

Wabaunsee Elementary School

Wabaunsee USD 329

2025-2026



CHARGERS

STUDENT HANDBOOK

Jan Hutley, Principal
Brittany Haupt, Assistant Principal
Hillary Lowery, Assistant Principal

WES: (785) 765-3349

WABAUNSEE USD 329 BOARD OF EDUCATION

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WES ELEMENTARY SCHOOL PERSONNEL

Principal - Jan Hutley

FACULTY

Samantha Wurtz, Preschool
Logan Heine, Kindergarten
Melissa Castillo, 1st Grade
Emily Hess, 2nd Grade
Cara Miller, 3rd Grade
Kari Rosine, 5th Grade
Dustin Patee, Physical Education
Alicia Stott, K-8 Art

Sara Alderman, Kindergarten
Courtney Oviatt, 1st Grade
Becky Frank, 2nd Grade
Jennifer Mumpower, 3rd Grade
Emily Gehrt, 4th Grade
Katie Patee, 5th Grade
Peter Ruby, Music
Stephanie Tharman, Title I Reading

SUPPORT STAFF

Taylor Sievers, School Secretary
Lori Chambers, Educational Associate
Dannielle Maxfield, Education Associate
Nelly Pitsch, Food Service

Cheryl Hurla, School Secretary
Susan Schrader, Educational Associate
Charele Selonke, Educational Associate
Renee Ritchie, Food Service

SPECIAL SERVICES COOPERATIVE STAFF

Erica Bammes, Director
Annie Frank, Social Worker
Melissa Ginavan, Speech Therapist
Andrew Mosby, Gifted Facilitator
Melanie Stone, Special Ed. Para

Kelly Nelson, School Psychologist,
Michelle Stuhlsatz, Pre-K Spec. Ed. Teacher
Shannon Leitch, Elem. Resource Teacher
Kim Hall, Special Ed. Para
Laurie Temple, Pre-K Special Ed. Para

MISSION STATEMENT

The mission of the Wabaunsee School District is to academically prepare all students with a foundation of social-emotional and mental health wellness while also becoming responsible, self-directed learners and inspired leaders.

SITE COUNCIL

USD 329 has a district elementary Site Council comprising members representing the Elementary School. The Site Council is an advisory committee that liaises between the school, community, and the local board of education.

POLICIES AND PROCEDURES

This handbook is for your information. We ask that each student and parent read this handbook. Please remember that these policies and guidelines are subject to change throughout the year. After approval by the Board of Education, addenda to the handbook will be enforced as part of the student handbook. If you do not understand a policy or a procedure, or your child has a problem, please call the school for assistance. The recommended way to address issues or concerns is to use the following chain of command: 1st, Teacher/Staff Member; 2nd, Principal; 3rd, Superintendent; 4th, Board of Education.

Wabaunsee USD 329 does not discriminate based on sex, race, color, national origin, handicap, or age in admission to, access to, treatment of, or employment in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, and ADA, including information about the existence and location of services, activities, and facilities that are accessible to and usable by the disabled or Section 504 may be directed to the Title IX Coordinator, the Superintendent of Schools, who can be reached at 785-765-3394, Box 157, Alma, Kansas, 66401, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

ORGANIZATIONAL STRUCTURE

The Elementary School is a Pre-K through 5th Grade educational facility designed for the sequential learning process and is primarily organized in self-contained classrooms. Activities are planned throughout the year to enhance positive growth in students' social, emotional, character, and physical well-being.

SCHOOL HOURS

GRADES K-5	8:10 AM – 3:30 PM
A.M. PRESCHOOL	7:45 – 11:20 (WES)
P.M. PRESCHOOL	12:00 – 3:35 (WES)

*Preschool programs are 4 days per week, Monday through Thursday

ARRIVAL AND DEPARTURE TIMES

Many discipline problems arise with students who arrive at school too early. **There is seldom a need for non-bus riding students to be at school before the buses arrive near 8:00 A.M.** However, the building will be open, and supervision will be provided at 7:45 A.M. Contact the principal if you need accommodations for your student to arrive before supervision.

All students who arrive at school between 7:45 and 8:00 A.M. will be directed to a supervised location. Students eating breakfast will be directed to the lunchroom. Students WILL NOT be allowed to play on the playground before school. Students will be dismissed to go to their classroom at 8:10 A.M. All classes begin at 8:10 A.M.

Non-bus riders participating in the breakfast program need to arrive at school by 8:00 A.M.

