

2026-2027

Elementary Student Handbook



Jayhawk USD #346

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Equal Employment/Education Opportunity Agency

Jayhawk Unified School District #346 does not discriminate on the basis of race, color, national origin, sex, religion, disability or age in its programs and activities. The Superintendent of Schools, PO Box 278, Mound City, Kansas 66056 (913-795-2247), has been designated to handle inquiries regarding non-discrimination policies.

Foreword

This handbook is intended to help parents and students understand the rules and regulations for Jayhawk Elementary.

If you have any questions, parents should contact the school office.
Contact information is listed below and on the district website.

Jayhawk Elementary

913-795-2519

District Web Site.....www.usd346.org

Administrators

Russ Hermreck.....Principal

Peter Proctor.....Assistant Principal

Shawn Thomas.....>.....Superintendent of Schools

Office Personnel

Amanda Williamson

Teresa Thompson

District Mission

The mission of Jayhawk Unified School District #346 is to educate and empower all students with the skills necessary for success as responsible and caring citizens.

School Vision

“In pursuit of excellence through respect, responsibility, and a passion for learning..... failure is not an option!”

Student Exit Outcomes

1. The student can demonstrate the acquisition of communicative, academic and technological skills necessary for life-long learning and productive employment.
2. The student can demonstrate self-respect and pride in individual excellence.
3. The student, through positive social interactions, can demonstrate personal and civic responsibility as a member of a democratic community.
4. The student can demonstrate an understanding and appreciation of cultures and the arts in an ever-changing world.

Entrance Requirements

Kindergarten students of Kansas residents must be 5 years old on or before August 31st in order to attend school. The only exception is if there is proof the child was already enrolled and attending a kindergarten program in another state prior to Kansas.

Parents new to Kansas should contact the school principal regarding entrance. New students are required to provide additional documentation including birth certificates, immunizations and school records from prior schools.

School Hours

Children should arrive at Jayhawk Elementary between 7:30 a.m. and 8:00 a.m.
to assure adequate supervision.

Breakfast is served from 7:30 a.m. to 8:00 a.m.

Classes begin at 8:00 a.m. Car line dismissal begins at 3:10 p.m.



School Attendance

Regular attendance is vital if students are to work to their potential and succeed in school. All attendance records become a part of the student's permanent record. It is highly recommended appointments, doctors' visit, etc. be scheduled outside the school day so minimal instructional time is missed.

JBD, JBD-R STUDENT ABSENCES AND EXCUSES

Excused Absences (Cf, IHEA, JDD) (See JBE)

The parent or guardian shall contact the school on or before the day of any student absence. Parents should include in the excuse:

- The day or period of absence or tardiness
- The reason for the absence or tardiness

Parents and guardians will be allowed to excuse **5** absences per semester.

Any absences counting 6 and above per semester must be accompanied by a doctor, professional note, or approval of the building principal. A one school day period of grace may be allowed for parents or guardians to notify the school. After the grace period has been exhausted, the absence will be recorded as unexcused.

The following are accepted reasons for missing school and are defined as excused:

- Illness, with long-term illness verified by a physician's written notice or school personnel.
- Appointment for medical treatment – an appointment card must accompany the student upon return to school
- Professional or legal appointments
- Family emergency or funeral
- Extended student absences expressly requested by a parent or guardian by prior arrangement with the building principal.
- Participation in school approved activities.
- Family activities with prior notification of school administration
- All other absences are unexcused.

Making up schoolwork when absent

It is the responsibility of the student to obtain the necessary information from the teacher with respect to making up the schoolwork lost during absence. If a student knows in advance they are going to be absent, the parent or guardian shall contact the office with the purpose of securing the student's work ahead of time.

Unexcused Absences (Cf, IHEA, JDD) (See JBE)

We follow Kansas state law K.S.A. 72-1113 (c) for unexcused absences. When a student is absent from school for all or a significant part of **three consecutive school days**, or **five school days in a semester**, or **seven school days in a school year**, whichever occurs first, without a valid excuse the student is legally considered truant.

