

# COMMUNITY ELEMENTARY SCHOOL

## Parent-Student Handbook **2020-2021**



102 SOUTH CLINE  
COFFEYVILLE KS 67337  
620-252-6430  
SCHOOL HOURS 8:05-3:20

### **Kindergarten-2nd Grade**

Amanda Cavaness, Principal  
Noel O'Kane, Assistant Principal

### **3rd-6th Grade**

Angela Linthacum, Principal  
David Lovelace, Assistant Principal

## WELCOME TO COMMUNITY ELEMENTARY SCHOOL!

We are so happy to have the opportunity to get to know your family. Our number one goal is to keep children safe and to help prepare them for the future. Our CES team has worked hard to align our curriculum and to put interventions in place to make sure that individual student needs are met to help your child grow academically, socially, and physically.

Our principals have an open door policy. We ask that if you have a concern you meet with the classroom teacher first to see if it can be resolved. If there is something that you wish to speak to administration about and you have already met with the teacher we ask that you set an appointment with our secretary in order to allow us to set aside uninterrupted time to focus on the concerns or suggestions that you have. Please call 620-252-6430.

We appreciate your input and believe that when we all work together your child is more successful!

Thank you for choosing CES and we look forward to working closely with you!

Respectfully,

*Mrs. Cavaness*

*Mrs. O'Kane*

*Mrs. Linthacum*

*Mr. Lovelace*

# **USD #445 Board Of Education Statements of Actions**

## **USD 445 Vision Statement**

*Valuing Individuals, Celebrating Learning, Improving Life!*

*USD 445 will provide a happy, caring, hopeful environment that will empower children to achieve their greatest potential. Future board of education goals and strategic plans will define and guide the necessary planning to make this vision become a permanent reality.*

The Board will direct administration to assess parental engagement objectives, strategies and results as the basis for improvement.

The Board will direct administration to engage the teaching staff to determine needs for technical guidance and support to improve instruction and increase student achievement.

The Board will engage community leaders about district improvement initiatives and the importance of collaboration to improve both community vitality and academic results for students.

## **CES MISSION STATEMENT**

The mission of CES is to work in partnership with parents and the community to provide students opportunities for:

A = Achievement

B = Building continuous learning skills

C = Citizenship

## **CES VISION STATEMENT**

Community Elementary School will empower students socially, emotionally, physically and academically, one life at a time in order to be prepared for real-world experiences.

SECTION 1  
GENERAL RULES AND PROCEDURES



## **Admissions**

Community Elementary offers full day kindergarten. The laws of Kansas state that children who will be five years old on or before August 31, 2019, are eligible to attend kindergarten classes during the 2019-20 school year. It is every child's legal right to attend kindergarten once they reach the eligible age.

Kindergarten Roundup is held in late spring, with registration and fees due during the August enrollment period. Kindergarten screening takes place in August, after school begins for 1st through 6th grade.

Kindergarten parents should bring the following to registration:

- Child's official birth certificate (hospital certificates are not acceptable)
- Child's immunization records
- Name and telephone number of the child's physician
- Information for bus transportation, emergencies, and health record forms
- Verification of the child's physical examination.

The Kansas Department of Health and Environment requires an appropriate series of immunizations for all children who are entering school for the first time this fall, including:

- 5 DTaP vaccines (Diphtheria/Tetanus/and Pertussis)
- 4 OPV/IPV vaccines
- 2 MMR vaccines (Measles/Mumps/Rubella)
- Varicella vaccines (chicken pox)-2 are recommended
- HBV vaccine series (3 Hepatitis B vaccines)

Kansas "Certification of Immunization" forms are available during enrollment through school offices. Completed immunization forms should be on file in the school office before students begin classes. A card signed by a physician or authorized proof from a clinic health department is required. Parents with questions should contact the school nurse or Montgomery County Health Department.

## **Arrival**

Students who do not ride the bus will need to enter through the main entrance or the north and south main hallway doors. All doors are locked at 8:05 a.m. Students who **DO NOT** ride the bus and who **DO NOT** eat breakfast at school, are encouraged not to arrive at school prior to 7:50 a.m. There is no supervision until 7:30 and the safety of your child is a top priority. Students will not be allowed in the building prior to 7:15. Breakfast begins for students at 7:15. Students who do not eat breakfast will go to the gym while breakfast is being served. Students will be dismissed from these areas to the classroom.

Morning designated drop off areas between 7:15 and 8:05 a.m. include: the south end pull-thru and the north end pull-thru. After 8:05 a.m., parents will need to bring their child into the school through the main entrance. To ensure the safety of our students and staff, please do not use the north end of the east parking lot or main door area as drop off zones.