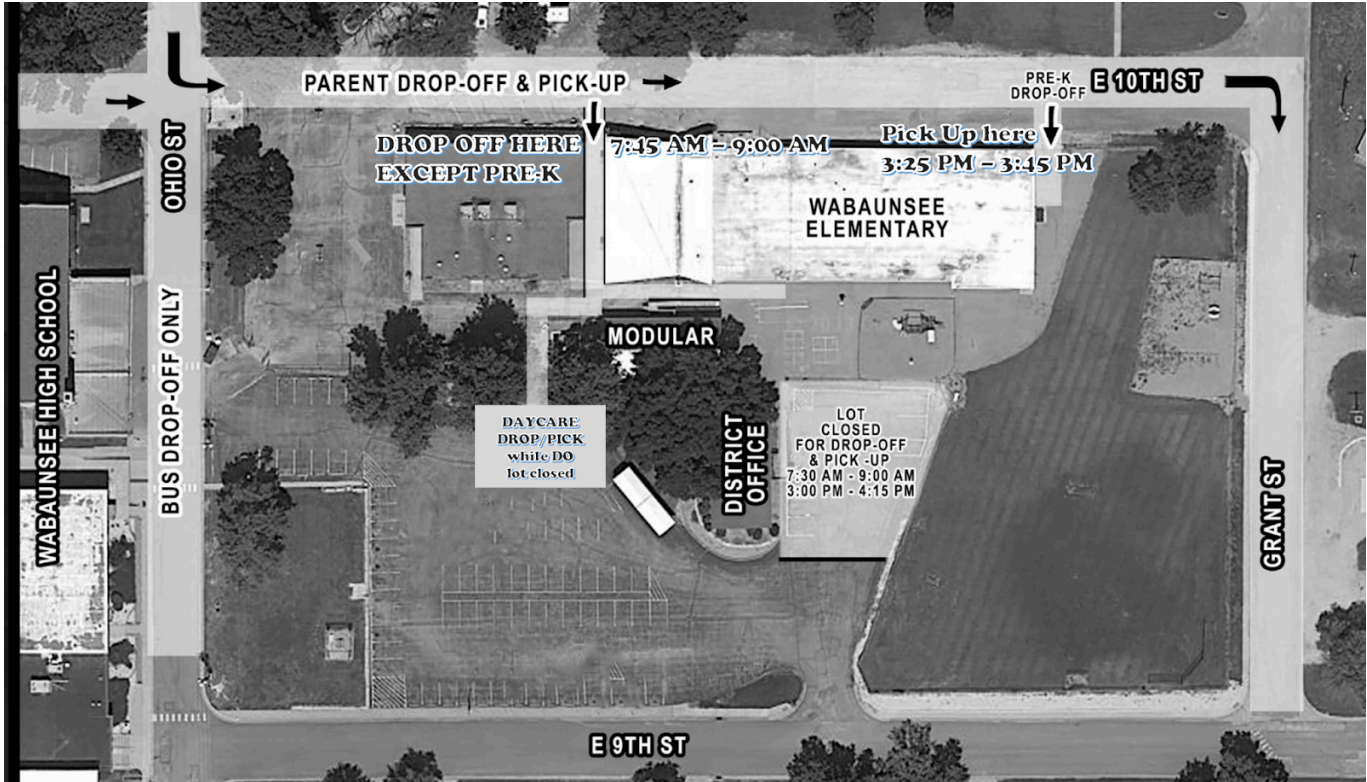
- Before 7:45 A.M.: NO supervision and NO playing on the playground allowed
- 7:45-8:00 A.M.: Doors open and supervision provided; breakfast begins in the lunchroom
- 7:50 A.M.: Bus arrival (Arrival times for individual buses may differ depending on routes.)
- 8:10 A.M.: Class starts.

All students not riding buses or staying after school upon the teacher's request must leave school property immediately after school and report home (or to another parent-designated location). **There is no playground supervision after 3:30 p.m.**

WES Departure Times

- 3:30 P.M.: Car Riders are dismissed on the north side of the building. Pick up students here if you are driving a car. The lot in front of the District Office will be closed during the pickup and drop-off times.
- 3:30 P.M.: Student walkers, students riding a bus, and after-school students are dismissed. Students being picked up by older siblings or parents who walk with their children will be dismissed with student walkers at the main entrance on the south side of the building.

WES PICK UP AND DROP OFF ZONES -



THE AREA IN FRONT OF THE DISTRICT OFFICE WILL BE CLOSED DURING DROP-OFF AND PICK-UP HOURS. The congestion makes it dangerous for students to walk to and from school. To make the process go smoothly with an increased number of students, we have designated areas for parents driving their students to school and picking them up at the end of the day, an area for buses to pick up and drop off, and a place for preschool drop off and pick up during arrival and dismissal times. THESE AREAS ARE ALL LOCATED ON THE MAP ABOVE.

