

PARENT/STUDENT HANDBOOK



2026-2027

Washington Grade School

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100 E 13th St, Ellis, KS

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Admission

A *resident student* is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a guardian who resides within the boundaries of USD 388.

Any student who has been suspended or expelled from another district will not be admitted to the district during the term of the suspension or expulsion unless approved by the board.

Non-resident Students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling shall provide the following:

Age 3 to Kindergarten

- Certified copy of their birth certificate
- Complete medical examination form
- Completed Kansas Certificate of Immunization
- To be eligible to enter preschool, a child must be 3 years old on or before August 31st of the year they enroll
- To be eligible to enter kindergarten, a child must be 5 years old on or before August 31st of the year they enroll

Grades 1-6

- Certified copy of their birth certificate
- Certified transcript or similar pupil records (if applicable)
- To be eligible to enter first grade, a child must be 6 years old on or before August 31st of the year they enroll **or** have completed a kindergarten course maintained by a public-school district

The enrollment documentation shall include a student's permanent record card with the student's legal name as it appears on the birth certificate, or as changed by a court order as well as the name, address, and telephone number of the lawful custodian. The record shall also provide proof of identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Pupil Information Form

Each year during enrollment, parents and students must fill out a pupil information form. This information is kept on file and made part of the student's record and includes:

- Name, phone number, and address of the student's parent(s) or guardian(s);
- Name of individual to contact in case of emergency;
- Name of student's physician;
- Description of any medical conditions of which the staff needs to be aware.

Address and Phone number Changes

Please notify the school secretary within seven days if any of the following change:

- Phone number for home or parents' work
- Mailing or street address
- Emergency contact information

Attendance

Arrival:

- Doors to the building open at 7:30 a.m.
- Breakfast is served between 7:30-8:00 a.m.
- School begins promptly at 8:00 a.m.

Dismissal: The school day ends at 3:24 p.m. for grades K-6.

Excused absence: An absence may be excused for the following reasons:

- (1) Absence required by a school sponsored activity or field trip.
- (2) Absence caused by illness of student when parents call in that day to verify illness.
- (3) Appointments and extended illnesses verified by a medical professional.
- (4) Absence as a result of serious illness or death in student's immediate family.
- (5) Family trips accompanied by parents. Advanced notice must be given to principal.
- (6) Absence which a parent/guardian of the student requests in advance and which the principal feels will contribute in a substantial and educational way to the best interest of the student or student's family.

Students who are absent due to illness will not be allowed to attend district events. If in attendance, they will be asked to leave.

Unexcused absences:

- (1) An absence for reasons other than above as determined by the building principal.

Excessive absences:

The majority of WGS students miss 6.5 or fewer days per year. The State Board of Education stresses attendance. Consequently, the parent of any student who misses 8 or more absences in a semester or 12 in the calendar year for any reason other than a school-sponsored activity will be mailed an Attendance Alert Letter notifying parents/guardians of concerns regarding chronic absenteeism and/or truancy.

Upon reaching the 10th day of absence for the semester or 14th day in the calendar year, a parent conference will be conducted to discuss the cause(s) of the excessive absences and potential means of remedying the situation. In addition to the building principal and parent/legal guardian, this conference may also include the counselor, school nurse, one of the student's teachers, and the student. Upon the 12th day of absence for the semester or the 16th day in the calendar year, the principal will develop an attendance plan that will be presented to the parent/guardian. This plan may include make-up time, seminar restrictions, bus pass, activities restrictions, requirement for doctor verification slips, and a report to the Kansas Department of Children and Families (DCF) when required by law. This plan can be revised if attendance issues continue.

Prior to reporting to either DCF or the county or district attorney, a letter shall be sent to the student's parent/guardian notifying them that the failure of the student to attend school without a valid excuse shall result in the student being reported truant. If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Truancy Policy:

A child is considered truant if he or she is inexcusably absent for three consecutive days, five or more days in a semester, or 7 days in a year. The law requires reporting to DCF for kids 12 and under and to the county attorney for students aged 13-17.

Tardy:

School begins at 8:00 a.m. each school day. Students who arrive in the classroom after 8:00 a.m. are recorded tardy. Being tardy to class three times will result in making up time after school.

- First tardy: Excused
- Second tardy: Warning
- Third tardy: 15 minutes before/after school (student will serve time the next school day)
- Fourth Tardy: 30 minutes; fifth tardy: 45 minutes; sixth tardy: 60 minutes; and so on.

This will start new at the beginning of each 9 weeks.

Make-Up Work:

1. All students will need to meet with their teacher(s) to set a time limit when the work is due not to exceed 1 day for every day absent. Work not made up in the assigned time, even though the absence is excused, will be recorded as a zero and marked incomplete until finished.
2. All unexcused absences are recorded as zeros and will be considered incomplete until completed.

3. Advanced make-up work - if a student knows of impending absence, assignments should be secured and work made up in advance. This is the student's responsibility.
4. Students failing to keep make-up work current won't be allowed to depart early for future events.

Check In/Check Out

When arriving at school after 8:00 a.m., students must report to the office before going to class. Students must also report to the office before leaving the school premises during the school day. Students not reporting to the office may be given an unexcused absence.

Breakfast & Lunch

WGS offers a daily nutritional breakfast option for students in grades K-6. Breakfast begins at 7:30 a.m. and ends at 8:00 a.m. Students wishing to eat breakfast are encouraged to arrive by 7:50 a.m. to ensure ample time to eat.

Washington Grade School has a closed noon hour. Students are not allowed to go home for lunch. Students in grades K-3 will eat at approximately 11:25 a.m. and students in 4-6 will eat at approximately 12:00 p.m. Lunch count will be taken immediately each morning by the home-room teacher. Parents and visitors are allowed to eat with their child and shall notify the office before 8:30 to be added to the lunch count.

Lunch and breakfast are required to be paid in advance. Students with a negative meal balance of \$20.00 or more may be provided an alternative school meal until the outstanding balance is reduced. This alternate meal will meet basic nutritional requirements but may differ from the standard daily menu options. Parents/guardians will be notified when a student's account becomes delinquent and are encouraged to submit payment promptly to restore access to the regular meal selection.

Families may qualify for Free and Reduced meal pricing (breakfast and lunch) based on federal household income guidelines that are updated annually. Free and reduced meal applications may be obtained at enrollment or can be picked up at the district and grade school offices. The Superintendent is the determining officer as to a family's eligibility for *Free or Reduced* lunches. The BOE president is the hearing officer should you not agree with the finding of the determining officer.

Food, Drinks, Gum, & Candy

Students may bring a water bottle to use in class as permitted by teachers. Casual eating, drinking, chewing gum, or eating candy is prohibited (unless provided by a teacher).

Books and Equipment

Most books are now consumables that students are issued as needed. The student is responsible for checking books in at the completion of the school year or if transferring to another school. In the event a textbook or library book is lost, stolen, damaged or destroyed, the student will be obligated to pay for that book. The damage amount or replacement cost will be determined by the building Principal.

Lockers

All students will be assigned lockers for the entire school year. Students shall have no expectation of privacy in any school locker. Anything found out of line in lockers will be confiscated and reported to parents or appropriate authorities. Lockers must be cleaned to building administration's expectations before students are allowed to check-out at the end of the school year. Stay out of other people's lockers! Locks are not to be used unless school issued. Lockers are the exclusive property of USD #388 and thus subject to search at the discretion of the Superintendent or Principal. USD #388 accepts no liability nor responsibility for lost or stolen property.

