculum and are designed to enrich classroom learning experiences. To participate in field trips and school activities, students must remain in good standing both academically and behaviorally.

Parents/guardians may be responsible for admission or participation fees associated with field trips. **Please note that field trip fees are non-refundable.**

Students are required to ride district-provided transportation to and from all field trips and school activities. Parents or guardians who wish to transport their child home following an activity must sign a transportation waiver for each occurrence either prior to departure or with the teacher at the event. Students leaving a field trip prior to 1:00 p.m. may be counted as one-half day absent.

Parents and guardians are to serve as chaperones when appropriate. The role of a chaperone is to help supervise, support, and enrich the experience for all students while helping maintain a safe environment. Chaperones may be expected to walk for extended periods, supervise small groups of children, assist with transitions, and respond quickly if a child needs assistance.

To ensure the safety and success of each trip, chaperones should feel comfortable meeting the physical demands and responsibilities of the day. Chaperones are expected to treat all students respectfully and report any concerns or problems directly to the classroom teacher. **All school rules and district expectations apply to chaperones, including prohibitions on alcohol, tobacco, or other prohibited substances.**

Parents/guardians wishing to attend a field trip must notify the classroom teacher in advance and may be asked to complete a form verifying their ability to safely supervise and keep pace with students throughout the activity.

To maintain a safe and structured learning environment, siblings, additional children, and other family members may not attend field trips unless prior approval is granted by the principal.

With the exception of prior principal approval, students who are absent from school during the day may not attend school-sponsored activities or events that 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 remain 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.

PHYSICAL EDUCATION and MUSIC

Students will get physical education and music lessons with their preschool teachers during their daily lessons.

OUT OF DISTRICT STUDENTS

Students that attend JWPS that do not live in the district must meet the criteria of good attendance, good behavior, and demonstrate good academic progress. These students must be transported by the families to and from school.-Furthermore, residence is determined by the custodial parent's address. Proof of address may be required.

TRANSPORTATION

Transportation to and from the preschool is the responsibility of the family unless the child has an IEP that designates the school as the transportation provider. At that time, USD 340 will provide school transportation per the IEP. The bus is an extension of the classroom and school discipline may apply if students create an unsafe environment.

STUDENT HEALTH

1. **Wellness**

   Jeff West promotes a healthy environment, committed to the safety of our students. If your child is experiencing emotional difficulty, parents are encouraged to contact the school counselor or school social worker.

   a. Jeff West encourages students to develop good hygiene habits including washing hands, bathing daily, combing hair, and brushing teeth at least twice a day.

   b. Students are encouraged not to share hats, coats, hairbrushes, and hair accessories.

   c. Student consumption of candy, gum, and pop at school will be determined by the classroom teacher and will be limited to special situations.

   d. Students are not allowed to have caffeinated beverages, such as coffee and energy drinks, in school.

   e. Parents are encouraged to provide party treats that are nutritious and healthy. All snacks must be prepackaged and unopened.

2. **Illness and Injury?**

   a. Any PK-8 student who has a fever of 100.00 Degrees Fahrenheit or higher, who has vomited, has diarrhea, or who has any other communicable disease listed below may not remain in school. A parent/guardian will be called to pick up the student from school as soon as possible. Students in grades 9-12, it will be the determination of the administration in consultation with the school nurse.

   b. Students must be fever free, without the use of fever reducing medication, for 24 hours before returning to school.

c. For communicable diseases, students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.

d. If a student is unable to participate in physical activity, recess, and physical education, due to any medical or physical condition, the student must bring a written statement from a physician noting the length of time required to sit out and when full participation may resume.

e. In a case of a student accident or illness, students will be sent to the office. All accidents and illnesses should be reported to the office when they occur. **For the safety and well-being of the student, should additional evaluation be deemed necessary, the student may return with documentation from the medical provider.**

f. Students are not to leave the school grounds without permission.