PARENT DROP-OFF & PICK-UP: Tenth Street runs north of Wabaunsee Elementary School and is designated as the area for parents transporting students to drop off and pick up from school. This street is a one-way street during school hours that travels from west to east.

BUS DROP-OFF & PICK-UP: Buses carrying WES students will drop off students in the A.M. and pick up students in the P.M. on Ohio Street.

ATTENDANCE

The school's policy shall be to encourage regular attendance and punctuality by all students. Regular attendance contributes to the probability of scholastic success and the development of attitudes of consistent performance, which will carry over into adult life. Parents should schedule out-of-school activities around the school day so students will miss as little school as possible.

The following procedure will be used in determining truancy in USD 329:

- (1) All absences are unexcused until the parent/legal guardian has contacted the office.
Absences may be reported between 8:00 and 9:00 A.M. via phone or email to the office. If parents do not call the school, the office reserves the right to call the home or parents' workplace to verify the absence and determine the reasoning.
- (2) Students arriving after 10:00 A.M. are counted as absent one-half day. Students who leave school with a parent/guardian for the day before 2:00 P.M. will also be counted as absent one-half day.
- (3) A student arriving after the 8:10 A.M. tardy bell and before 10:00 A.M. is counted tardy.
- (4) A valid excused absence is parental consent for absence from school for the following reasons:
 - a. Personal illness;
 - b. Health-related treatment, examination, or recuperation;
 - c. Serious illness or death of a member of the family;
 - d. Obligatory religious observances;
 - e. Participation in a district-approved or school-sponsored activity or course;
 - f. Absences prearranged by parents and approved by the principal
 - g. Students of active duty military personnel may have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

*The building principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

- (5) Unexcused Absences:
 - a. Absence with the parents' permission for any reason other than those listed above will be considered unexcused.
- (6) A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities that are part of the school curriculum for more than three days.
- (7) The following is an excerpt from the current State of Kansas attendance law regarding truancy, which will be observed in USD 329 schools:
72-1113 (c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either **three consecutive school days** or **five school days in any semester** or **seven school days in any school year**, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for such child's school attendance.

***Truancy, as defined in the above statute, is reported to the Kansas Department of Children and Families for students 13 years of age and younger.**

PARENT INVOLVEMENT

Parental involvement is an essential part of a child's academic success. The parents' role includes talking with their child about school and checking backpacks for notes, papers, and homework daily. Parents can also be involved through PTO and Site Council. You are an excellent resource and the most important people in your child's life!

Please maintain close communication with your child's teacher. Our staff values positive relationships with parents. Open communication between home and school is a key factor in these relationships. If there are concerns about things happening at home or school that may negatively impact your student's academic or personal success, please share those concerns early.

Just as school staff needs to share positive information with you, we encourage you to share positive feedback about the students' classroom or school. This constructive communication helps us decide what is best for our students.

RELEASE OF A STUDENT DURING THE SCHOOL DAY

Students must **NEVER** leave school during the day without reporting to the office, and parents must sign in when returning. Failure to sign out may result in the absence being considered unexcused. Custodial parents, guardians, etc., must appear in the office to pick up their child and may be asked to verify identification to the satisfaction of the principal.

DRESS CODE

The following regulations will limit the student dress: **Any wearing apparel that is, or can be construed to be obscene, objectionable, or disruptive should not be worn** (i.e., short shorts, biker shorts, loose tank tops over sports bras, midriff or short tops that expose the tummy even when sitting or raising arms, backless halter tops, low rise jeans/slacks/shorts that are not covered by a top/shirt when sitting, etc.). These are listed as examples and are not offered as an all-inclusive list. When shorts are worn, they must be of an appropriate length and fit. Belts should be worn with baggy pants. Clothing with suggestive slogans, advertisements of alcohol/tobacco/drugs, or other logos that the faculty deems disruptive or inappropriate will not be permitted. If needed, students may be asked to put on another shirt (from the supply kept at school). The parents will be notified, and the student will be sent home if necessary. Hats and caps will not be worn in the building during school hours unless required for the protection or safety of the student. All students are encouraged to wear shoes that will be safe while playing at recess and in P.E. class--flip flops can be dangerous on play equipment.

BEHAVIOR CODE

The principal is authorized and directed to develop rules and regulations consistent with the board's policies that may be necessary to govern the conduct of the students under his/her supervision.

A student shall not use violence, force, noise, coercion, threat, fear, intimidation, passive resistance, or any other conduct intentionally to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school. They shall not urge other students to engage in such conduct.