Consequences for Truancy

If absences are not verified by parents/guardian and a student is considered legally truant, the principal will send letters to parents/guardians, residing County Attorney, and a report will be made to DCF.

Late Arrival to School (Tardiness) and Half-Day Absences

A student is considered Tardy if they are not in their classroom at 8:00 A.M.

Students that arrive after 11:40 A.M. will be considered absent for ½ day.

Students that leave prior to 11:40 P.M. will be considered absent for ½ day.



Weapons Policy

A student who knowingly possesses any object considered a weapon, destructive device, or facsimile of a weapon at school or school activity will face disciplinary action and an immediate report to law enforcement officials. If the weapon is a firearm, expulsion from school for a period of up to 186 school days will occur. *Knives, including pocket-knives, are not to be brought to school.*

Suspension/Expulsion

Kansas school law (K.S.A. 72-8901) grants the board of education or authorized administration authority to short term suspend (10 day maximum) or long term suspend (through the last day of the current semester) or expel (through the remainder of the current school year) students for violation of published regulations to include:

- A. willful violation of any published regulation for student conduct adopted 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 an 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.

It is the responsibility of the student to get their assignments when suspended. Assignments are due the day that student returns to school.



Reporting Student Progress

The school has regular reports to parents from teachers and principals regarding student progress and performance.

Parents can access student information from Powerschool, our district's administrative software. Information obtained via Powerschool is for convenience only and is not considered official documentation. Please contact the office for access to Powerschool.

Reports of students performing below average or failing in schoolwork are sent to parents the fifth week of each nine weeks. Reports may be sent at other times as needed.

Quarterly report cards are issued three days following the end of each nine weeks grading period. Parents are encouraged to contact teachers if there are any concerns.

Three parent teacher conferences are scheduled during the school year. Either the parents or the school may request additional conferences.

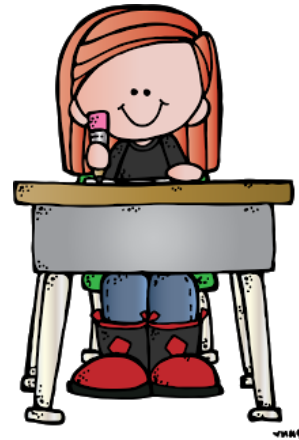
Academic Achievement & Testing

The school expects each student to achieve the highest academic standing according to the student's ability and effort.

The school district maintains a testing program to assess students' progress and to improve the teaching and learning strategies for the student.

Students are given standardized achievement tests and state competency tests during the school year. Individual test results are confidential and are available only to the student's parents and teachers.

Parents or students referred for testing services for special education will be conducted by the school only after parents give permission to test.



Breakfast and Lunch Program

Jayhawk Elementary serves breakfast and lunch each school day.

Breakfast is available from 7:30 until 8:00 a.m. Lunchtime varies according to the grade of the student.

Students may participate in the breakfast and lunch programs in one of three categories: free, reduced price, or paid. Documents are available from the school's office for free and reduced price meals. Students who participate in free and reduced price meals are confidential.

The cost of reduced price and paid breakfast and lunch is set by the Board of Education each year. Charging for meals is discouraged.

Community Performances

Elementary students and teachers like to perform for community groups and activities. Requests for student performances should be made with the building principal.

School Parties

School parties are limited to the last 45 minutes of the school day except for special occasions. Parties are limited to holiday occasions: parents are encouraged to assist with holiday parties.



Transportation of Students

Bus transportation is provided to and from school for those students who qualify. Parents should contact the bus coordinator if there are any questions about eligibility.

Students are expected to obey the bus driver and school rules. Students are to observe classroom conduct on the bus. Disorderly conduct will be reported to the bus coordinator. Students who misbehave may lose bus privileges.