All book bags must be left in the hall locker. Do not leave items on the floor in the hallways or classrooms. State Fire Code does not allow for items left on the floor in the hallways.

Device Usage

Computer systems, including iPads, are for educational and professional use only. All information created by students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, for violation of this policy.

Students shall not install software on district computers or computer systems. Only software purchased by the district may be loaded onto district computers. Only software licensed to the district shall be used on computers owned by the district. District software shall not be copied for personal use without permission from administration.

Students shall have no expectations of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by administration.

Phone, Watch, and Personal Electronic Device Use

In accordance with Kansas House Bill 2299, signed into law on March 19, 2026, all public and accredited private schools are required to enforce a "bell-to-bell" prohibition on personal electronic devices during the school day. This includes, but is not limited to:

- Cell phones
- Smartwatches (including Apple Watches)
- Earbuds and similar personal electronic devices

Student use of these devices is prohibited from the start of the school day until dismissal. Please refer to Page 41 for full policy and procedures regarding personal electronic devices.

Absolutely no cell phones will be allowed in any locker room or restroom. Due to the nature of advancing technology, cell phones and cameras pose a serious threat to student privacy. Abuse of this policy will result in the phone being confiscated as well as detention, ISS, or OSS.

Incoming Phone Calls

While we are most willing to give necessary messages to students, we do ask that parents refrain from asking to talk to their child or leaving a message unless it is extremely necessary. When you do need to leave a message for your child, please do so before 3:00 p.m.

Important Phone Numbers

Superintendent's Office	726-4281	Elementary Office/School Nurse	726-3136
Bus Barn Office	726-4242	High School Office	726-3151
School Cell Phone	726-1505		

Students Leaving the Building

Students shall not be released during the school day except upon a written or verbal request from the student's parents or person acting as a parent. Before releasing a student during the school day, the building principal or his designee shall verify the identity of the person seeking release of the student. If the principal or his designee is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

If your child is under a formal custody agreement, please provide a copy of that agreement to the building principal. Without that agreement, we must allow either natural parent or guardian to have access to the child. Parents coming to school and picking up their child or dropping off materials are required to report to the office first. Whichever the case may be, the teacher has to have permission from the office to release your child if the student is leaving the building. The office will record the time of leaving and when returning, the student should again check into the office.

Wednesday Night Activities

No school activities, at school or away, may be scheduled after 6:00 p.m. on Wednesdays. Any deviation from this established procedure must be cleared by the principal.

Bus Policy

Students who ride the bus are expected to sit in their seat facing forward and obey the bus riding rules. Students who do not abide by the bus riding safety rules will jeopardize their riding privilege and will lose the privilege to ride the bus. For regular route students, the Transportation Director will notify parents if their child is creating a problem on the bus or is not cooperating. Students must follow all safety rules and regulations set by the State, District and individual bus drivers.

Parents should call the Bus Barn 15-30 minutes before the bus normally arrives if their child will not be riding the bus on any particular school day and call again in the afternoon if their child will not be riding home. A good rule is to keep the bus driver informed.

USD # 388 does not provide transportation to students who live within the city limits of Ellis. However, we do have a pickup and delivery location at Ellis High School and St. Mary's private school. Parents should contact the Transportation Director for more details and information about this service.

Visitors

Students and parents sometimes request to bring friends and/or relatives to school with them, or former students request a day to come visit. While this seems harmless enough, it can, and many times does, cause a problem. Therefore, we insist that you do not send visiting children to school. We reserve the right to send these children home should they be sent to school. We do allow these children or adult visitors to eat lunch with their student friends or relatives, providing we have advanced notice.

Dress Code

We have a simple dress code - wear appropriate clothing for learning. Wear clean clothes and practice good grooming habits. We strongly suggest all children wear comfortable, warm clothing during the winter months. They will be outside for recess when at all possible and should have gloves, coats, and head covering. Students should be appropriately dressed and express good taste.

Dress Code Guidelines:

- Wearing apparel that is excessively short, tight, or low-cut is prohibited. Shoes or sandals must be worn at all times. Flip-flops are discouraged and if they are worn, the student must have a pair of tennis shoes for P.E. class that day as well.
- Students are to wear shoes at all times.
- No tank tops unless 2 finger width at strap.
- No muscle shirts or "undershirts" (or shirts with large armholes and/or low-cut necks.)
- No cut-off shorts or shorts appearing to be cut-off. Shorts should be at mid-hand when arms are straight down.
- Shirts/tops are to cover the mid-section of the body.
- Clothing items directly and/or indirectly referencing beer, alcohol, drugs, firearms, tobacco, profanity, and offensive language are prohibited.
- Students attending field trips and extracurricular activities will dress appropriately as requested by the coach/sponsor and or principal. Some coaches/sponsors will request participants to wear dress clothes.
- Caps, hats, hoods, etc. are not to be worn in the school buildings during the school day.

School Sponsored Activities

All School-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances are not permitted. Students and their guest, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or
- Exclusion from future extracurricular activities

Alcohol, Drug, and Tobacco Policy

All district 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. Student 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.

The following behaviors are in violation of school policy and subject to discipline procedures which include, but shall not be limited to, suspension and/or expulsion:

- (1) Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
- (2) The improper use/abuse, possession, selling, furnishing, of any prescription or non-prescription drug or any materials that give the appearance of alcohol, tobacco, or other controlled substances.

Consequences:

- **1st Offense** – Parent called in and the student sent home with parent. 24-hour Out-of-School (OSS) suspension followed by a 24-hour In-School Suspension (ISS).
- **2nd Offense** – Three day Out-of-School (OSS) suspension.

Discipline Procedures

Washington Grade School will discipline any student whose behavior materially and substantially disrupts the school program, the learning process, or endangers the general welfare of students or staff. Disciplinary action is progressive, and the action taken by the school will reflect the severity and frequency of the negative behavior. The school may solicit input from parents, staff and students to determine the action required. Possible disciplinary actions may include, but shall not be limited to: verbal conference, detention, suspension, or expulsion.

Detention:

The Principal and/or Teachers may request students to be detained in school due to inappropriate behavior. These times may be either before or after school. The amount of time may vary from 10 minutes to 90 minutes depending on the request. However, students will be given the right to inform

their parents the day before to arrange for transportation to and from school or any other arrangements that may be needed if the student rides a bus outside the city limits. Otherwise, the student will do the detention that day. We will encourage them to call their parents and inform them of the situation. These detention periods may address behaviors such as, excessive talking in class, lack of effort on schoolwork, turning in incomplete assignments or any other inappropriate behavior displayed at school. This will be one option available to teachers and administrators to hold students responsible for their actions.

Students must report for the requested detention time. Failure to do so will require a parent conference with the principal resulting in a commitment for future compliance with the assigned detention times. The times may double in the event a student does not show up when required. Repeated refusals or no shows will be considered insubordination and will be subject to discipline up to and including suspension or expulsion. Students may miss lyceums, parties, fieldtrips, etc. if a teacher feels they have not made an honest effort to do their regular assigned school work or because of an abundance of misbehaviors.