A student shall not intentionally damage or attempt to damage school or private property, or attempt to steal school or private property, either on the school grounds or during a school activity, function, or event off school grounds.

A student shall not intentionally cause or attempt to cause physical injury or behave verbally in such a way that could injure any person.

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, firearm, or destructive device on the school grounds or at any school activity. Possession, handling, or use of any such weapon shall result in suspension or expulsion from school for a period of one year (186 school days), as per Board policy.

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, or intoxicant of any kind.

Smoking and/or possessing any tobacco product are prohibited in any attendance center, at school-sponsored events, or on the school grounds.

Violating any provision of this behavior code may result in suspension and/or expulsion.

CONDUCT AND DISCIPLINE

Self-discipline is a sign of maturing. It is achieved only through constant practice. To help strengthen the students' character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy. The Elementary School students are expected to take responsibility for their actions. Students are expected to conduct themselves appropriately for the activity in which they are involved, respect the rights of others, and obey safety rules and regulations. To guarantee all the students an excellent climate for learning, the staff will use the following guidelines for student conduct:

Wabaunsee Leaders

- **Be respectful**
- **Be responsible**
- **Be your best self (leader)**

HALLWAY EXPECTATIONS

- Quiet Voice – Level 0 or 1
- Single-File Line, Keep to the Right
- Body to Self
- Walking Feet

BATHROOM EXPECTATIONS

- Quiet Voice – Level 0 or 1
- Do Your Business Quickly and Correctly
- Only 3 students in the bathroom - Wait Outside

PLAYGROUND EXPECTATIONS

- Voice Level - Level 3 or 4
- Be Respectful of Equipment and Others
- Ask to Enter the Building
- Lap Check-In and Check-Out - if assigned

OFFICE

- Patience: Wait for your turn
- The Student Area is in front of the counter
- Respect the property of others
- Quiet voices: level 0 or 1

CAFETERIA

- Quiet Voice – Level 1 or 2
- Walking Feet
- Body to Self
- Be Respectful of Property and Others
- Follow Directions

CONSEQUENCES FOR BREAKING SCHOOL RULES
(PER SCHOOL YEAR)

Each teacher will follow his or her classroom management plan, which will be posted in the classroom. A copy will be given to parents in written form.

Parents may be notified by a discipline referral form and/or phone call if a student is sent to the office for disciplinary purposes. The student may be required to write about the inappropriate action, develop an improvement plan for the behavior, call their parents/guardians to inform them of the incident, etc. The principal always reserves the right to remove a student from a classroom and/or activity and impose consequences when necessary.

CONSEQUENCES

Minor Infractions (offered as examples only and not intended as an all-inclusive list):

Not prepared	Whining
Refusing to work	Sleeping
Talking out	Out of seat
Not keeping hands to self (unsafe hands)	Not returning homework
Unkind words	Not doing classwork

Minor to medium Infractions (offered as examples only and not intended as an all-inclusive list):

Chronic Level 1 Behavior

Argumentative Behaviors	Aggressive play
Play Fighting	Cheating
Inappropriate Noises	Teasing
Disrespect of others	Tantrums
Disrespect of property	Lying
Inappropriate physical touching	Cheating
Aggressive words	Stealing - minor
Eloping - minor	

Possible Consequences:

Parent communication	Laps
Complete problem-solving sheet	Lost recess
Detention (lunch, after school, study hall)	ISS
Meeting with parents and student	Buddy room
Copying sentences	

Severe Infractions (offered as examples only and not intended as an all-inclusive list):

Chronic Level 2 Behavior

Continuing Chronic Level 1 Behavior	Eloping - major
Inappropriate technology use (major)	Bullying
Purposeful actions that cause physical harm	Fighting
Inappropriate technology use (major)	Biting
Purposeful actions that cause physical harm	Vandalizing
Inappropriate sexual conduct	Stealing - major
Destruction of property	Major defiance
A credible threat to cause injury to a person or property	Eloping - major

Possible Consequences:

Parent communication	Laps
Complete problem-solving sheet	Lost recess
Detention (lunch, after school, study hall)	Buddy room
Meeting with parents and student	Copying sentences
In-school suspension (ISS)	
Short-term, out-of-school suspension (OSS): 1-9 days	
Long-term out-of-school suspension: 10 or more days (pending hearing)	
Recommendation for expulsion from school (pending hearing)	

SUPERVISED STUDY HALL

Upon recommendation from the teacher, a student may be placed in a supervised study hall during any recess. Reasons for placement include, but are not limited to, behavior, missing work, low scores/corrections, etc. Students are responsible for bringing study material with them. Talking is not permitted during study hall. If a student talks without permission or fails to bring study materials, after-school detention/study hall may result. A student consistently in a supervised study hall may have a teacher/parent conference arranged to determine other potential action plans.