Bus routes and pick-up/delivery times will be set by the bus coordinator, bus driver and school administrators. Students must be on time and not expect the bus to wait.

Students who walk to school should use the sidewalk where available. Where no sidewalk exists, students should walk on the left side of the street, facing traffic. Students should cross the street only at the crosswalks.



Care of School Property

Each student is expected to treat school property and materials with responsible care. Misuse of school property and materials will result in disciplinary actions and payment for the cost of repair and/or replacement of the abused property.



Drug-Free Schools

Students shall not manufacture, sell, distribute, dispense, possess, and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages on or in school property, or at any school activity, program or event.

Any student violating this policy shall be reported to the appropriate law enforcement officials and be subject to disciplinary action which may include suspensions and/or expulsion from school.

A list of available drug and alcohol counseling programs is available from the district office. Compliance with this policy is mandatory.



School Dismissal

Notice of school dismissal because of bad weather or other emergencies will be relayed through school website and app technology. Parents/Guardians are encouraged to keep the office staff updated on current contact information.

Parents should have **prearranged** plans for their children to stay with a friend or relative if adequate supervision at home would not be available during an emergency school dismissal. If at any time parents feel road conditions are unsafe you may elect to keep your child(ren) at home by calling the



Student Safety

The district provides a safe and orderly environment for children at school and at school-sponsored activities. The Kansas School Safety Hotline 1-877-626-8203 is available 24 hours daily. This hotline will give students and/or parents the opportunity to anonymously report any potential school violence.

Fire, tornado, and crisis drills are conducted on a periodic basis.

Students should conduct themselves in a safe manner on school grounds. Tackle football, soccer and other potentially dangerous games are not allowed unless properly supervised by teachers using appropriate equipment.

Playgrounds are supervised by teachers during the school day. Students are also responsible for safe behavior while on school property.

Bicycles must be parked in the space provided and not ridden on sidewalks. Students are not permitted to ride bicycles during the school day. Roller-skates, roller-blades and skateboards are not permitted at school.

Parents, who desire, may purchase student accident insurance from an independent insurance agency. Parents are cautioned to study the insurance carefully since it provides only basic services.

Field Trips



Students may take field trips during the school year under the direction of the classroom teachers. Field trips must be educational and must be conducted within the school day. Parents who wish to attend field trips with their child's class must complete a JES Volunteer Form. Background checks may be performed on any adult volunteer that works with JES students.

Dress Code

All students are to dress neatly and in attire which is appropriate to an educational setting. Proper dress and grooming are necessary in order to have the best learning situation. Such dress and grooming are to be based on the safety of the students, normal personal hygiene and non-disruption in the classroom. We recognize that the parents are primarily responsible for proper dressing and grooming. The school will become involved only as this responsibility is neglected.

1. Attire such as halter tops, bare midriffs, net t-shirts, short shorts, tank tops with oversized arm holes, clothing with multiple holes, spaghetti strap tops, and biking shorts will not be worn at school.
2. Clothing advertising alcoholic beverages, tobacco, drugs, obscene, suggestive, disruptive, or inappropriate printing or pictures is not allowed at school.
3. Hats, caps, sunglasses, or doo rags are not to be worn in our school, without prior

consent from the Principal.

4. No writing on other's clothes, on another student, or on oneself will be allowed without prior consent from the Principal.
5. Our students will not wear, possess or display clothing or any emblems that are evidence of an affiliation in a gang. "Sagging" (wearing pants that hang below the normal waistline often allowing undergarments to be seen) will not be permitted.



Student Conduct

Students are expected to maintain an atmosphere supportive of an effective teaching and learning situation. Teachers also share in this responsibility of maintaining an effective learning atmosphere.

In difficult or continued discipline problems, the principal will assist teachers and parents in providing a supportive educational atmosphere for all students. Under certain situations, ISS (In School Suspension) or OSS (Out of School Suspension) may be used to improve the discipline of students in the school.