Suspension/Expulsion:

Per K.S.A. 72-8901 the board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) Conduct which if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by and adult;
- (f) Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Emergency Safety Interventions (ESI)

The board of education is committed to limiting the use of Emergency Safety Intervention (ESI) such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention. The board of education encourages all employees to utilized other behavioral management tools, including prevention techniques, de-escalation

techniques, and positive behavioral intervention strategies. (See Ellis USD # 388 BOE Policy Book for more details and complete policy)

Hallway Behavior

Teachers are authorized to assign students up to 30 minutes of detention time after school for poor behavior in the hallway. You may be sent to the office where more severe disciplinary action may be enforced.

Class Parties

There are several class parties for students in grades K-6 as the school year progresses. The regular classroom teacher will notify room parents of items needed and the need for extra supervision in advance of the parties. Students may furnish treats on their birthdays if they choose. Healthy snacks, free from common allergens such as peanuts or peanut oil, are recommended. Individually wrapped items with nutritional labels are preferred. Parents are requested to contact the teacher before sending treats. The parties for Elementary (K-6) are Halloween, Christmas, and Valentine's Day. Parties are a privilege not a right; students can lose the privilege to attend a class party if behavior warrants it.

Invitations

Invitations for birthday or dance parties hosted by individual students or their families will not be handed out at school unless invitations are given to all the boys and girls in the class. The school cannot provide contact information for other students/individuals.

Grading System

Grade cards are issued at the end of each nine weeks of school. In the fifth (5th) week of each nine weeks, "Progress Reports" will be issued to parents of students doing failing or below average work. Grade cards will show grades by letters as follows for 4th, 5th, and 6th grade students:

A+	Excellent	98%-100%	C	Average	72%-77%
A	Superior	92%-97%	C-		70%-71%
A-		90%-91%	D+		68%-69%
B+		88%-89%	D	Below Average	62%-67%
B	Above Avg.	82%-87%	D-		60%-61%
B-		80%-81%	F	Failing	0-59%
C+		78%-79%	I	Incomplete (considered as F until complete)	

The grading scale for Kindergarten through Third Grade will reflect the Growth Mindset theory of Mastery of a skill as the measure of success. By getting away from letter grades and focusing on the child's progress towards mastery, we feel we can focus on the act of learning. The grading scale will be as follows:

M - Mastery of the concept in the current grade level

S - Satisfactory effort in learning the concept in the current grade level

NI - Needs Improvement in the concept in the current grade level

NE - Not Yet, the student has not yet met the concept in the current grade level

Honor Roll

Students in grades 4-6 will be recognized each nine weeks for honor roll recognition. His/her name will be posted outside the principal's office and reported to the local newspaper. We have two honor rolls:

- **“A” honor roll-** Recognition is earned by any student who achieves **all A's** on their report card for each nine weeks. No grade lower than an “A” for each nine weeks.
- **“A-B” honor roll-** recognition is earned by any student who achieves all B's or a combination of A's and B's on their report card for each nine weeks.

Homework

Homework type and frequency will vary as students progress through WGS. At all grade levels, it is often a classroom expectation that students will have nightly practice to reinforce learning. This may include, but is not limited to, tasks such as reading, spelling, sight words, handwriting, flash cards, etc.

Students are given ample time during the school day to complete most of their work. While homework may occasionally be assigned, work sent home is often the result of students not using class time effectively. Parents who believe their child has excessive homework should contact the classroom teacher to clarify whether it was assigned or unfinished classwork. Students who do not complete assignments on time may miss recess and/or be required to stay after school to finish their work.

Academic Dishonesty

Academic dishonesty such cheating or plagiarism is not acceptable. Plagiarism is the use of another person's original ideas or writing without giving credit to the true source. This is a very serious offense and teachers are authorized to give any student a zero for a paper in which it is determined plagiarism occurs. Teachers are also obligated to contact the parents of any student found to be cheating or plagiarizing. Continued cheating by a student will make them ineligible for all activities for a period of time as set by the principal. Materials taken from electronic sources are also covered by this policy.

Library

Students are responsible for library books checked out. Students will reimburse the school for lost or damaged books. Students may lose their privilege to use the library if they do not respect the rules and guidelines set by the Librarian and/or the Library Aide.

School Nurse

If you have health questions or concerns the school nurse is available to address your questions. If a student is infected with an infectious or contagious disease (chicken pox, mumps, measles, rubella, strep throat, hepatitis, mono, impetigo, whooping cough, conjunctivitis, head lice, rheumatic fever, scabies, meningitis, salmonella, E-coli, staph infection, etc.) please let the school nurse or school secretary know.

We appreciate receiving as much information about illness as you can provide. By keeping us informed, we can try to control the spread of disease here in school.

Medications:

In order for the school nurse or any school employee to administer any prescription medication a “Request for Medication” form must be completed and signed by a parent/guardian and physician. Over-the-counter medication may be administered with parental authorization. Medication must be in the original container. Students are not permitted to have any medications in their possession during the school day. Exceptions to this rule are students with asthma and/or allergies that have a self-medication consent signed by parent and physician to carry inhaler and/or epi-pen. Medication forms are available in the front office, nurse office and at enrollment each year.

Physical Assessments:

Health assessments (physicals) are needed for Kindergarten entry. These must be completed before starting school in August.

Immunizations:

Kansas Statute K.A.R. 28-1-20 defines the immunizations that are required for school and early childhood program attendance. These requirements may change from year to year but currently stipulate:

- Every pupil enrolling in USD #388 schools or preschool must provide proof of completion of required immunizations or have documented proof of disease.
- Students may continue to attend school while completing the immunization catch up schedule if pupil has received the most recent vaccines in all required series.
- If immunizations are not complete, the student is deemed noncompliant with this statute and may be subject to exclusion (K.S.A.72-6265) until pupil has complied with the requirements.
- Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262 and should be discussed with school nurse.

Any student who is non-compliant after 30 days of enrollment will be excluded from school attendance until such pupil has complied with these immunization requirements.

Screenings:

Students will have their vision, hearing, and teeth screened during the school year as indicated by state regulations. Students are also weighed and measured yearly to monitor growth. Should you have any questions or concerns about a screening or would prefer that your child not be screened; you may notify the school nurse. Should a concern be identified at the time of screening, parents will be notified promptly; otherwise results of the screening will be sent home by the end of the school year. If you receive a referral form in the mail, please return the report after you have followed up with your child’s physician.

Student Illness Guidelines

- **Fever:** A student with a fever of 100.4° F or higher must stay home until 24 hours after the fever is gone without medication that reduces the fever, such as Tylenol/Acetaminophen or Motrin/Ibuprofen.
- **Rash:** A student with a blistering sore or rash, especially if accompanied by a fever, or a rash of unknown origin, must be cleared of any contagious illness by their physician before returning to school with a doctor's note.
 - **Impetigo:** can return to school after 24 hours of appropriate treatment.
- **Strep Throat:** A student diagnosed with strep throat must remain home and may return to school 24 hours after antibiotic treatment begins.
- **Eye inflammation or Discharge:** If your student's eye is red with cloudy or yellow/green drainage, matted eyelids after sleep, eye pain, and/or redness, you should keep your student home and contact your student's health care provider.
 - **Pink eye:** may return to school 24 hours after prescription treatment has begun.
- **Vomiting and/or Diarrhea:** Students should stay home with vomiting or two or more episodes of diarrhea. Students should stay home until the illness is over and for 24 hours after the last episode (without medication).
- **Bad Cough/Cold Symptoms:** Students with a bad cough (frequent, uncontrolled, and disrupting) or bad cold symptoms need to stay home and possibly see their healthcare provider. When the cough improves and the child feels better, they may return to school.
- **Flu, Influenza, or Influenza-Like Illness (ILI):** A student with "flu-like" symptoms (temperature of greater than 100° F with a cough and/or sore throat or other symptoms for which there is no other known cause) should stay home from school and seek medical care. Other symptoms may include runny/stuffy nose, body aches, headaches, fatigue, and some have vomiting and diarrhea.
 - **Influenza:** Per KDHE, if your student is diagnosed with influenza/flu, they shall remain in home isolation for 5 days following the onset of illness or until fever-free without fever-reducing medication for 24 hours, whichever is LONGER. (Minimum of 5 days)
- **COVID-19:** If a student is diagnosed with COVID-19, the guidelines set by the Ellis County Health Department will be followed. Please contact the school as soon as possible to discuss when student can return to school safely.