AFTER-SCHOOL DETENTION

Students not following school rules may lose recess privileges or be assigned after-school detention. Detention periods will run from 3:30-4:30 P.M. Students assigned detentions by teachers are expected to take study materials with them, or the teacher may assign tasks. When detention notices are sent home, they are to be signed and dated by the parent/guardian and returned to the teacher the following day. If the note is not returned, the teacher assigning detention will call for parental notification, and an additional detention time may be added to the first.

PARENT-TEACHER CONFERENCES

Communication is key between school and home, and conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns to fully utilize the short conference time. The Parent-Teacher Conferences will be scheduled around the end of the first quarter.

Should you desire additional conferences, please contact the teacher for an appointment, and it will be provided. Likewise, if we need additional conferences, we will contact you.

SPECIAL EDUCATION SERVICES

The USD 320 Special Education Cooperative, based in Wamego, Kansas, provides special education services for qualifying students in our district.

ACADEMIC RESPONSIBILITY

Students are obligated to complete all schoolwork assigned to them by their teachers. They are also responsible for regularly bringing materials like pencils, paper, and textbooks to class. Students who fail to show a sincere and regular effort to complete their assigned schoolwork may be disciplined for being academically irresponsible.

GRADES

Grades are the letter rating of a continuous evaluation process designed to communicate a student's achievement and development. Letter ratings are as follows:

Grades K-1

S- Satisfactory

N- Needs to improve

U- Unsatisfactory

Grades 2 - 5

A- Excellent work	90-100%
B- Good work	80-89%
C- Average work	70-79%
D- Poor work	60-69%
F- Failing work	59% and below

S, N, & U will be used in Art, Vocal Music, Physical Education, and Handwriting.

REPORT CARDS

Report cards are distributed on the Wednesday following each grading period's end and sent home with the students. Grade periods for the 2024-2025 school year are as follows:

August 20 – October 17	Quarter 1
October 21 – December 20	Quarter 2
January 7 – March 13	Quarter 3
March 24 – May 21	Report cards sent home on May 20, 2026

PROGRESS REPORTS (Areas of Concern)

One of our school goals is to maintain communication with parents regarding their child's progress in school. Each classroom teacher's policy will be further explained in the parent information sent home at the beginning of the year.

STUDENT INSURANCE

A student insurance program is offered to all students. Forms are available at enrollment or in the office. You are encouraged to consider purchasing this insurance. The school district provides secondary student accident insurance to cover accidents that happen at school and a basic catastrophic accident medical policy for students involved in athletics. Information on these policies is also available.

ILLNESS

We genuinely attempt to minimize the spread of bacterial and viral illnesses at school by instructing students to wash their hands before eating and after toileting, cover their mouths while coughing, and dispose of tissues properly.

Parents/Guardians, or designated emergency contacts, will be called, and the student will be sent home if they have a fever of 100 degrees or higher or are vomiting. If the student has a low-grade fever, we will notify a parent/guardian. These measures are in place to protect other students and staff from illness, which could result in their absence from school.

We ask that parents/guardians keep ill students at home until they have been fever-free (without using fever-reducing medications) and have stopped vomiting/diarrhea for at least 24 hours. Returning your child to school too soon increases the risk of spreading infections.

IMMUNIZATIONS

All children enrolling in school shall provide the principal with proof of immunization against certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide said documentation, as the law requires, may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

HEAD LICE (PEDICULOSIS)

We ask that students with active head lice or nits receive treatment before returning to school to reduce the risk of transmission. FDA-approved treatments include both over-the-counter and prescription options. Parents are encouraged to consult their child's healthcare provider to determine the most effective treatment. If a student is found to have active lice or nits at school, parents may be contacted to take the student home for treatment to ensure all lice are entirely removed.

MEDICATION ADMINISTRATION

School officials will use the following guidelines and forms to manage medication for students at Wabaunsee Elementary School.

- (1) Each prescription taken at school must accompany a written PERMISSION FORM (see last page of handbook) fully completed by the parent and prescribing physician. **Please note that prescription medication must be in the original container.** For this reason, be prepared to ask the pharmacist for two containers if necessary.
- (2) Students who take over-the-counter medications at school must complete a separate permission form (not included in the handbook). Please contact the school for a copy of this form.
- (3) The school will keep individual records for each medication given at school.
- (4) Any change in the type of drug, dosage, and/or administration time shall be accompanied by a newly completed permission form with required signatures and a newly labeled pharmacy container.