Please adhere to the following drop-off procedures at the south end of the building in the a.m.:

- Please do not exit your vehicle when dropping off your child. If you wish to come into the building with your child, please park at Sherwin Williams or The First Church of God and walk across the street utilizing the crosswalk.
- The left flow-through lane will only be used to exit once you have dropped off your child.
- Once a spot has opened, ALL vehicles still waiting for a drop-off will pull forward in the right lane.
- Per the posted sign, please remember to not turn left out of the drop-off zone.

### **Attendance Policy**

The CES attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance. It is the responsibility of parents to see that their students attend school. The school program cannot reach pupils who are not present. The compulsory school attendance requires regular attendance in compliance with the state laws (Kansas Statute No. 72-1111).

The truancy policy states that students who have been absent for all or a significant part of 3 days in a row, 5 days in a semester or 7 days in a year unexcused will be turned into the Department of Children and Families (DCF) and the County Attorney for prosecution. The building administrator has ultimate determination if an absence is considered excused or unexcused.

**Parents must notify the school within 24 hours of their child's absence.** Notification of the absence after the 24 hour period will not excuse the student's absence unless special arrangements have been made with the principal. An automated call will be made to notify parents of absences not reported by parents. *If the student is absent three consecutive days in a row, a doctor's permit will be required before the student will be allowed to return to school.*

If your student is not in the classroom by 8:05 a.m., they are **tardy**. Students arriving late need to enter through the main entrance and obtain a tardy slip and be signed in by a parent or guardian. Excessive tardiness will result in unexcused absences being applied (four (4) tardies=1 unexcused absence.)

If a student arrives at school more than one hour late in the morning or leaves more than one hour early in the afternoon, he or she will be counted absent for one half day. Four tardies and/or four early dismissals equal one unexcused absence.

**When a student accumulates 10 missed days in a semester, he/she will be required to have a doctor's note to excuse any further absences the rest of the school year. Failure to provide a doctor's note will result in consequences for absenteeism.**

Exceptions to this are as follows:

- School-sponsored trips, events, and activities will not be counted as days absent.
- Illness of a student which requires hospitalization or home confinement will not be charged against the student's ten (10) days, providing the illness and subsequent hospitalization or home confinement **are verified by a physician in writing no later than 24 hours following the return to school.**
- Absence for a funeral or death of immediate family, grandparents, aunts or uncles will not count against the student's eight (8) days.

- Absences that are verified by a parent note or phone call do not exempt the absences from the attendance policy.
- Any student leaving the building/property for emergencies, doctor appointments, or business reasons **must sign out in the main office**,
- Excessive absenteeism could be grounds for school principal placing a student "not in good standing" making them eligible for retention.

#### Monitoring System for Excessive Absenteeism

- 5 Absences - Contact from School Resource Specialist
- 8 Absences - Contact from School
- 10 Absences-may result in a Mandatory Wrap Around meeting during the school day with Administration, Counselor, School Resource Specialist, Parent and Student
- 10+ Absences that don't adhere to policy stated above will result in Coffeyville PD intervention and juvenile intake.

#### Monitoring Tardiness:

- 5 Tardies - Contact from School Resource Specialist
- 8 Tardies - Contact from School
- 10 Tardies may result in a Mandatory Wrap Around Meeting with Administration, School Counselor, School Resource Specialist, Parent and Student

#### **As a Parent/Guardian I will:**

- Get my child to school every day on time. (Students are required to be in their classrooms by 8:05.)
- In the event of my child being tardy I will call or sign him/her in to the main office. ( if drop off time is 8:05 or later)
- Provide the school with medical documentation of illnesses/medical appointments.
- Contact the school within 24 hours of my child's absence and provide a reason for the absence.

#### **As a Parent/Guardian I am aware of Community Elementary School's monitoring system for absences, tardies and early dismissals:**

- 5 Absences/tardies- Contact from School Resource Specialist
- 8 Absences/tardies- Contact from Administration
- 10 Absences/ 6 tardies may result in a Mandatory Wrap Around meeting during the school day with Administration, Counselor, School Resource Specialist, Parent and Student, and School Resource Officer
- 10+ Absences that don't adhere to policy stated above will result in Coffeyville PD intervention and juvenile intake.

#### **Birthday Celebrations**

Children enjoy celebrating their birthdays and many like to bring treats. **Please notify the teacher ahead of time and the last few minutes of the day may be used to share treats.** Please remember, all treats must be prepackaged. If your child is having a birthday party away from the school, invitations may be distributed at school, only if every child in the classroom is invited.

#### **CE Twister Booster Information**

We would like to invite all parents, guardians, grandparents and other community members to help support our organization. The purpose of this organization is to enhance our student's educational experience and learning environment. Through fundraising and family activities we will promote positive involvement between parents, teachers, school administration, and

the community. It is also our goal to provide a sense of support, pride and enthusiasm. Help us make Community Elementary special for everyone.