**The guidelines listed above are subject to change as directed by the Ellis County Health Department and the Kansas Department of Health and Environment (KDHE). **

Reporting Accidents

Students should report any injury incurred at school or at a school sponsored activity to the appropriate teacher, sponsor, coach, school nurse or principal when an injury occurs. On the playground students should inform the teacher on duty if immediate attention is needed. A very minor scrape or bruise should be reported to the teacher upon arrival back into the classroom. The teacher will decide if the student needs to see the school nurse. In most cases, teachers will send the student to the nurse with a note requesting the nurse to examine the student. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment as indicated on the emergency medical information form on file in the office. This would have been filled out by the parents at the time of enrollment.

First Aid:

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal and school nurse.
- AED machine is located in the front hallway

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved First Aid program and their training is current and validated.

Harassment Policy

Washington Grade School Grades K-6 are committed to providing a school environment that is free of all forms of harassment from students and district employees. In keeping with this commitment, WGS maintains a strict policy prohibiting any type of harassment of any student or district employee on or in school property and at school sponsored activities or events. WGS will promptly act to investigate all complaints, formal, or informal, verbal or written, of harassment and to discipline any student who harasses another student or district employee. Any individual who reports harassment will not be retaliated against for making such report.

Definition:

As used in this policy, harassment shall have the following meaning:

Conduct based upon the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of the selected victim, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive environment, or which

substantially or unreasonably interferes with or disrupts, or has the potential to disrupt, an individual's education or employment. Harassment shall include the following:

- (1) Speech: Speech directed at an individual, which is degrading, derogatory, or disrespectful to the individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district, including, but not limited to slurs, jokes, insults, name calling, and hate speech;
- (2) Written Materials: Written materials which directly degrade, or show disrespect to, an individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation;
- (3) Visual Displays: Displays of material, which create a disrespectful, hostile, intimidating and/or demeaning environment related to an individual's race color, religion, national origin, ethnicity, gender, disability, sexual orientation including, but not limited to pictures, posters, or cartoons;
- (4) Defacing or Damaging Personal Property and/or District Property: Any incident involving the defacing and/or damaging of property belonging to an individual or the district, that intimidates an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, sexual orientation; or
- (5) Physical Threats: Threats of violence or acts of intimidation against an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district.

Reporting and Investigation of Harassment:

Any individual who believes he or she has been a victim of harassment by a student or employee should report the alleged acts immediately to the principal. Upon receipt of a report or complaint alleging harassment, the district shall immediately investigate. Reports of harassment may be forwarded to law enforcement agencies, depending upon the nature and extent of the harassment.

Action to be taken for Violation of the Harassment Policy:

A student violating any provision of this policy shall be subject to the disciplinary policies and procedures adopted by the district. (See Ellis USD # 388 BOE Policy Book for more details and complete policy)

Insurance

The school has insurance available to parents through a private vendor. The school does not handle the claims. We do have to sign claim forms in most cases and sometimes need to indicate how and when an injury occurred. This insurance is offered at a reasonable price. It will not cover full costs, but will help

to some extent. Forms for this insurance may be picked up at enrollment time or at either the grade school office or superintendent's office. If you desire this insurance, please complete the application and return the form to either office. It will be sent to the company from there. Please be advised, the *KanCare* insurance program is available for children in families with limited incomes that provides insurance at little or no cost.

- *KanCare* covers children from birth to age 19.
- *KanCare* provides low cost or free insurance.

P.O. Box 3599, Topeka, Ks. 66601 – Phone 1-800-792-4884 – Fax: 1-800-792-4292

Communication to Teachers/Office

In the lower grades, it is important that parents communicate with teachers and the building office about changes to a child's normal after-school routine (bus, pickup, appointments, alternate locations, etc.). Written communication helps avoid confusion, as verbal messages (especially when relayed through students) can easily be miscommunicated.

Parents may contact teachers during planning times (call the office for those times) or communicate through the SeeSaw app. For any same-day or end-of-day pickup changes, please contact the school office directly at 785-726-1505 to ensure the message is received and confirmed.

Physical Education

All students in grades K-6 are expected to participate in P.E. and Health classes. Students in grades K-6 need only to have basketball type shoes appropriate for the gym floor. Both Health and P.E. class are graded like the regular classroom. Come to class prepared, with all the required equipment, turn in the assignments, and you will be successful. Both P.E. and Health count towards the Honor Roll each nine weeks for 4th through 6th grade.

Threats

Threats, whether they be written or verbal will be considered serious matters. The principal will investigate all threats which are reported, and appropriate disciplinary action will be taken. This could mean ISS (In school suspension) or even OSS (out of school suspension). Think before you speak and never threaten to harm anyone with the use of a weapon. Anytime a verbal or written threat is determined to be a genuine threat, the principal may report the incident to local law enforcement officers. We cannot tolerate any threats especially those involving use of weapons.

Weapon Possession

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at school sponsored activities. This shall include any weapon, any item being used as a weapon or destructive device, or facsimile of a weapon.

Examples of Weapons:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive or other propellant.
- The frame or receiver of any weapon described in the preceding examples.
- Any Firearm muffler or silencer.
- Any explosive, incendiary or poison gas, bomb, grenade or rocket.
- Any bludgeon, sand club, metal knuckles or throwing star.
- Any knife, switchblade or blade that opens with a flip.

Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or principal shall contact the parents and explain their legal responsibility. Law enforcement may be contacted of the incident. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution payments made by juveniles or their parents will be paid to the district office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Lost & Found

Lost and Found articles are to be brought to the Secretary's office. Every year we have numerous articles of clothing, jewelry, watches, shoes, hats, etc. left in the gym, locker rooms, bleachers, buses and athletic fields. We keep most items until the end of each semester at which time we donate them to the local *Community Thrift Shop* or *Goodwill* in Hays. If you or your child is missing items, don't hesitate to call the school secretary and we will look to see if it's been turned in. Occasionally we put these items out on tables when we have concerts or conferences.

Promotion and Retention

We believe that in most cases retention is most beneficial if it takes place in the lower grades. This does not mean that an older child cannot or will not be retained. Parents will be contacted about the possibility of retention well before the school year is over, almost always before the end of the third nine weeks. However, it should be remembered that our experience here at school has generally, been that retention for the younger child has been a positive experience over the long run. The older the child the less effective the decision becomes. The principal shall have the final decision on retention or promotion of students. Parents who choose to not follow the school's recommendation on retention and whose decision is not over ridden by the principal will be asked to sign a form stating that they were advised that in the school's opinion the child should have been retained, that they understand the possible consequences, and that they have chosen to not follow the school recommendation.