A PRESCRIPTION MEDICATION FORM IS INCLUDED IN THE ENROLLMENT DOCUMENTS IN SKYWARD.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL.

TEXTBOOKS, iPADS, AND SCHOOL PROPERTY

The school district will furnish all consumable and non-consumable textbooks and iPads required by the student. The textbook rental fee covers the use and normal wear of the textbooks and iPads. **CURRICULUM FEES ARE DUE AT THE TIME OF ENROLLMENT.** Books and iPads will be inspected as they are handed out at the beginning of the year, and their condition will be recorded. If there is any damage during the year, a fee will be assessed, and payment is required. Though not a total loss, torn binding or loose covers will result in a rebinding fee. iPad damages will be evaluated and billed out accordingly. This policy applies to other library materials as well. If a desk or any school property is destroyed or damaged by a student, he/she will be required to pay for the repair or replacement of the property.

FIELD TRIPS

Occasionally, a class may take field trips, which extend the classroom and enrich the curriculum. Sometimes, the trip is just for a short time, and at other times, the trip may last all day. Trips start after the school day begins and conclude before buses depart for home. Parents will be notified of upcoming field trips, and completed permission slips must be turned in on time for students to attend. If your child cannot participate, please send the permission slip/note to your child's teacher with appropriate indication and reasoning.

Parents may ride along to help with supervision if a bus space is available. After approval by the building principal or BOE, all field trips will be included in the newsletter calendar.

For parents who wish to go as sponsors, we must ask that you not bring any of your small preschool children. The reasons for this are 3-fold:

- (1) Some of our tours have group size limitations.
- (2) As a parent sponsor, you are asked to help maintain an orderly structure within our group, including monitoring student behavior and keeping students safe. To do this effectively, you must devote your full attention to the students in your group.
- (3) This is a special day for your child and his/her classmates. The day should be reserved for you and your child to spend together, free from the distraction of younger siblings.

FIRE AND TORNADO DRILLS

State law requires that schools have four fire drills and two tornado drills a year. Students must follow the teacher's directions and go to designated areas quietly and quickly.

TORNADO WARNING - STUDENT DISMISSAL

If a tornado warning coincides with dismissal at the end of the day, students will be held in their designated School Tornado Shelter until an "All Clear" is given and bus routes can be run safely. Parents can pick up their children at school during a Tornado Warning **at their discretion, AND only after signing them out in the office.**

CRISIS PROCEDURE

State law requires schools to have three Crisis Drills during the school year. Students will practice drills for a building shutdown. A specific signal will be sounded as a warning to seek shelter when a potentially dangerous situation, that may threaten the safety of students and staff, has been recognized on school premises. Any number of situations could occur that would require a building evacuation. Practice drills will be held for these scenarios as well.

LOST AND FOUND

All articles found on the school premises should be turned in to the office. Children should come to the office to look for missing articles. Parents can help by clearly labeling all items of personal property, including clothing (hats, coats, jackets, gloves, etc.). If items are not claimed within the school year, they will be donated to a charitable organization.

MONEY

Students should not bring money to school unless it is for a school-specific purpose. Money brought for school fees or activities should be turned into the office at the beginning of each day. Do not leave cash in book bags or desks!

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals or plants into the school must receive prior permission from the supervising teacher.

BICYCLES

Students riding bicycles to school shall abide by the laws governing such activity. Bicycles are to be parked in the bicycle racks upon arrival and left there until the student is dismissed from school. After dismissal, students should walk their bicycles off school grounds/playgrounds before they begin riding. Bicycle helmets are strongly encouraged.

STUDENT TRANSPORTATION

Bus transportation will be provided to and from school for qualifying students. Students must observe the rules and regulations adopted by the board governing student transportation. Students riding to school on the bus should return home on the bus, unless the office has a note or call from parents to do otherwise. Parents will notify the office of any changes in the usual routine for the student's transportation.

Riding the school bus is considered an extension of the classroom. Students are expected to follow the bus rules at all times when loading, unloading, and riding the school bus. Drivers will visit with parents as soon as a concern over a student arises. Once a driver has contacted a student's parents, they will notify the student's building principal and discuss their situation.

Bus guidelines are:

- Students will follow the driver's instructions.
- Students will remain seated while the bus is moving.
- Carry-on items are to stay safely secured.
- Students are not to throw items out of the bus window.
- Students are asked not to make excessive noise or yell.
- Students are not to use profane or inappropriate language on the bus.
- Students will not bully others.
- Students will not engage in any activity regarded as unsafe for the other passengers or that will interfere with or distract the bus driver.