The Boosters host several family activities throughout the year, which are ever changing to meet the wants and needs of our student population. We also try to provide items that encourage school pride and support. Fundraisers support the many curricular activities including the purchase of reading books through the Read, Achieve, Dream book distribution program. We also fund the class field trips, Accelerated Reader rewards, teacher appreciation, Fun Day, 6<sup>th</sup> grade celebration and more.

CE Twister Boosters always welcome people who want to share ideas and help with activities. A list of officers and contact numbers for the school year will be distributed at the beginning of the school year. If you have any questions or comments through the year, you can contact an officer directly, send a note to school with your child or you can email [booster\\_news@yahoo.com](mailto:booster_news@yahoo.com). "If everyone does a little, no one has to do it all."

### **Chain of Command**

Should a situation or problem arise in the classroom or on the playground concerning your child that you feel needs to be addressed, please call to set up a time to meet with the classroom teacher first. If you are not satisfied with the result of that meeting, contact the main office and make an appointment to visit with an administrator.

### **Compulsory Extended Day**

Compulsory Extended Day plans are to be used and referred to by teachers and principals as necessary "extended learning opportunities," not as "punishment". Compulsory Extended Day plans are not necessary when a student is successfully mastering the identified essential mathematics and reading standards, in a timely fashion with the rest of his/her class, within normal class activities and student/school schedules. Special education students' participation in the program is to be determined by the IEP team and is a function of regular education.

When a student is having difficulty with this mastery, "reasonable" modifications are to be made for the student within the class or course activities to focus on mastering the selected essential standards. If difficulty with mastery continues, "reasonable" modifications are made in the student's daily school schedule. The student and parent/guardian are to be informed early in the process of the required essential standards and modifications being made during the regular school day to help the student master them along with the rest of his/her class.

### **Custodial and Noncustodial Parents Rights and Responsibilities**

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial AND noncustodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of such a court order, if restricted access to student or student information is requested. Both natural parents have the right to:

- Receive school mailings
- View the child's school records
- Receive school progress reports
- Visit the child briefly at school

- Participate in parent-teacher conferences (not necessarily together in the same conference)
- Participate in Individual Educational Program (IEP) meetings

Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visitation rights) can prevent a parent from participating in the activities named above.

For the school's purposes, the parent who resides with the child is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records should be examined. The parent who enrolled the child is considered the custodial parent unless a legal document naming the custodial parent can be provided to the school.

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property.

### **Dismissal**

In an effort to create a safer and more effective pick up procedure at the north and south end of the building, please adhere to the following procedures:

- Please do not exit your vehicle when picking up your child. If you wish to greet your child after school and/or speak with your child's teacher, please park at Sherwin Williams or The First Church of God and walk across the street utilizing the crosswalk.
- The left flow-through lane will only be used to exit once you have picked up your child.
- Once a spot has opened, ALL vehicles still waiting for a pick-up will pull forward in the right lane.
- Students will be waiting in their designated grade level locations until you are able to pull up to them.
- Once the curb parking is full, vehicles will not be allowed to enter and drive in the flow-through or left lane. Staff will direct vehicles to proceed around the building.
- We would appreciate all students and parents cross the street safely at the traffic light and/or crosswalk.

Bus students will be dismissed at 3:20 p.m. with the rest of the students. All bus loading areas will be on the west side of the building. Students will line up in the appropriate bus number line. Each student should make every effort to cooperate with teachers and/or aides to make sure he/she does not miss the bus. The parent must provide a written note to the teacher if your child is not riding the bus! **If we do not receive a note, your child will be sent home on the bus!!** Further information concerning pickup points for bus students can be found in the enrollment packet.

### **Education for Homeless Children**

If your family lives in any of the following situations please call Lora Stalford at (620) 252-6400 for assistance and support:

- In a shelter, motel, or campground
- In an abandoned building, trailer, or other inadequate accommodations
- On the street
- Doubled up with friends or relatives because you cannot find or afford housing

## **Elementary School Counselor**

The elementary school counseling program assists students individually and in groups in the classroom setting. Our counselors are also available to consult with parents and teachers concerning students. In addition, the counselors make referrals to community agencies.

## **Field Trip and Activities**

Taking students on a field trip or other activities is a tremendous responsibility. With proper planning, organization, supervision, and responsible students, it can be a rewarding experience.

Without all those components, it can be a hazardous and frightening experience. Supervision is more difficult on field trips and extra curricular activities. We must have cooperation and responsible behavior from students. We must depend on them to follow directions and maintain self-control. We do not want to limit field trips and extracurricular activities for all students because of the behavior of a few. Neither do we want the added responsibility and liability of supervising students in an even more difficult surrounding. One field trip permission will be filled out at enrollment that will cover all in-town trips for the entire school year. Any out-of-town field trips will require a signed permission slip. Information will be sent home notifying you of all trips/events that would require a student to leave the building.