Flowers/Gifts Delivered

We ask that parents please refrain from sending your child flowers, balloons, gifts, etc. at school. Storage space is limited and these items often become a distraction to student learning.

Weather Dismissal

Usually during the winter months, we have to cancel school due to blizzards, ice or other threatening weather conditions. When we know in advance, we will get the cancellation out as early as possible over **KAYS-KJLS-KHAZ-KZLS** radio stations, along with **KSN** and **KAKE** TV stations. Parents will also be contacted by the Superintendent by phone with ThrillShare. We try to do this by **6:30 a.m.** in the mornings if we know conditions are not conducive for holding school. However, sometimes this happens during the school day and we have to dismiss school early and quickly. When this occasion arises, an announcement will be given over the above listed radio and TV stations. These are the recommended stations to listen to when weather could be a threat. You need to know if school will be cancelled or dismissed early and have arrangements for your child. We will try to send students home on the bus when we dismiss early. Parents of children grades K-3 will be contacted before their child is allowed to leave the building. When the parent cannot be reached, the child (K-3) will be sent to the person designated as an alternate place to send the child or to a friend's house where it is known that an adult is home. Students in grades 4-6 will be visited with to ascertain whether or not they have access to their homes and to adult supervision. We would like to call all parents, but this is very time consuming and usually we just don't have that kind of time. It is extremely important that we do have adequate places to call and send your children. We also must have your phone numbers, both home and work as well as friends that can be reached in these types of emergencies.

Plants and Animals

Plants and animals, other than administratively approved service animals, are **not** allowed in the school in order to protect the health and safety of our students. We cannot allow students to bring their pets for "show and tell" or anytime to be viewed at school. Also, do **not** bring plants to school. Allergies can be triggered from exposure to certain plants or animals. You never know which plants will cause a reaction or be toxic to others. Teachers may have units on plants or animals and have students bring specimens to school. This is a class project and is allowed. Teachers will closely supervise these activities to ensure safety. Teachers may also have fish aquariums, hamsters, etc. in their rooms under their supervision. This is also allowed with administrative approval.

Special Programs

Title I Language Arts Program:

This program is for students who qualify based on reading skills. These students are identified by both the use of scores on norm-referenced test and by teacher identification. They must meet the criteria as established by the federal government which is funding the program. Parents are advised of their child's reading ability and if the parents agree, they sign a form giving their permission for the child to be enrolled in the program. Students will be tested during the program to help assess progress and determine which skills need refined.

Learning Disabilities Program:

Some children of average or above average intelligence have difficulty learning in some academic areas. These children may be tested (with parent permission) and if they meet the State established guidelines may be placed into the Learning Disabilities program. Parents have many rights in this process and must be kept advised and involved at all times.

Some children have behavioral problems that make their environment in the classroom very difficult for them, for other students, and teachers. They may be tested; again if they meet certain State guidelines, they may be placed in a program appropriate for their disability. Parents have many rights in this process and must be kept advised and involved at all times. These services will only be available for students identified as exceptional and on an Individual Education Plan (I.E.P.)

Para Professionals:

These individuals work with students under the direction of certified teachers. They may be assigned to regular classrooms, special education, or elsewhere as needed.

Counseling:

The teachers will be work with individual students who have been referred to the principal by a teacher, parent or other adult. Concerns may be personal and/or social adjustment, academic and personal problems that students may need assistance with. The teachers will work with groups to help them cope with changing families, divorce, separation, stepfamilies, anger management, conflict resolution and test taking skills. Mental Health Agencies will be recommended when professional mental help is needed.

Speech Therapy Program:

It is through this program that children with speech and hearing problems can receive special help. Students meet with the teacher individually or in small groups for speech instruction.

Occupational Therapy Program:

There are specialized types of therapy available for students who meet the criteria which qualify them for services. Parental permission required.

At Risk:

This program is designed for any student who meets locally set guidelines for receiving special assistance in academic areas. These students are identified by both the use of scores on norm-referenced test, State Assessment Test and by teacher identification. You will be notified if your child qualifies for this service. You will have the option to support or deny services.

School Psychologist:

A school psychologist is available for children needing services. Parents are contacted prior to any formalized program being setup with their child. Parents do have involvement in this program.

Gifted Facilitator:

Program designed for students who meet required criteria for program.

Recess

Whenever weather permits, we want your child to play outside in the fresh air. A child's school life should maintain a balance between work, organized play, and other activities. Should your child have asthma or any other condition which makes it necessary to refrain from strenuous exercise or to stay indoors when the others are out, be sure to make it known to the child's teacher by means of a written note. Parents, please dress your child appropriately for existing weather conditions. We generally go outside for recess. Children need hats, boots, coats and gloves when it's cold or wet.

Playground Rules:

1. Students may not play tag or chasing each other around the playground equipment.
2. The tire swing is limited to two students.
3. Please use the slides in a way they were intended, one at a time, feet first.
4. Swinging should be done north and south only, no side to side or twisting of swings.
5. Jumping off of the platforms is prohibited.
6. Do not push or shove while on the playground, keep your hands to yourself.
7. Stay out of the mud. Walk on concrete path when it's muddy.
8. Remain quiet if you were requested to sit on the ledge.
9. Students need to get supervisors permission to leave the playground area.
10. As soon as the whistle blows, you must immediately line up to go inside.
11. Line up and remain quiet while waiting to enter the building.
12. The throwing of rocks, dirt, sticks, sand, snow, ice or any other objects are prohibited
13. Every student should get a turn to use the equipment
14. The Jungle gym should only be used for climbing, no tag.
15. Once outside, do not go back into the building without adult permission. Get coats, playground equipment, and use the restrooms before going out to recess. If you take equipment outside, be sure you return it to its proper place.
16. Do not go after balls or equipment that go over the fence without first checking with the adult on duty or you may lose the remainder of the recess.
17. Do not climb on the Soccer Goals.

The adults on duty have the right to stop any activity they consider to be dangerous or inappropriate.

Asbestos

The Environmental Protection Agency (EPA) required schools to look for asbestos building material in 1987. The District did such an inspection in 1988 and had a Management Plan done to ensure that asbestos is either removed or kept in good condition.

Asbestos is present in all district buildings. However, it does not pose a health problem at this time, because the district has taken the necessary steps and precautions to insure safety.

More detail is available in both the school offices and the District Office. The public may review the asbestos documents and/or visit with the LEA designated person at 1011 Washington, Ellis, Kansas or 785-726-4281.

EMERGENCY MEDICAL AUTHORIZATION - CONSENT FOR TREATMENT

USD 388, Ellis, Kansas 2026-2027

Dear Parent:

USD #388 is seeking your permission to have your son or daughter treated at a doctor's office or an emergency room in the event that he or she is found in need of emergency medical treatment. If an emergency occurs, every reasonable effort will be made to contact you. However, if such contact cannot be made, this EMERGENCY MEDICAL AUTHORIZATION-CONSENT FOR TREATMENT FORM may facilitate prompt treatment for your child:

STUDENT'S NAME	_____	BIRTH DATE	_____
HOME ADDRESS	_____	CITY/STATE/ZIP	_____
MEDICATION ALLERGIES	_____	FAMILY DOCTOR	_____
ANY HEALTH CONDITIONS, MEDICATIONS, ETC. WE NEED TO BE AWARE OF?		_____	

PARENT'S NAME	_____	HOME TELEPHONE #	_____
MOTHER'S CELL #	_____	FATHER'S CELL #	_____
MOTHER'S EMPLOYER	_____	FATHER'S EMPLOYER	_____
MOTHER'S WORK #	_____	FATHER'S WORK #	_____
MEDICAL INSURANCE	_____ YES _____ NO	POLICY NUMBER	_____
NAME OF MEDICAL INSURANCE CARRIER		_____	

If parents cannot be contacted, list two relatives (not living in the home) or neighbors who may be contacted.