Student consequences may include the following, as determined by the building principal:

- First incident report—warning
- Second incident report—suspension from the bus for three school days
- Third incident report—suspension from the bus for five school days
- Fourth incident report—suspension from the bus for 10 school days
- Fifth incident report—subject to removal from the bus for 20 days or longer

Fighting on the bus or at loading/unloading zones, threats/intimidation, and other forms of bullying may result in:

- First offense—Suspension from the bus for ten school days
- Subsequent offenses will range from twenty school days to the remainder of the semester or school year.

Parents are responsible for providing transportation to and from school for any student suspended from the bus.

A copy of the School Bus Incident Report is found on the following page of this handbook.

SCHOOL BUS INCIDENT REPORT USD 329

Date _____

Dear Parents:

This report is to inform you of misconduct concerning _____ on the school bus. District regulations are within the Kansas law guidelines. The driver is in charge of the bus and is responsible for enforcing rules. We are all interested in the safety and well-being of every rider. Your cooperation is appreciated.

RULE INFRACTION

- | | |
|--|--|
| <input type="checkbox"/> Improper boarding/departing | <input type="checkbox"/> Throwing objects in or out |
| <input type="checkbox"/> Damaging bus | <input type="checkbox"/> Not remaining in seat |
| <input type="checkbox"/> Use of tobacco – matches | <input type="checkbox"/> Rude/disorderly |
| <input type="checkbox"/> Pushing, fighting, tripping | <input type="checkbox"/> Spitting – littering |
| <input type="checkbox"/> Drinking – eating on bus | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Shouting – excessive noise | <input type="checkbox"/> Other behavior related to safety and well being |
| <input type="checkbox"/> Delaying bus | <input type="checkbox"/> Profane language |

Warning Ticket _____ 1st Ticket _____ 2nd Ticket _____ 3rd Ticket _____ 4th Ticket _____

DRIVER DETAILS:

COMMENTS:

School _____

Driver's
Signature _____

Principal's
Signature _____

Parent
Signature _____ Date returned _____

USD 329 DISTRICT FOOD SERVICE POLICY

USD 329 is committed to supporting families and ensuring all students can access healthy meals. We encourage families needing assistance to complete the federally funded **Free and Reduced Meal Application**, available through Skyward at enrollment or in the school office. **Qualifying helps your family and benefits the district** by providing additional **At-Risk funding** and increasing eligibility for **grants** tied to our percentage of qualifying students.

Extra Entrées:

Students in **grades 2 through 5** may request extra entrées during morning class roll call when lunch counts are taken. To receive extras:

- A **parent/guardian must give the office written permission (email or paper note)**.
- The student must have a **positive food service account balance** on the day of the request.
- Families who qualify for free or reduced meals must still deposit money into their child's lunch account if they wish to allow extra entrée purchases.

Account Balances and Notifications:

Families are encouraged to monitor food service balances regularly. Skyward allows parents to **set up automatic low-balance notifications** during the enrollment process.

If a student's account becomes negative:

1. The **school secretary** will send an email notification.
2. If the balance remains unpaid, a **physical letter** will be sent home.
3. The collection process will begin if the account is **negative for 10 days or more**.

If your family is experiencing hardship or needs assistance, **please reach out to us**. We are happy to work with families in a confidential and supportive way. Open communication helps us better support your family and keep food service running smoothly for all students.

BREAKFAST PROGRAM

The school breakfast program offers breakfast to all students (Grades K-5) who choose to participate. Students who eat should report to the lunchroom during serving time, which is scheduled from 7:45 A.M. to 8:10 A.M.

A minimum of four items must be offered using the Food-Based Menu Planning approach. A reimbursable meal must contain ½ cup of fruit plus two other items. A student can only decline one item, no matter how many items are offered.

DISTRICT LUNCH PROGRAM

USD 329 has a district-wide food service program. Our food service team plans menus for breakfast and lunch. All districts' school menus are available in monthly school newsletters, posted on the USD 329 website, and printed weekly in the Wabaunsee County Signal-Enterprise newspaper.

Our school participates in the “Serve” Lunch Program. Under this program, all five food components (fruit, vegetables, grain, meat, and milk) must be served to all students. This helps ensure your child is getting all the required nutritional components.

LUNCHROOM RULES

Students should not bring pop (soda) in their sack lunches eaten in the cafeteria. All sack lunches should be ready to eat, as no microwaves are available for heating food. We expect all students to demonstrate good manners in the lunchroom. While we believe lunch is a time for students to socialize, they are expected to use quiet voices. At times, staff may ask for silence if needed. Once students are finished eating and the lunch supervisor has given permission, they should clean their trays and return to their seats unless directed otherwise. Students are expected to wait quietly until they are dismissed.