## **Fire and Tornado and Other Emergency Drills**

Instructions indicating where students, staff and visitors should go and what they should do are posted near the door of each room. ALL PERSONS in the building at the time of an emergency drill are expected to participate and comply.

## **Gifts and Flowers sent to school**

Throughout the year, gifts of flowers, balloons, etc. sent to school will be held at the reception desk until dismissal time to avoid disrupting class. **Exception to this rule:** Community Elementary **is not able to accept** any type of gift or flowers for **anyone** in the building during **the week of Valentine's Day**. With the number of students and staff we have in the building, the high volume of gifts and flowers the school receives for this holiday is just too great. So, during the week of Valentine's Day, please have these special remembrances sent to your homes.

## **(USD 445 Procedures for Dealing with) Head Lice**

Kansas Administrative Regulation 28-1-6: "Student infested with head lice shall be excluded from school or child care facilities until treated with an antiparasitic drug and until all nits have been removed".

The state regulation, the attached Kansas Department of Health and Environment (KDHE) flyer, "Dealing with Head Lice, A Practical Approach for Schools, Parents, and Communities, and the Kansas law K.S.A. 72-1113 Compulsory Attendance Reporting serve as the basis for the following procedures to deal with head lice infestations in the USD 445 school settings.

1. Any student found to have live lice or nits (eggs)

A. Will be excluded from school with a completed copy of this document indicating:

Student:\_\_\_\_\_Date\_\_\_/\_\_\_/\_\_\_/ is excluded from school until treated with an \_\_\_\_\_ antiparasitic drug and all nits have been removed, as confirmed by the school nurse or her Trained designee(s) at each school. Students missing more than five days TOTAL for the school year due to head lice MUST receive clearance from the Montgomery County Health Department before being readmitted to school. Principal notifies the Montgomery County Health Department. Call the School Nurse at 252-6430 for further assistance in meeting this legal requirement. School personnel are not expected to assume the parent's legal responsibility for shampooing or picking nits.

B. Reasonable attempts are to be made to personally notify the parent/guardian and answer questions.

- C. It is possible to treat the hair with the over-the-counter parasitic drug and remove the nits the same evening and return the student to school the next day. Our school Resource Specialist and/or the Montgomery County Attorney will be notified, in accordance with the compulsory attendance law, if students miss more than three days for head lice infestation without specific written approval by the principal for extended absences due to head lice. Principals are encouraged to notify authorities daily after a total of five days are missed for head lice for the year.
1. Non-prescription antiparasitic drugs are commonly available at local discount stores, drug stores and pharmacies (RID, Pronto, R&C Shampoo, XXX, etc.). Use them as directed: using shampoo too often can be harmful. Some products also assist in the removal of nits. Note that a second application seven (7) days later is recommended in the KDHE flyer as part of a two-week regimen to treat a head lice infestation.
  2. All nits must be removed through wet fine-tooth combing, then picking "dry" hair before returning the student to school with clean hair (dry and free of hair spray, oils or mousse-required at MG Health Department to check hair) for inspection. Trained Staff members are available at each school to perform this inspection. Students will be returned immediately to class if free of lice and nits. If lice or nits are found, the student will continue to be excluded until he/she is nit free.
- D. Dealing with head lice infestations can be frustrating and time-consuming for students, staff and families, but do not panic: plan your attack.
1. The key to preventing head lice infestation or reinfestation is avoiding contact with infested human hair.
  2. Treat the child and the whole family in the house. Put on clean clothes.
  3. Check and pick nits daily.
  4. Wash child's clothing, bedding, combs, brushes, hats, coats and other things the child is in close contact with in hot soapy water. If the article cannot be machine-washed, toss it in the dryer – heat from the dryer will kill the head lice.
  5. Shampoo and blow-dry the child's hair daily with regular shampoo to kill head lice after treatment. Heat kills the adult head lice.
  6. Each family member should use their own brushes, combs, hats, scarves, etc. that come into contact with the head hair. Keeping children in their own beds can help. Head lice cannot jump, fly or hop, but they can live up to 48 hours off the human body.
  7. Vacuuming and treating carpeting, upholstery, and vehicles can help, but the precautions above are most effective.
8. The school nurse will work with administration to determine the need for any mass screenings of classes or schools. Other trained adults may be used for screenings to limit the loss of educational process.
9. KDHE flyer: "Frequent repeated screenings for lice in schools has not been shown to be effective...and probably do little more than consume the time of school employees and disrupt the educational process...The most effective point of control of head lice is in household. Parents, not school employees, are best suited to screen their children for head lice and to properly treat and control lice". "Head lice are parasites capable of infesting the hair, eyebrows and eyelashes of humans...They do not transmit other infectious agents such as bacteria or viruses, and do not have any serious health consequences." Head lice are transmitted "when living adult lice move from one person to another, usually as a result of direct contact between the two." Because of the behavior and play habits of lower elementary students, they experience a greater problem with infestations.
10. Teachers will quickly monitor students for head lice and refer students to trained staff in the building and/or nurse for more thorough inspections when there is a concern.