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("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 emergency safety intervention as defined in Board Policy GAAF. The board of education encourages all employees to utilize other

behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Student Rules

Follow directions given by adults the first time
No cruel teasing, threats, swearing, rude gestures, or put downs
Keep hands, feet, and objects to yourself
Come to class ready to actively participate



Bullying

"The district is committed to maintaining a learning environment free from bullying, discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas Law.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or

pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear or harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147. USD 346 will not tolerate these actions by students, staff, or parents.

Bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

Any incident of discrimination in any form shall be promptly reported to an employee's immediate supervisor, the building principal or the district compliance coordinator to determine the need for investigation. Corrective action by the building or district compliance officer will be decided based on the potential investigation. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion.

Sexual Harassment

USD 346 Board of Education policies stipulate that sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature) which creates a feeling of hostile, offensive, or intimidating environment will not be tolerated in the school district and may result in suspension or expulsion. Board policy regarding sexual harassment shall be posted on the district website.

Racial and Disability Harassment

USD 346 Board of Education policies stipulate that racial and disability harassment which creates a feeling of hostile, offensive, or intimidating environment will not be tolerated in the school district and may result in suspension or expulsion. Board policy regarding racial and disability harassment shall be posted on the district website.



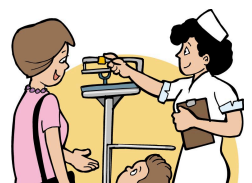
School Health Services and First Aid

In accordance with Kansas laws, we will do screenings for vision, hearing, and dental. If you prefer that your child not be screened, you must notify our office in writing. To opt out of these screenings, please provide proof of exam or treatment from within the last 6 months.

The school endeavors to maintain a healthful environment for all students in school and at school-sponsored activities.

The school nurse is responsible for the general conduct of the schools health program. First aid for specific students is provided by the school nurse, secretaries and other school personnel. Parents are contacted regarding student accidents.

The school district endeavors to maintain a healthful environment for each student in school. The school nurse helps with:



1. First aid and emergency care.
2. Health inspections and instruction.
3. Immunization program
4. Communicable disease program
5. Referrals to physicians
6. Maintenance of student health records

Students are expected to comply with the state of Kansas rules and regulations regarding immunizations. Information is available from the school and the county health department.

Because of state and district policies, the school does not provide students with Tylenol/Motrin and any other medication. Parents who have students who need to take prescription medications while at school should contact the school office for this need. The district does not diagnose or treat students except under written orders of a physician.

VISION SCREENING: Vision screening will take place at least once each school year for grades PreK, K, 1, 2, 3, 5, 7, and 10. New-to-district students will also be screened. You may OPT out of this screening, please provide the office with a “proof of vision exam” from your vision specialist.

HEARING SCREENING: Students will receive a Hearing screening during the first year of admission and once every three years thereafter. You may opt out of this screening. Please provide the office with a “proof of hearing exam” from your student’s hearing specialist.

DENTAL SCREENING: Dental screening and treatment, if needed, will be offered to all students yearly. You may opt out of this screening, please provide the office with a “proof of dental exam” from your student’s dentist.

The school nurse is glad to provide a vision screening on any student whose parent and/or teacher has a concern and desires screening. If a student fails the screening, a referral letter is sent home to the parent/guardian asking that the child be taken to an optometrist or ophthalmologist for a vision exam. This referral form, along with the doctor’s findings, should be returned to the school nurse. If you are unable to afford an exam, glasses, or hearing devices for your child, please contact the school nurse or building principal.

IMMUNIZATIONS: Kansas State law and USD 346 require all students in the district have a completed immunization record indicating that they are properly immunized against specific diseases. The school nurse audits your student’s health record. The school nurse will notify the

parents/guardian in writing if records are not in compliance. It is our sincere hope that every parent/guardian complies with this law for the benefit of all children who attend school.

EXEMPTION FROM IMMUNIZATIONS:

Medical reasons: Please provide an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the test or immunization would seriously endanger the life or health of the child.