NAME	_____	TELEPHONE #	_____
NAME	_____	TELEPHONE #	_____

I give my legal consent for my child to participate in field trips and other activities authorized by USD #388 for the 2018-2019 school year. As I am notified of each forthcoming field trip or excursion, I reserve the right to excuse my child from participation.

I give my legal consent and authorize any representative of USD #388 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above named child, for any injury or illness of an emergency nature he/she incurred while participating in a school sponsored activity (home or away) by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801 and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any other emergency services incurred on behalf of my child.

I acknowledge and agree that USD #388 is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize treatment.

_____	Date _____
Parent or Legal Guardian	

FORM MUST BE ON FILE IN THE Ellis High or Washington Grade Before a student may participate in any school sponsored activity. Note: The school will not be responsible for payment of any emergency medical or dental treatment it may obtain for the above student.

Consent to Participate in Field Trips or Other Activities

USD #388 Consent for Treatment 2026-2027

NOTE: This form must be signed and returned to the school office before the student(s) named below may participate in field trips or other activities.

I, _____, the parent and legal guardian of the child(ren) listed below give my consent for my child(ren) to participate in field trips and other activities authorized by USD #388 for the 2026-2027 school year. As I am notified of each forthcoming field trip or excursion, I reserve the right to excuse my child from participation. I further give my legal consent and authorize any representative of USD #388 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my child(ren) listed below, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital. Please complete the following form in full. If any of the information is not applicable indicate with N/A.

Students Name	Grade	Date of Birth	Allergic to Following Drugs	Prescribed	Other Medications
Medical Complications					

Parent/Guardian: Name & Address: _____

Father work # _____ Cell _____ Mother work # _____ Cell _____

Emergency Contact Person: _____
(Someone other than parents)

Emergency Contact Person's home/work # _____ Cell _____

Family Physician: _____ Phone # _____

Medical Insurance Company: _____ Policy # _____

I agree to pay and assume all responsibility for medical and hospital expenses and any other emergency services incurred on behalf of my child(ren). I acknowledge and agree that USD #388 is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original.

If my child(ren) require(s) emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. If they are unable to contact me, I give my permission for them to call our family physician and permission to act on his advice. In the event he cannot be reached, I give permission to consult with another physician if the physical condition of my child(ren) would be considered appropriate to indicate a medical alert.

To facilitate contacting me, I agree to continue to provide all current phone numbers to the school.

Parent or Legal Guardian

Date

KSDE Comprehensive Tobacco-Free School Grounds Policy

The following policy was approved by the Kansas State Board of Education on December 10, 2019. The Kansas State Board of Education encourages Kansas school districts to adopt and implement this Comprehensive Tobacco-Free School Grounds Policy.

Students and Staff: The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

Visitors: The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

Internet, Email and Device Usage Parental Permission Form



We are pleased to offer students of USD 388 access to the district network and use of a school provided device for email and online activities. All students must obtain parental permission and must sign and return this form to the school principal or secretary to be granted device and network access.

District Internet and E-Mail Rules

Students are responsible for good behavior on the school network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district network are responsible for their behavior and communications over that network. It is presumed that users will comply with district standards and will honor the agreements they have signed. USD #388 has implemented the use of an Internet content filtering system in the attempt to limit access to inappropriate web sites. However, it is important to note that this filtering technology is not 100% effective. In addition, USD #388 staff will continue to monitor student use and do everything possible to prevent inappropriate access.

Employees or students have no right to privacy concerning emails or data accessed/stored on the district computer system. All users are hereby notified that USD #388 may and will search, for any reason, data or emails accessed/stored on any school owned computer without notice.

Within reason, access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are examples of inappropriate access:

- Sending, downloading or displaying offensive messages or pictures
- Downloading or installing software
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Using another's password
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes
- Accessing personal email during school hours (this is only allowed before school, during noon hour & after school)

Violations will result in 1st offense-loss of access for 1 month; 2nd offense-loss of access for the remainder of the school year. Both offenses may also result in other disciplinary or legal action. Accessing pornographic content will result in an automatic loss of access for the remainder of the school year.

User Agreement and Parent Permission Form:

As a user of the USD 388 computer network, I hereby agree to comply with the above stated rules. I will communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature_____ Grade_____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Parent Signature_____ Date_____

STUDENT PHOTO/NAME USE PERMISSION FORM

I, _____, agree to have my child's (_____)
Print Parent Name child's name

name, picture, and graduation year appear on the World Wide Web as part of Ellis High School's Web site. I understand that anyone with Internet access can view this information.

Parent Signature

Date

Note: Signing this new waiver simply allows us to continue our current educational policies and practices concerning the Ellis High Web Page. It also allows our students the opportunity of creativity and positive public relations. We have always included team pictures, candid shots, special recognitions like honor band, student of the month, State qualifiers, etc. with first and last names. We will never publish telephone numbers, social security numbers, or addresses of students on the web page. **(Only students who sign waivers will have the names and/or pictures published on the web page.)**

2026-2027

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days

Staff Development	6
Workdays/Trade-off/Flex	3
Teacher Contract Days	171.5

Student Days

1st Q	40	3rd Q	42
2nd Q	40	4th Q	40
Semester	80	Semester	82
		Total days	162

Ellis USD 388

August

- Online Enrollment
- 14 Floating Work Day
- 17 Fall Practice Begins
- 17 New Teacher Inservice
- 18-19 Teacher Inservice
- 20 First Day of School

September

- 7 Labor Day - No School
- 28 Teacher Inservice

October

- 16 End of 1st Nine Weeks
- 26 12:30 Dismissal 1/2 Teacher Work Day
- 27-28 Parent Teacher Conferences
- 30 Conference Release Day/No School

November

- 6 Teacher Inservice
- 25-27 Thanksgiving Break

December

- 18 End of 2nd Nine Weeks
- 18 12:30 Dismissal 1/2 Teacher Work Day
- 21-31 Winter Break

January

- 1 Winter Break
- 18 Teacher inservice

February

- 15 Presidents's Day No school
- 22 Inservice 1/2 Teacher Work Day
- 23-24 Parent Teacher Conferences
- 26 No School

March

- 7 End of 3rd Nine Weeks
- 15-19 Spring Break - No School
- 26 Good Friday - No School
- 29 Easter Monday No School

April

- 23 Teacher Inservice/Work Day

May

- 8 Graduation
- 12 Last Day of School Dismiss at 11:30

Staff Calendar

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Category of Events

- Class in Session
- Class Not in Session
- Parent Teacher Conferences
- Work Day
- Staff Development/Work Day
- End of Quarter

Approved

**“DON’T LOSE YOUR BUS RIDING PRIVILEGE!”
FOLLOW THESE RULES**

1. Students shall follow the directions of the driver the first time given.
2. Students shall arrive at the bus stop 3 to 5 minutes before the bus arrives.
3. Students shall be courteous, use no profane language or obscene gestures.
4. Students shall cross the roadway in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
5. Students shall go directly to their assigned seat upon entering the bus.
6. Students shall remain seated and facing forward to keep the aisles and exits clear.
7. Students shall observe school policies for dress code and behavior and will respect the rights and safety of others.
8. Students shall not throw or pass objects on, from, or into the bus.
9. Students shall carry only objects that can be held on their lap—up to the discretion of the bus driver.
10. Students shall not carry or use any tobacco products, alcohol, drugs, or any other controlled substance on the bus.
11. Students may lose the privilege to eat, drink, or chew gum on the bus.
12. Students shall not carry hazardous materials, nuisance items, or animals on the bus.
13. Students shall not leave or board the bus at locations other than the assigned stops at home or school.
14. Students shall not extend head, arms, or objects out of the bus windows.