### **Illness or Injury**

In case of illness or injury, the school nurse or a member of the school health clinic will care for a student temporarily. If emergency medical treatment is necessary, the parents will be contacted. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file in the school office. A child will be sent home if:

- Temperature of 100 degrees or more. Students may not return to school until they have been fever free for 24 hours without the use of medication.
- Severe cold, sneezing, or coughing.
- Upset stomach and vomiting.
- Signs of contagious infection.
- If these symptoms are present at home, the child should not be sent to school.

### **Inclement Weather Information**

Because of weather conditions, it may become necessary to run buses late some mornings, cancel transportation and close school, or dismiss bus students early. When the decision is

made not to run buses, ALL USD 445 SCHOOLS will be closed for that day. The decision to close school or run buses late will be made no later than 6:30 a.m. on the day in question. KGGF Radio (690 AM) and KQQF Radio (92.1 FM) will be notified immediately. In some cases KOAM-TV, Channel 7 Pittsburg will be notified. Text alert and automated dialer are available forms of communication. The USD445 Facebook page will also have information posted.

### **Kansas School Safety Hotline 1-877-686-8203**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established the Kansas School Safety Hotline: 1-877-626-8203. The toll-free school safety hotline is available 24 hours a day and 365 days a year. It gives students, parents, and community members the opportunity to anonymously report any impending or potential school violence. For more information please contact the Kansas School Safety Hotline, the USD 445 Board of Education office at 252-6400, or any school office.

### **Legal Name of Student on School Records**

It is necessary that a student's name on school records be the same as the name on his/her birth certificate. In the case of adoption, the school will change the name upon having a copy of the court order.

### **Lost and Found**

To avoid unnecessary loss of lunch boxes, backpacks, coats, jackets, hats, umbrellas, and other personal items, **please** label everything. At the end of each nine weeks, articles not claimed will be donated or disposed of.

### **Major Disaster**

In case of any emergency which would require all students to leave the building, students may leave with a parent after the parent has checked the student out through the office or with administration.

### **Medications**

Diagnosis and treatment of illness and the prescribing of drugs and medications are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized hereunder. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq. as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. It is the policy of the Board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis and the dispensing of the medication is a form of treatment. Any school personnel, including school nurses, shall not practice unauthorized administration of aspirin or other non-prescription medications. In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. The parents must submit a "Permission to Receive Over-the-Counter Medications" form in order for a student to receive specified medication and release the school district and personnel from liability.

Both the doctor and parent must sign a "Student Medication Release Permit" before a prescription can be given at school. All prescriptions must be in the original package and the prescription label must match what the doctor has written on the release permit. All medications will be kept in the nurse's office. This includes cough drops and any

over-the-counter medications. It is the parents' responsibility to get medications to the school and keep medications supplied to the school office.

**Moving during the school year**

If a student moves to another district, city or state during the school year, the parent/guardian needs to come by the school and fill out an exit form. All textbooks, guided reading books, accelerated reading books, book bags, etc. need to be turned in and all outstanding account balances must be paid.

**Nondiscrimination Disclosure for Students**

The District shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

**Nutrition Policy (USD 445)**

Coffeyville USD 445 recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. Significant research indicates a positive relationship between adequate nutrition and learning resulting in academic success. It is the goal of Coffeyville USD 445 to provide each student access to delicious, enjoyable, and nutritious meals each day. We shall help our children develop healthy eating habits that will serve them throughout their lifetimes and will benefit our entire community.

The district will, as resources are available, provide adequate resources to implement the Nutrition Policy. All employees of the district will support the implementation of the Nutrition Policy, especially as it relates to Federal guidelines. The Child Nutrition Director shall ensure the meals offered by the district's food service program meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.

Nutrition Policy-Lunch Program

School meals will begin on the first day of school. Free and Reduced applications used for lunch will also cover breakfast.

Nutrition Policy-Cost of Lunch tickets SUBJECT TO CHANGE JULY 1, 2020

- Full paid lunch.....\$2.45 per day/\$49.00 monthly
- Reduced lunch.....\$ .40 per day/\$8.00 monthly
- Milk for sack lunch.....\$ .40 per day/\$4.00 for 10 days

Nutrition Policy-Cost of Breakfast tickets

- Full paid breakfast .....\$ 1.40 per day/\$28.00 monthly
- Reduced breakfast.....\$ .30 per day/\$6.00 monthly

Nutrition Policy-Meal Accounts

The board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. It is the goal of the board to provide each student access to delicious, enjoyable, and nutritious meals each day, while meeting all rules and regulations from governing entities including KSDE Child Nutrition and the USDA.