Religious reasons: Please provide an annual written statement signed by parent/guardian stating that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or immunization.

Students that are not current with immunizations, or are exempt for medical or religious reasons, shall be excluded from school in the event of an outbreak or suspected case of a vaccine preventable disease.

MEDICATION ADMINISTRATION AT SCHOOL:

Prescription Drugs: Prescription drugs are supplied by the parent/guardian. Written orders from a physician and an Authorization to Administer medication at school form must be filled out and signed by the physician before medication can be given at school, the parent/guardian must also sign this form. The information will include name of the student, date of birth, name of the medication, dosage, route of administration, and time of medication is to be taken.

ALL prescription medication must have the label attached by the pharmacist/physician and will include on the container: the child's name, the name of the medication, the dosage, and the physician's name.

Non-Prescription drugs (over-the-counter): All over-the-counter medication **must** be sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Or the parent may sign the over-the-counter medication section on the student health information sheet giving the school nurse, or delegated personnel,

authorization to administer. **ONLY** the instructions on the container will be followed unless the physician provides alternative instructions.

It is the parent/guardian's responsibility to provide the school with the over-the-counter medication that you would like administered to your child, this includes but is not limited to; cough drops, Ibuprofen, Tylenol, TUMS, anti itch cream, chap stick, and Benadryl. When providing the school nurse with over-the-counter medication, please make sure that your student's name is on the outside of the bottle or package.

If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.

Any change in the time or dosage of medication must be accompanied by a written request from the physician.

It is the student's responsibility to come to the health room for assistance in taking medication.

Medication should NOT be sent with students on the bus. **PARENTS SHOULD DELIVER MEDICATION TO THE SCHOOL NURSE OR OFFICE CLERK.** Medication should be picked up by the parent when the illness is concluded or at the end of the school year. The nurse will NOT send medication home with a student.

The administration of medication is a nursing activity that must be performed by or under the supervision of a registered professional nurse or a licensed practical nurse. A school nurse may delegate the administration of medication to unlicensed personnel who are trained by the nurse to administer medications.

All students must have a current health history on file in order to receive any medications from the health office. Any medication not picked up by an authorized adult shall be discarded at the end of the school year.

JAYHAWK ELEMENTARY SCHOOL HEALTH - ILLNESS GUIDELINES Students should return to school only when rested and well enough to participate in school activities. No fever for at least 24 hours without the aid of medication. No vomiting for at least 24 hours without the aid of medication. No diarrhea for at least 24 hours without the aid of medication.		
DISEASE/ILLNESS	SYMPTOMS	MAY RETURN TO SCHOOL
Cold/Upper Respiratory Illness	Stuffy nose, sneezing, sore throat, mild to moderate cough.	Depends on condition. Student must be rested and feel well enough to participate in school activities.
Influenza	High fever, chills, sore throat, headache, fatigue, cough, body aches.	Depends on condition. Student must be rested and feel well enough to participate in school activities *KSDE recommends influenza cases in a school setting be isolate at home for 5 days following the onset of symptoms NOT the date of diagnosis.
Staff Infections:	Fever, sore throat, white or yellow spots	24 hours after antibiotic treatment has