3. **Medication**

The school is not allowed to give any type of medication (prescription or over-the-counter) without a signed "Medication Authorization" form from the parent or guardian. If it is necessary that a medication be given during school hours, the following requirements must be met:

a. Prescription and over-the-counter medications must be brought to the school by the parent or guardian. Medication will not be accepted from students.

b. Prescription medication must be brought to school in the current, original container with the pharmacy label intact. The label must have the student's name, name of medication, dosage, time, route to be given, and doctor's name. If the medication is not properly labeled, it will not be given. If the medication is to be split or halved, this must be done by parent/guardian.

c. Over-the-counter medications must be unopened, unexpired, and in the original manufacturer container/package with labels intact. Over-the-counter medications will be dispensed and administered, based on age, as written on the label of the medication or as otherwise authorized in writing by the student's physician.

d. Prescription and over-the-counter medication will only be given as authorized according to state law and school procedures.

e. Prescription and over-the-counter medication from a foreign country will not be given.

f. Herbal and/or Homeopathic medications (including essential oils) will not be given.

g. Students in grades 5th-12th may self-carry emergency medications (inhaler, seizure medication, diabetic medication). Self-carry authorizations from the student's physician and parent must be on file and renewed every school year.

4. **Screenings**

Jefferson West will conduct vision, hearing, and dental screenings to help ensure student success. Parents that wish to have their child excluded from these health screenings must submit in writing by September 15th of every year that they do not want their child screened.

5. **Immunizations**

Students must be current on all state required immunizations to attend school. Or All students must be current on all state required immunizations. For legal alternatives see K.S.A.72-6262 and contact the school nurse prior school attendance.

6. **Communicable Diseases**

Students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.

7. **Bathroom Accidents**

Students are expected to be potty trained by age 4, but accidents still happen. Please contact the school/nurse if there is a medical condition we need to know about. Families are encouraged to have back up pants, underwear, and socks in

their child's backpack in case of an accident. We try to keep in stock extra clothing, but we don't always have the correct size. A parent may be called to assist in some cases.

COMMUNICABLE DISEASES

Communicable Disease: A disease that is spread from one person to another through a variety of ways including, but not limited to, contact with blood and body fluids, breathing in an airborne virus, or by insect bites.

Communicable Disease	Incubation Period	Period of Communicability	May return to school
BED BUGS *Slightly swollen and red area that may itch and be irritation caused by bite marks*	**Variable**	**Until bugs are destroyed**	**Exclusion is not required. Treatment in the home is highly recommended.**
DIARRHEA *Watery stools*	**Variable**	**Variable**	**K-8 Exclusion from school until 24 hours after the last episode. 9-12 Determination of the administration/nurse.**
FIFTH DISEASE *Fever and headache followed by a red rash to the face, trunk, arms, and/or legs.*	**4-21 Days**	**Greatest before onset of rash and while fever is present.**	**Must be fever free for 24 hours without the use of fever reducing medication.**
HAND, FOOT, & MOUTH *Fever, malaise, and sore throat. One or two days after fever starts, painful sores or blisters can develop on/in the mouth, hands, or feet.*	**3-6 Days**	**While fever is present**	**Must be fever free for 24 hours without the use of fever reducing medication**
IMPETIGO *Pus filled sore that may have a honey colored crust*	**2-10 Days**	**Until lesions are healed**	**Exclusion until 24 hours after initial dose of prescribed medication and lesion is to remain covered until healed.**
INFLUENZA *Fever, cough, nasal congestion, body aches, fatigue, headache*	**l-4 Days**	**One day before symptoms develop and up to seven days after onset of symptoms.**	**Must be fever free for 24 hours without the use of fever reducing medication or *5* days, whichever is longer.**