By regulation, students and adults are required to prepay or pay cash daily for all food purchases. Parents (or guardians) are expected to maintain their child's meal account throughout the school year.

However, Coffeyville School District recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden to the Child Nutrition Department, the district will enforce the following policies:

- 1) A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$10.00 worth of meals to their food service account. Charging of a la carte or extra items to the food service account will not be permitted.
- 2) Any student failing to keep his/her account solvent as required by the district will not be allowed to charge further meals until the negative account balance has been paid in full. However, the student will be allowed to purchase a meal if the student pays for the meal when it is received.
- 3) Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided a courtesy meal consisting of a meat or cheese sandwich and milk.
- 4) At least one written warning shall be provided to a student and his/her parent or guardian prior to offering a courtesy meal for exceeding the district's charge limit. A courtesy meal will be provided for up to three days.
- 5) If the negative balance continues, and the parent or guardian fails to provide the child with meals or the funds to purchase meals, social services will be contacted to determine if the student's needs are being met.
- 6) Payments for school meals may be made at any school office or at EZSchoolPay.com. Students, parents, and guardians of students are encouraged to prepay meal costs.
  - Students eligible for free meals will never be denied a meal because of a negative account balance, however they will not be allowed to charge À la carte items, including milk, to have with a lunch brought from home.
  - Parents may sign up to receive meal account balance notifications through EZSchoolPay.com. Contact the Child Nutrition Department for help to set these up. (620)252-6465
  - All adult meals must be prepaid or paid with cash. Adults are not allowed to charge meals or À la carte at any time.

\*\*This institution is an equal opportunity provider.

#### Nutrition Policy-Allergies to Food

USD 445 will make meal modifications due to food allergies or intolerances that rise to the level of a disability. Appropriate forms must be completed each year and signed by a physician. These forms are available in the main office or the Child Nutrition Services office. USD 445 will also make substitutions for fluid cow's milk due to a food allergy/intolerance or for other reasons. For more information, contact Pam Lane at 620-252-6465.

#### Nutrition Policy-Free / Reduced Meal Applications

Families wishing to receive free or reduced-price meals for their school-aged children must reapply for benefits every school year. Although application may be made at any time during the year, parents are strongly encouraged to apply for meal benefits prior to the beginning of the school year. Applications for free or reduced-price meals will be available at enrollment. Staff will be available to assist families wishing to complete paperwork to apply for free or reduced-price meal benefits. Forms will be available in both English and Spanish.

#### Nutrition Policy-Kindergarten Snack Milk

Please remember that all Kindergarten students receive snack milk every afternoon. The student's cost for snack milk is \$.20 per carton, or \$34.80 for the entire year. The cost of snack milk is **NOT** covered by free or reduced-price meal eligibility. Parents of Kindergarten students are encouraged to pay for their child's snack milk at enrollment.

#### Nutrition Policy-Free/Reduced Meal Applications and Parent Portal

You may apply for free or reduced price meals at any time throughout the school year by any of the following:

- Apply online at [www.E7MealApp.com](http://www.E7MealApp.com) (preferred).
- Contact the Child Nutrition office for more information at (620)252-6564.
- Applications are available at any school office.
- Print an application from the school website ([www.cvilleschools.com](http://www.cvilleschools.com)>Departments>Nutrition and Wellness
- Call (620)252-6465 to have an application sent to you

You can view your student's meal account online by going to EZSchoolPay.com. A credit card is not needed just to view transactions, but online payments may also be made from this site. Please contact the Child Nutrition Department for your student's CHild Nutrition ID number after you create your account. There is also an app for your smartphone.

#### Nutrition Policy-Meal Patterns

Coffeyville school meals meet all federal nutrition standards. Student breakfast and lunch meals contain milk, fruits and vegetables, proteins and grains with limits on sodium, saturated fat, and calories. The standards include:

- Age appropriate calorie limits
- Larger servings of vegetables and fruits – Students are required to take at least one serving!
- A wider variety of vegetables including dark green and red/orange vegetables and legumes
- Low fat or fat free flavored or unflavored milk
- More whole grains
- Less sodium

Kindergarten through 6<sup>th</sup> grade at CES utilize the "offer vs serve" program. This allows students to choose what foods they want to eat instead of staff providing them with a prepared tray. This allows students to refuse some menu items if they prefer. However, all students are required to take at least three components of the meal including vegetables or fruits.