- Strep Throat - Scarlet Fever	on back of throat, headache, stomachache.	begun. Student must be rested and feel well enough to participate in school activities.
Pinkeye (Conjunctivitis)	One or both eyes become red with yellow drainage and crusting, itching, burning.	24 hours after antibiotic treatment has begun. No eye drainage.
Fever with or without any other symptoms	Temperature above 100°F.	Fever free for 24 hours without the aid of medication.
Diarrhea	Two or more loose or watery stools	Diarrhea free for 24 hours without the aid of medication.
Vomiting	Ranges from sudden onset fever, abdominal pain, vomiting, cramps.	Free of vomiting for 24 hours without the aid of medication.
Coxsackie Hand, Foot, Mouth	Usually starts with fever, then painful sores in mouth, then blisters on hands, feet and sometimes buttocks.	Fever free for 24 hours without the aid of medication. No open lesions. No uncontrolled drooling with mouth sores.
Fifth's Disease	Low grade fever, bright red rash especially on face and can also be on extremities; body aches and headache may also occur.	Exclusion due to symptoms (fever, etc.) only. Contagion risks end once rash appears.
Ear Infection/Drainage	Often painful, tender, reddened ears or obvious drainage.	If infected, on antibiotics for 24 hours and free of drainage.
Impetigo	Small red bumps with golden drainage/crusting	24 hours after antibiotic treatment has begun. No crusting or drainage. All sores must be covered.
Head lice	Intense itching of the scalp, live lice or eggs (nits) attached to hairs.	Exclusion from school when live lice or numerous nits seen. May return to school after lice treatment. Requires extensive follow up treatment at home, lasting up to 3 weeks. Students will be checked by the school nurse before returning to the classroom.
Chickenpox Reportable illness. Notification to health department is mandated by law.	Fever and fatigue followed by a rash. New spots will appear over a 2-4 day period.	Exclude from school at least 5 days after pox appears or until all become dry.
Ringworm	Flat red ring shaped rash that spreads.	24 hours after anti-fungal treatment has begun.
MRSA	Bacterial infection that can be found on the skin, in the bloodstream or urine.	No exclusion if lesions can be covered; if lesions cannot be covered, exclude until lesions have crusted over.

- This is not a complete list. The school nurse will follow standards for exclusion requirements for illness/disease not listed above. Departure from above standards may occur and will involve an assessment from the school nurse.



Animals and Plants at School

Students and persons bringing animals and/or plants to school for instructional purposes must receive prior permission from the supervising teacher and the building principal.

Animals are not to be transported on school buses.

Teachers are responsible for checking for possible student allergies and for the humane treatment of animals. Handling of animals by students must be on a voluntary basis.

If any student or person is bitten by an animal and the skin has been pierced, the incident will be reported to the principal immediately.

Animals in Kansas Schools: Guideline for Visiting and Resident Pets.

Animals that are Unacceptable for School Visits

1. **Wild Animals**- a wild animal is any mammal that is NOT one of the following:
Domestic Dog, Domestic cat, Domestic ferret, Domestic ungulate (cow, sheep, goat, pig, horse), Pet rabbit, Pet rodent (mice, rats, hamsters, gerbils, guinea pigs, chinchillas)
2. **Poisonous Animals**- Spiders, venomous insects, poisonous reptiles (including snakes).
Exceptions for those presented at school by a professional who has experience handling them, and are displayed in a case to provide physical barrier between the animal and children (animal enclosed behind a sturdy glass or plastic).
3. **Wolf-dog hybrids**- animals that are a cross between a wolf and a domestic dog.
4. **Stray animals**
5. **Baby chicks and ducks**
6. **Aggressive Animals**
7. **Bats, raccoons, skunks, and wild carnivores** are not permitted at school under any circumstances.

Special Conditions for Specific Animals

1. **Reptiles** (including non-poisonous snakes, lizards, and iguanas) and amphibians- if brought in should be kept and displayed in a case which provides physical barrier between the animal and the children (sturdy glass or plastic). Because Salmonellosis can be more severe in young children handling of reptiles and amphibians is not recommended at the elementary level.
2. **Psittacine birds** (parrots, parakeets, budgies, and cockatiels) should not be handled by children, and are allowed in school as long as their cages are clean and the wastes can be contained (within the cage). If housed on school property should be treated for psittacosis for 45 days prior to entering premises.
3. **Ferrets** - allowed to visit classrooms, but must be handled by person responsible for them. It is not recommended that children hold ferrets visiting the classroom.

4. **Fish-** disposable gloves should be worn when cleaning aquarium. Tank water to be disposed of in sinks not used for food preparation or obtaining water for human use.
5. Guide, hearing, and other service animals and law enforcement animals will not be prohibited from school.