FREE OR REDUCED LUNCH AND BREAKFAST

Free or reduced lunches and breakfasts are provided for students who qualify under district, state, and federal rules and regulations. The necessary forms and regulations governing this program will be available during enrollment. Each participating school makes a conscious effort to ensure student qualification for free and reduced lunch remains confidential. If your child is approved for meal benefits, you must inform the school when household income changes.

TELEPHONE

Parents may contact school staff concerning any matter dealing with their children. The office telephone may be used to conduct this type of business; however, only in case of serious need will students be allowed to use the phone. Many calls can be avoided when a child and parent discuss plans before leaving for school. We encourage you to email the teacher and the secretaries if you want to contact a teacher **or** student by telephone. This way, the student can call you at a convenient time. By doing so, classroom instruction will be protected from interruption.

EMERGENCY SCHOOL CLOSING

Students and parents should listen to the WIBW TV/Radio station when the weather seems questionable. Notice will be called in before 6:30 A.M. if it is necessary to cancel school. Early emergency school closing may also be required in inclement weather or heat. The School Messenger notification system will also contact parents about school schedule changes. At enrollment, parents will be asked to submit phone numbers and emails for this automated system and to provide basic instructions for children upon emergency early releases from school. It is the parents' responsibility to notify the school if there are any subsequent changes.

TRANSFER-WITHDRAWAL

Parents of students transferring to another school should notify the school office. All financial accounts must be paid before leaving. Refunds will be given on a prorated basis.

SCHOOL PARTIES

Each class typically holds three classroom parties throughout the school year: Halloween, Christmas, and Valentine's Day. The classroom teacher organizes parents to help plan the parties. Parties may be held on (or near) a child's birthday, and children with summer birthdays may celebrate their 1/2 birthday. Birthday treats for the children are permissible, but not mandatory. All arrangements must be made in advance with the classroom teacher. Acceptable snacks, balloons, flowers, and/or other birthday celebration activities will be scheduled **at the end of the day**. Parents are welcome to attend any party.

SCHOOL VISITS

Parents are welcome and encouraged to visit the school at any time. Please plan your visit with the classroom teacher in advance and check in at the office upon your arrival.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas Legislature established a statewide school safety hotline that the Kansas Highway Patrol will staff. The hotline's purpose is to allow students to report "impending school violence." The toll-free Kansas School Safety Hotline number is **1-877-626-8203**.

RECESS AND PHYSICAL EDUCATION

All students are required to go to physical education class. A statement from a parent or guardian is needed before a pupil is excused from physical education or recess; however, prolonged absences require a doctor's excuse. Students must go to recess unless assigned to a supervised study hall.

TITLE I – PARENTS' RIGHT TO KNOW

Parents may request information regarding the professional qualifications of the student's classroom teachers, including the following:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction:
- (2) Whether the teacher is teaching under emergency or other provisional status, through which State qualification or licensing criteria have been waived:
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

STATE ASSESSMENTS

Parents/Guardians may request access to their student's state assessment scores, and our district and state report cards can be accessed at ksreportcard.ksde.org.

ELECTRONICS AND CELL PHONES

Electronic communication devices include, but are not limited to, cell phones, iPads, and tablets. Smart watches, or any other electronic communication device, should remain in student backpacks throughout the school day if they must be brought to school. It would be best practice to be left at home. Students who choose not to follow this policy may have their items confiscated, returned to their parents at a time decided between the principal and the parents, and/or face disciplinary consequences. The school will not be responsible for loss or damage associated with these devices.

TOYS AND EQUIPMENT FROM HOME

Children are not to bring toys, games, or play equipment from home without permission from school personnel. If items are brought to school for special events/assignments (i.e., Show and Tell), the teacher will hold them until needed. If a child's bus driver permits play items to be used on the bus ride, students must keep them in their backpacks during school. Failure to do so may result in items being confiscated and returned to their parents at a time decided between the principal and the parents, and/or their use prohibited. The school will not be liable if the items are lost or broken.

POLICY REGARDING TOBACCO USE, SEXUAL HARASSMENT & DISCRIMINATION

Please see the USD 329 BOE Policy for each of the above.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights concerning the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives an access request. Parents or eligible students should submit a written request to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The principal will make access arrangements and notify the parent or eligible student when and where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record they believe is incorrect or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

- (3) The right to consent to disclosures of personally identifiable information in the student's education records, except that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 SW Independence Avenue, Washington, D.C. 20202-4605.