CONSEQUENCES

First Referral – Parents contacted

Second Referral – Three (3) day bus suspension

Third Referral – Bus suspension of two weeks to the remainder of the semester

A short- or long-term suspension may be issued immediately depending upon the severity of the infraction.

Sequence for write-ups does not “start over” at the start of the second semester.

Washington Grade School Wellness Plan:

All Kansas Schools are required to have a school wellness policy. Our policy is described herein below. This is a working document that may be modified as the year proceeds. It is our hope that the parents, teachers and administration strive to provide more Nutritional Value Food for meals and snacks at home and school. We need to avoid those foods that are of no nutritional value and are loaded with sugar. We are asking everyone to help Washington Elementary School, attain this goal. Children must be healthy to be educated, and they must be educated to be healthy. Our children are our most treasured resource and we must prepare them for the future. In order to do so, we must help them make the most of their education.

Everyone pays when children have health problems, and everyone benefits when those problems are remedied or prevented. That is why individuals, families, schools and communities must become partners in promoting children's health. Source: www.kshealthykids.org

Please, we request that for Birthday Treats, parents should try to send Nutritional Value Snacks and avoid bringing or sending non-nutritional food value birthday treats, especially those high in sugar. Only snacks that are individually wrapped will be allowed to be brought as treats. Your cooperation would be appreciated. We recommend snacks without NUTS OR PEANUT BUTTER, as we have students in the building with severe allergic reactions to them.

Ellis USD #388 Wellness Policies

Part 1: Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, all of which are often established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity, and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Part 2: Board Policy

Ellis USD #388 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The policy of Ellis USD #388 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition, education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

Washington Grade School Bully Prevention

Bullying is defined as repeatedly hurting another individual with...

- Physical Abuse (Undesired touching, pinching, showing, pushing, hitting, fighting)
- Verbal Abuse (taunting, jeers, name calling, intimidation, threats, disrespect)
- Social Abuse (excluding, blaming others, gestures (mean or demeaning), scapegoating)
- Sexual Abuse (written or verbal communication of a sexual nature, unwanted touching, of a sexual nature, disrespect)
- Cyber Abuse (using the internet, text messaging, social media such as Facebook)

Bullying is deliberate and sustained.

Bullying is the intention to isolate, hurt, or humiliate another individual.

Bullying is unprovoked.

The staff at WGS tries to prevent bullying in the following ways:

- Character Education Program
 - Watch D.O.G.S. Program
 - Monitoring hallways, restrooms, recess, lunch to the best of their ability
 - Building relationships with students so they are comfortable reporting bullying
 - Addressing disrespectful behavior when observed
 - Classroom lessons and role plays on appropriate behavior and respect
-

Ways students and parents can report bullying:

- Talk with homeroom teacher
 - Visit with the school principal
 - Write a note to a staff member asking for their help
 - Discuss the problem with parents
 - Report on-line with the website or StopIt! app
-



Consequences for bullying will follow the Bullying/Peer Abuse Policy



Bullying / Peer Abuse Reporting and Consequences

Our administrators, teachers, and staff are committed to assuring that all students feel safe, and are not the target of bullying, abusive, and teasing behaviors during their school day. As a result, it is the policy of Washington Grade School that all bullying, abusive, and teasing behaviors will not be tolerated. If a student demonstrates any of the above behaviors, consequences may be imposed. Below is a list of consequences. All students should understand, however, that the imposed consequence may not follow the order listed below. All consequences will be assigned according to the seriousness of the behavior.

____ INSTANCE #1 – DOCUMENTED WARNING

(Date) Bullying / Peer Abuse are reported to administrators, counselor, or psychologist.
Offending student will visit with office staff about incident and future consequences.

DOCUMENT:

____ INSTANCE #2 – Bullying / Peer Abuse is continuing. A detention is given

(Date) by administration. Under supervision, student calls parent.

DOCUMENT:

____ INSTANCE #3 – One-hour detention, team meeting, and administration makes

(Date) parent contact.

DOCUMENT:

____ INSTANCE #4 – ISS (In School Suspension), administration contacts parents,

(Date) law enforcement may be contacted and, upon their discretion, a police report filed.

DOCUMENT:

ANY OF THESE STEPS CAN BE BY-PASSED IN THE EVENT OF EXTREME SITUATIONS.

WGS School Wide Positive Behavior Plan

WGS School Wide Positive Behavior Plan:

- To increase academic performance
- Increase safety
- Establish positive school cultures
- Decrease problem behaviors

Areas of Concern:

- Transitions in the Hallways
- Recess
- Lunch Room
- Restrooms

Components of Positive Behavior Support

- Teaching appropriate behavior in all settings
- Interventions when behavior expectations are not being met
- Recognizing when behaviors are met

Areas of Focus for Positive Behavior Plan

- Self-Control
- Responsibility
- Respect

Students will be shown expectations at the beginning of the year, and as needed throughout the year to remind them of the behaviors we are wanting at Washington Grade School.

Students will be held responsible for their actions. The implementation of this program is allowing us to recognize those students following expectations, and consequences for those who do not. There will be a monthly reward for those students following the expected rules, while those students who need redirection will spend time focusing and getting redirection from a faculty member.

After School detention will be utilized for those students who show disrespect to others. They will be held after for 15 minutes for the first offense, and an additional 15 minutes for each offense thereafter. The students will be required to call their parents to explain their actions.

As a parent of a Washington Grade School student I understand that my child will be held responsible for their actions and may be placed in after school detention.

Student Signature:

Parent Signature:

Behavior Expectations:

- Students will respect self, other, school, and its property
- Students will use appropriate behavior in all classrooms, hallways, bathrooms, and playground
- Students will use self-control
- Students will make good choices by displaying the Pillars of Character: Respect, Responsibility, Kindness, and Motivation

This year we are continuing to focus on developing an environment rich with character, while building relationships. It is our goal to instill character values in our children and recognize them for their efforts. Our motto is, “No one rises to low expectations.” We set our expectations high for a reason...our students will meet them!