Suggested Animals for Use in Schools

1. **Small pet rodents** (mice, rats, hamsters, gerbils, guinea pigs, chinchillas)
2. **Pet Rabbits**
3. **Aquarium fish** (salt or fresh water)
4. **Non- psittacine cage and aviary birds** (canaries, finches, mynahs, diamond doves)

General Guidelines for Animals that are Permitted to Visit Schools

1. Verified rabies vaccination - dogs and cats <3 months of age or not vaccinated against rabies should not be handled by children.
2. Health certificates for dogs, cats, or ferrets visiting. Females should be determined not to be in estrus (heat) at time of visit.
3. Dogs, cats, and ferrets should wear proper collar, harness, and/or leash. Should not be allowed to roam the grounds/classroom freely.
4. Pet birds are not allowed to fly free in a classroom.

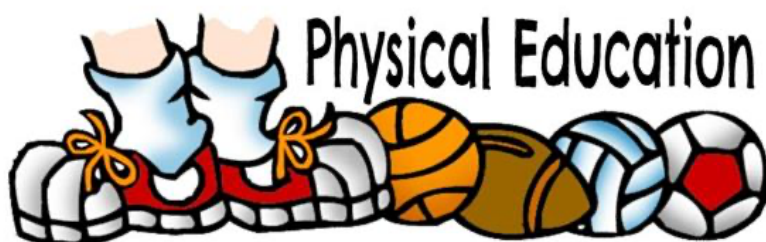
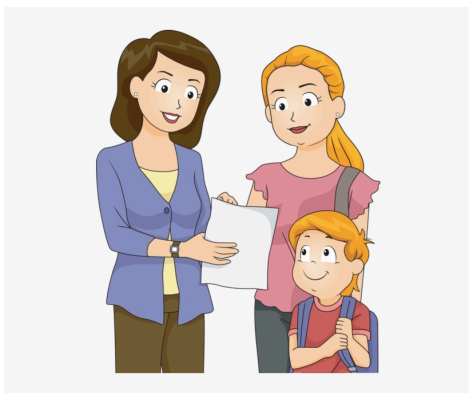


Visiting School

Parents are welcome to visit school at any time. Parents should visit the building principal's office upon first arriving at school. All visitors shall sign in at the office and obtain a visitor pass to be worn at all times and returned to the office upon departure.

Parent and Community Involvement

If you have a particular hobby, skill, or talent that you would like to share with students in the school, please contact the school's office or classroom teachers. The school welcomes educational opportunities from members of the community.



Physical Education Program

Each elementary student is provided daily instruction in physical education. Students will be excused from this program only for health reasons upon a written statement from the parent. Each student will need a pair of tennis shoes every day to participate in our physical education class. Flip flops, boots, and bare feet create potential hazards and are not sufficient for class.

Transfers From School

Parents who are leaving the community should notify the school several days in advance in order to help the school complete records and grades for the student prior to the change in schools.

Enrollment and Supplies

Enrollment and supply rental fees are established by the Board of Education.

Students furnish their own paper, pencils, pens, crayons, rulers, facial tissues and other consumable personal items.

A supply list is available for students in each of the elementary grades. Parents can obtain the list from the school's secretary.

Teachers periodically may send notes home to parents if a student needs additional supplies for the classroom.



Cell Phones at Jayhawk Elementary

Students are not allowed to use cell phones, Apple Watches, or other communication devices at Jayhawk Elementary during the school day. If students possess a cell phone or other communication devices at school, they must keep them turned off and stored in their backpacks. If a student cell phone causes a disruption to the learning environment it will be confiscated by school staff. The only exception will be special circumstances approved by the building principal.



Personal Property/Items of Value

We do not recommend personal property or valuables at school. Jayhawk Elementary students do not have means to store items in a locked location. Desks, lockers, cubbies, and backpacks do not prevent theft of items, and USD 346 is not responsible for lost or stolen items. We recommend that students leave valuables such as cell phones, electronic games, iPods, MP3 players, Pokemon and other trading cards, etc., at home.