### Super Snacks

CES now offers **Free** "Super Snax" (a snack consisting of all food groups) after school to any student of the district who stays after school for activities such as Boys and Girls Club, homework assistance, sports, or any other clubs. This is open to any students regardless of age or grade as long as they are staying after school for an activity. These are served in the CES cafeteria from 3:15 to 4:00 p.m.

### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Parent Code of Conduct

CES requires the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect at all times. Achieving the ideal environment is a shared responsibility of staff and family members who enter the building. No parent or adult is permitted to curse or use inappropriate language on school property at any time, in the presence of children or not. At no time shall inappropriate language be directed towards staff or children. Threats of any kind will not be tolerated and will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. Persons who violate the code of conduct could be served with a notice that bans them from the property.

### Parent-Teacher Conferences

There are two scheduled times for parent-teacher conferences each year. Conferences will be held in October and March. Please make every effort to attend these conferences in order to be an active participant of your child's educational journey.

### Perfect Attendance

For a student to receive an award for perfect attendance, they will be required to have no absences, no early dismissals or tardies. Any absences, early dismissals or tardies will disqualify the student for this award.

## **Promotion and Retention**

Most students in U.S.D. 445 will satisfactorily meet the minimum requirements of courses or grades and will automatically be promoted to the next higher grade level.

Any proposal made to retain, to double promote, or to assign a student to the next higher grade level without him/her having met the minimum academic requirements will require a full staffing to include teacher(s), principal, counselor and psychologist, if available, and parents. Decisions from such staffing need to be in written form and signed by all interested parties when possible. Where there is no consensus decision, the principal(s) has the authority to make a final decision based upon consideration of the following criteria:

1. Chronological age.
2. Mental ability as determined by tests plus documentation of teacher judgment.
3. Academic achievement in all subject areas, especially basic skill master, as measured by tests plus documentation of teacher's judgment.
4. Work on study habits.
5. Physical development.
6. Social maturity.
7. Emotional maturity.
8. Interests and degree of initiative shown in curricular and extracurricular activities.
9. Attendance record.
10. Availability of remedial resources.
11. Teaching situation into which the pupil might be placed: e.g. class size, composition of group, etc.
12. Placement of siblings.
13. Future educational and career objectives.
14. No student should spend more than two years at any grade level, nor should any student be retained more than two times in his/her K-6 experience or three times K-8.
15. Must have signed documentation that parents have been involved and/or notified of academic concerns.

***The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.***

## **Release of a Student During the School Day**

In recognition of the responsibility of the district to parents for the health, welfare and safety of students, elementary building principals are lawful custodians of students during the school day. This means that the school will not release a student to any unauthorized adult as defined by Kansas law (K.S.A. 38-706-824). Any person picking up a student from school MUST provide photo identification before the student will be released. **The person picking up the student must be the legal parent or guardian.** The parent/guardian may provide a list of authorized persons to pick up their student(s) in writing to the school. Those persons will be listed on Infinite Campus. Any person not listed on Infinite Campus will not be allowed to take a student from school. **The person receiving the student must sign the student out and then again upon the students return in the main office. It would be helpful if you would call ahead so that the student can be waiting for you.**

## **CES Supply List PE SHOES REQUIRED ( NOT PROVIDED)**

### **Kindergarten**

1 backpack- (large enough for 3-ring binder) **Please NO wheels.**

3 large disinfectant wipes  
1 box Crayola markers (washable-primary colors)  
4 boxes of Crayola crayons (24 count)  
1 bottle of germ-x hand sanitizer (10 oz.)  
1 three-ring binder (1in.) w/pockets  
2 bottles of Elmer's glue (white)  
1 box Ziploc bags **Boys-** quart **Girls-** gallon  
4 Expo dry erase markers  
8 Elmer's glue sticks  
1 small plastic school box  
1 pair Fiskar scissors  
6 yellow #2 Ticonderoga pencils  
2 refill packs of baby wipes  
2 boxes of Kleenex  
2 highlighter pens

### **First Grade**

1 pair Fiskar pointed scissors  
4 bottles only Elmer's glue (4 oz-white)  
4 pocket folders w/prongs-red, yellow, green, blue  
4 boxes only Crayola crayons (24 count)  
2 pkgs. Ticonderoga #2 pencils  
1 small plastic school box  
2 large boxes of Kleenex  
1 container of Clorox Wipes  
4 large pencil erasers  
4 dry erase markers preferably black  
**Girls** 1 box quart size-zip top bags & 1 box of baby wipes  
**Boys** 1 box snack size zip top bags & 1 bottle of Germ-X