LICE ***Tiny insects that can cause scalp itching and irritation. Lice eggs (nits) appear on the hair shaft.***	**Variable**	**Until lice and nits are removed.**	**Live lice: Exclusion from school until treatment is received.**
MONONUCLEOSIS or EPSTEIN BARR VIRUS (MONO) ***Fever, extreme fatigue, sore throat, headache, body aches, swollen lymph nodes in the neck and armpits, swollen liver or spleen, and rash.***	**30-50 Days**	**Prolonged - may persist for a year or more.**	**No exclusion required. Recommended to avoid strenuous activity and contact sports for three to four weeks after the onset of symptoms.**
MRSA (Methicillin Resistant Staphylococcus Aureus) ***Skin infection that resembles pimples or boils, which can be red, swollen, painful, or have pus or other drainage.***	**Variable, but commonly 4 to 10 days**	**Active non-treated drainage is infectious.**	**Exclusion from school until medical treatment is received and lesion is to remain covered until healed.**
PINK EYE or CONJUNCTIVITIS ***- Bacterial: pink or reddened sclera, discharge, crusting, itching, painful*** ***- Allergic or viral: watery discharge, itching***	**1-3 Days**	**During the course of active infection.**	**Bacterial: Exclusion until written permission is obtained from a physician to return to school. Allergic or Viral: may stay in school.**
RINGWORM ***flat, spreading ring shaped /lesion(s) on the body***	**4-14 Days**	**As long as lesions are present.**	**Exclusion until medical treatment is received and lesion is to remain covered until healed.**
SCABIES ***Intense itching and a pimple-like rash, which can include tiny blisters and scales caused by tiny mites that burrow under the skin***	**2-4 Weeks first time.** **1-4 Days subsequent times**	**Until mites and eggs are destroyed.**	**Exclusion until 24 hours following initiation of appropriate antiparasitic therapy.**
STAPHYLOCOCCUS AUREUS (STAPH) ***Skin infections that resemble pimples or boils, which can be red, swollen, painful, or have pus or other drainage.***	**Variable, but commonly 4 to 10 days.**	**Active non-treated drainage is infectious.**	**Exclusion from school until medical treatment is received and the lesion is to remain covered until healed.**

STREP THROAT ***Throat pain, red and swollen tonsils, sometimes with white patches or streaks of pus, swollen, tender lymph nodes in neck, fever***	**1-3 Days**	**As long as bacteria are present in respiratory secretions. Noninfectious after 24 hours of treatment.**	**Exclusion from school until 24 hours after medical treatment and 24 hours fever free without the use of fever reducing medication.**
VOMITING ***Involuntary expulsion of gastric contents through mouth***	**Variable**	**Variable**	**K-8 Exclusion from school until 24 hours after the last episode.** **9-12 Determination of the administration/nurse.**
COVID ***Fever or chills, headache, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion, or runny nose, nausea or vomiting, diarrhea.***	**Variable**	**Variable**	**K-12 Exclusion from school subject to Jefferson County Health Department most recent quarantine orders.**

DRESS CODE

Students at Jefferson West Preschool 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 and spaghetti straps 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 and hoods 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.

Tiger Closet

Jeff West is proud to partner with the local not for profit organization called Tiger Closet. Any student PK-12 can "shop" anonymously for a new outfit. There is no cost and no qualifying. Please contact the school counselor or administration and we will help out.

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.

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 30 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.

DISTRICT TOBACCO/ALCOHOL POLICY

The use of tobacco in any form or alcohol 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 day on their schoolwork, behavior, and social expectations.
4. Students should ask for help when needed.
5. Students should keep their hands and feet to themselves.
6. Students are expected to handle all conflicts without the use of violence or threats of violence and with respect for the rights of all.
7. Students should be on task while in the classroom or other learning activities.
8. Students are expected to complete all academic tasks when assigned.
9. Students are expected to refrain from escalating any discipline situation.

These expectations also apply at other school events like sports, parades, or other extracurricular activities on school property. Students should remain with their families and participate in the event with their family. Activities like throwing balls (or pop bottles like a ball), playing chasing games, tumbling or gymnastics or other activities that may not be safe are prohibited and are in violation of LADDS (Logical Approach to Developing Disciplinary Strategies) Level 3 Orderly Environment Guideline...Thank you parents for your support.

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

A minor/yellow behavior receives a report slip that must be signed and returned.

A major/pink behavior receives a report slip and a phone call and must be signed and returned. See below for the levels of behavior that will apply.

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. Ten (10) days of out-of-school 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 pocketknife 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: Ten (10) day 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 ten (10) 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 ten (10) 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 severe, persistent, or pervasive (widespread) from one or more students, staff, or parents that creates an intimidating, threatening, or abusive educational environment. These actions could result in actual or reasonable fear of physical or mental harm, or actual or reasonable fear of damage to property. For consequences of bullying, please refer to the Bullying Policy available on school websites.

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 to 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 based upon the level of student misbehavior.
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 do not 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 ten (10) 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, a Time Out, or an Out-of-School Suspension for one to three days; however, the principal has the discretion to impose longer out-of-school suspensions if deemed appropriate. 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 being placed in Out-of-School suspension when deemed appropriate.

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 the expiration of the suspension.

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, gender identity, sexual orientation, 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, Brad Neuenswander, 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.