**NOTICE TO PARENTS
RIGHT TO REQUEST INFORMATION
ON TEACHER QUALIFICATIONS**

TO: Parent of Students in USD# 346

FROM: Unified School District 346

Revised: 5/29/19

As the parent of a student attending a school that receives federal funds under Every Student Succeeds Act (ESSA), you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

If you would like to receive any or all of this information, please contact Shawn Thomas, Superintendent of Schools at P.O. Box 278, Mound City, KS 66056 (913) 795-2247.

Jayhawk Elementary Emergency Evacuation Plan

Updated 6/2/20

This written plan is designed to inform parents of our procedures should an evacuation become necessary at the Jayhawk Elementary site. Possible scenarios that could result in an evacuation of the school grounds include damage to the school site, utility failure, and hazardous materials. The following procedures will be enacted if we move students:

1. Employees will accompany students to the designated safe area outside of the school.
2. Employees will account for every student in attendance that day.
3. Employees and students will remain at the designated safe area east of Jayhawk Elementary until otherwise directed.
4. If site evacuation is ordered or inclement weather requires shelter, JLHS is designated as the alternate site.
5. Students may be dismissed to parents after being checked out through one central location at the alternate site. Building secretaries (or other designees) will operate the central check out at the alternate site to maintain accurate records of students.

STUDENT GRIEVANCE POLICY

A grievance is another name for a complaint. A student grievance exists when it's alleged that a student has been unfairly treated or has not been afforded due process. A student grievance must be filed within **ten (10) school days** from the time of the alleged infraction.

The following persons or groups of persons may use the grievance procedures:

- Students or groups of students
- Parents or guardians of a student
- Groups of parents or guardians of students

The grievance procedure may be used in any of the following situations:

1. Where it is alleged that any student or group of students:
 - is/are being denied access to an appropriate educational opportunity;
 - is/are being denied participation in any school activity for which the student is eligible;
 - is/are being denied the opportunity to compete for a position in an activity where the selection is limited;
 - is/are being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

GRIEVANCE PROCEDURE

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly. If requested, an administrator or district director may be present.
2. If the conference fails to resolve the issue within ten (10) school days from the date of the alleged incident, the grievant shall file a written grievance with the principal and/or the designated assistant principal.
3. A grievant wishing to appeal the principal's written decision must file a written appeal with the appropriate district-level administrator no later than five (5) school days from the date of the receipt of the principal's written decision.
4. The appropriate district-level administrator shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.
5. If the grievance decision at the appropriate district administrator's level is not acceptable, the appropriate district-level administrator's decision may be appealed to the Superintendent, such appeal to be filed, in writing, not later than ten (10) school days following the date of receipt of the appropriate district-level administrator's written decision. The Superintendent shall resolve the grievance by investigating the problem, holding conferences with the involved parties, or reviewing the written grievance record.
6. The decision of the Superintendent shall be the final decision of the school system. The Superintendent shall send a copy of the Superintendent's final decision to all involved parties not later than ten (10) school days following receipt of the appeal.
7. Should the grievant not be satisfied by the final decision of the school system, outside legal counsel may

be sought. The grievant can file a complaint with the Office of Civil Rights at any-time before or during the grievance procedures: Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, (816)880-4200.

NOTES

NOTES

Self Esteem for Kids

Smile When You See Me

Listen to Me When I Talk

Let Me Know That You Missed Me When I Was Absent

**Recognize My Own Special Talents,
Even Though They Do Not Show Up On My Report Card**

Give Me A Chance To Succeed Each Day

Praise Me When I Do Something Right

**If You Do Not Like Something That I Do,
Help Me to Understand That You Still Like Me As A Person**

**Encourage Me To Aim High
Proud to be Jayhawks!!!**