Level 1: Some actions may be between a teacher and a student. These may include, but not limited to, a warning, seating change, conference with the student, a note/text/email sent to a parent, a call to parents, a note sent to the parent to be returned with signature, after school detention, secluded lunchroom dining, walking the line at recess. **Level 1 behaviors might include:** excessive talking/blurt-outs, behaviors that interfere with the learning of others, disrespect (rolling of the eyes, back talking, etc.) failure to complete and hand in homework, failure to comply with requests made by the teacher, inappropriate language or clothing, misuse of technology/equipment, profanity, horseplay, forgery (presenting false notes), hands on others, gum chewing, prohibited objects (toys, etc.), dishonesty, throwing objects, inappropriate lunchroom behaviors, not following playground rules, all forms of bullying (follow Bullying policy in the parent/student handbook, p. 35)

Level 2: Some actions may include, but not limited to a conference with teacher team, call to the parents by principal, conference with the parents, referral to the principal, referral to the counselor, reassignment to another educational setting, student improvement plan, detention, program modifications, Student Character Contract, not being able to attend school sponsored events. **Level 2 behaviors might include:** those behaviors which occur repeatedly and, in several classes, and have not been corrected by the student at Level 1, unexcused absences, open defiance, vandalism & stealing (less than \$250),

Level 3: Some actions will be between the administration, the student, parent & police. These actions may include reassignment to another educational setting, detention, In-school or out-of-school suspension, not being allowed to attend school sponsored events, secluded dining for lunchroom infractions, police assistance. **Level 3 behaviors might include:** those behaviors which occur repeatedly and in several classes and have not been corrected by the student at Level 1 or 2, behavior that is physically/verbal threatening to others or is illegal, failure to comply with a request by school personnel, truancy, physical fighting/assault on student or staff, bullying, possess weapon or dangerous instruments, vandalism, false reporting of fire or other emergencies, vandalism (more than \$250), sexual harassment, racial comments.

Student Think Sheet

Understand the PROBLEM:

What I did was _____

Do You Understand the Problem?

Who did my problem disturb or hurt? _____

I've had trouble with this behavior before: ____yes ____no

Choose a Plan:

How will I avoid having this problem in the future? _____

Implement the Plan:

Good things will happen to me if I control my behavior. Some of them are:

Evaluate and Conclude:

Did I disrespect anyone? Yes____No____If you did, who? _____

Should I apologize? Yes____No_____

Completion of this sheet means I am ready to return to my class and to follow class rules.

Your signature: _____Date_____

Principal/Teacher signature_____

Teacher Reflection

Student's Name_____Date_____

Today the student had to miss:

Half recess_____Whole recess_____Office referral_____

Describe what happened that caused the student to lose time.

Log Phone Call: _____

Teacher signature_____Date_____

Parent signature_____Date_____

Intervention Definitions

Washington Elementary School

Level 1

General Classroom Intervention

- Differentiated Instruction
- Peer Buddy /Small group: a peer provides one-on-one support to a struggling student during classroom.
- Cross-Age Mentoring: 6th grade student matched to an elementary student.
- Individualize instruction-with teacher, foster grandparent

Screenings

- Connections
- PAT, birth to 3 years
- Preschool, Pre-kindergarten, Community Developmental Screening
- KDG Screening- Healthy Child Assessment

Counselor Watch

- Elementary Counselor watches the failing grades of students listed on the weekly ineligibility list helping to identify students who are at-risk; academically, behaviorally, and emotionally
- Meets individually with the student and consults with the teacher in monitoring progress
- May also communicate with the parent

Progress Monitoring

- Check progress: counselor, school psychologist, grade monitoring through Powerschool

Seminar Advisory and Teacher Advisory

- Teacher Advisory-students grades 4-6

Cross-Grade Consulting

- Teacher consults with previous teachers of the student needing support. Ideas, suggestions are offered that worked previously.
- Transitional meetings- placement of students in divided classes, movement from elementary to Jr. High;

Level 2

Parental Notification

- When a student does not respond the teacher notifies the parents via phone or e-mail. The purpose of this communication is to: notify parent for support, to talk about what to do.

Student Intervention Team Meeting (SIT)

- The teacher meets with the SIT to form interventions to try with the student for an assigned amount of time.
- Cooperative study groups are formed in reading & math. Groups are para led.

Targeted Interventions

- Tutoring (teacher referral)- Title I, At-Risk Math, Impact, after school w/teacher, counselor, or high school student

Dr./Nurse Verification

Social Service Verification

Level 3

Student Placement on Progress Reporting

- Teachers and students communicate through daily monitoring:
Lower Elementary- planner books checked daily/ parent initials are required daily
- Daily assignment verification in planner book

Student Intervention Team with Parents & Implementation

- Interventions from the Student Intervention Team may be revised with the support of the parents. Parents help with more interventions or replace the existing with new.

Level 4

Follow-up Student Intervention Team Meeting

Level 5

Referral Testing Starts

- Students are tested: if student qualifies they are placed on an IEP in the resource room. Tests used are Deibels, John Jerry Jones Diagnostic test and Woodcock Johnson
- If the student does not qualify, Interventions may continue or a new SIT meeting is attended and interventions reviewed.

Level 6

Resource Room Assistance or Alternative placement

- Individualized Educational Plans are developed and student receives resource room assistance
- Or students may be placed in an alternative educational school

Elementary School Cell Phones, Smartwatches, Earbuds, and Similar Personal Electronic Devices Policy (Grades K–6)

Purpose

The purpose of this policy is to maintain a focused, safe, and distraction-free learning environment while complying with state law and allowing limited possession of personal communication devices for older elementary students outside of instructional time.

State Law Compliance

In accordance with **Kansas House Bill 2299**, signed into law on March 19, 2026, all public and accredited private schools are required to enforce a “**bell-to-bell**” **prohibition** on personal electronic devices during the school day. This includes, but is not limited to:

- Cell phones
- Smartwatches (including Apple Watches)
- Earbuds and similar personal electronic devices

Student use of these devices is prohibited from the start of the school day until dismissal.

Policy Overview

- Students in **grades K–6** are permitted to bring **personal electronic devices**, including:
 - Cell phones
 - Smartwatches (including Apple Watches)
 - Earbuds and similar personal electronic devices

These devices may be brought to school only under the conditions outlined in this policy.

Device Check-In Procedure

1. At the **beginning of each school day**, students must report to their homeroom and **turn in their device(s)** to the designated secure storage area.
2. Devices must be **powered off** or set to **airplane mode** before being turned in.
3. Devices will remain secured and inaccessible to students **throughout the school day** in compliance with state law.

Device Pick-Up Procedure

- Students may retrieve their device:
 - At **dismissal at the end of the school day**, or
 - **Prior to leaving early** for an appointment, with teacher or office approval.

Use of Devices

- Student use of personal devices during the school day is **not permitted** at any time, including:
 - Class time
 - Lunch
 - Recess
 - Passing periods
- Students needing to contact a parent/guardian during the school day must do so through the **school office**.

Responsibility and Liability

- Students bring devices to school **at their own risk**.
- The school is **not responsible** for lost, stolen, or damaged devices.
- Devices should be clearly labeled with the student's name.

Violations of Policy

Failure to follow this policy will result in the following consequences:

1. **First Offense:** Device is collected and must be **picked up by a parent/guardian**.
2. **Second Offense:** Device is collected and must be picked up by a parent/guardian; a conference may be required.
3. **Repeated Offenses:** Loss of privilege to bring a device to school at the discretion of the principal.

Special Circumstances

- Exceptions may be made for documented medical, safety, or educational needs in accordance with state law and with administrative approval.

Acknowledgment

Parents/guardians and students are expected to review and understand this policy. Bringing a device to school indicates agreement to follow these guidelines and compliance with state law.