### **Second Grade**

2 wide-ruled one subject spiral notebooks  
1 pair Fiskar pointed scissors  
4 boxes Crayola crayons (24 count)  
1 pkg. Expo markers (4 pack)  
3 pkgs. Ticonderoga pencils #2-NO DIXON  
2-4 oz. bottles Elmer's glue  
1 pkg. pencil top erasers  
6 glue sticks  
4 large pencil erasers  
3 large boxes Kleenex  
8 pocket folders with prongs (2 purple, 2 orange, 1 red, 1 blue, 1 yellow, 1 green)  
2 highlighters  
1 small school box  
1 one inch three ring binder  
1 box Crayola markers  
**Girls** 1 box sandwich Ziploc bags & 1 Clorox wipes  
**Boys** -1 box gallon Ziploc bags & 1 baby wipes

### **Third Grade**

1 pair (6-7 in.) pointed scissors  
3 pkgs. #2 pencils (24 count)  
2 box Crayola crayons (48 count)  
6 plastic pocket folders with prongs-(2 yellow, 1 red, 1 blue, 1 green,1 purple)  
1 pkg. 5 different colored highlighter pens  
1 zippered pencil bag (no boxes)  
3 boxes Kleenex  
2 large pencil eraser  
2 wide-ruled spiral notebooks  
1 pkg. dry erase markers (4 pack)  
3 container Clorox wipes  
1 1" 3-ring binder

3 large glue sticks  
1 pk colored pencils  
1 pair of earbuds or headphones  
1 package of pencil top erasers

### **Fourth Grade (Please NO zippered notebooks or Trapper Keepers)**

6 wide-ruled spiral notebooks (70 pages)  
2 pkgs. wide-ruled notebook paper  
1 pair large adult scissors (pointed & sharp)  
1 ruler (measurements to 1/2" & centimeters)  
1 box Crayola crayons (24 count)  
1 bottle Elmer's glue (4-oz. White)  
1 small box each colored pencils and markers  
8 Pack Expo dry erase markers (black or blue)  
3 pocket folder with prongs  
2 large pencil erasers  
1 container Clorox wipes  
1 Expo white board eraser  
4 pkgs. yellow #2 pencils  
1 zippered pencil bag  
1 plastic compass  
3 large boxes of Kleenex  
1" 3-ring binder  
1 pkg. of highlighters  
1 pair of earbuds or headphones  
**Girls** – 1 box of snack size baggies  
**Boys** – 1 box of quart size baggies

### **Fifth Grade (Please NO zippered notebooks or Trapper Keepers)**

6 spiral notebooks (wide-ruled)  
1 pkg. wide-ruled notebook paper  
4 pkgs. yellow #2 pencils (no mechanical)  
1 pair Fiskar scissors (adult pointed)  
1 zippered pencil bag (no boxes)  
6 pocket folders with prongs  
1 eraser for white board  
3 pkg. dry erase markers (**important**)  
1 clipboard (not plastic)  
3 large boxes of Kleenex  
1 box of colored pencils  
1 pkg. disinfecting wipes (no baby wipes)  
1 small bottle Elmer's glue  
3 large pink erasers  
1 pair of earbuds or headphones  
**Girls**-quart zip top bags  
**Boys**-gallon zip top bags

### **Sixth Grade**

2 pkg. notebook paper (wide-ruled)  
12 wide ruled spiral notebooks  
12 pocket folders  
1 box Crayola crayons (24 count)  
4 pkgs. yellow #2 pencils (**No** mechanical pencils)  
1 pkg. highlighters  
1 zippered pencil bag (no boxes)  
1 pkg of 8 dry erase markers  
2 large pink erasers  
3 large boxes Kleenex  
8 glue sticks  
1 pair adult size scissors  
3 pkg. Antibacterial wipes  
1 pair of earbuds or headphones  
3 1 inch binders  
**Girls** – 1 box of gallon size baggies  
**Boys** – 1 box of quart size baggies

### **Student Information**

Access to student grades, attendance, assignments, and accounts are available online through Infinite Campus Parent Portal. Parents may request login information in the main office. Teacher email addresses may be found on the school website: [www.cvilleschools.com/CES](http://www.cvilleschools.com/CES)

### **Telephone messages**

The school receptionist and/or the "Community" secretary for the section your student is in will take messages for students as they are not called to the phone. Since office phones are constantly in use for school business, students may not use an office phone to call home unless there is an emergency. **Transportation arrangements should be made before school so students know what they are to do and where to go when school is out.** Call the school office ONLY when there is an unavoidable problem.

### **Title 1 Schoolwide Services**

Title 1 is a supplemental program designed to assist students who need additional and individualized instruction in the areas of reading and mathematics. The services are available to all elementary school children as Community Elementary is a school-wide Title 1 school.

### **Valuables**

Students should not bring to school things of value (cameras, cell phones, electronic devices, etc.) or large amounts of money. **The school is not responsible for lost or stolen items.**

### **Visitors**

Visitors entering the building will enter at the main office, sign in and receive a visitor pass. The pass must be worn at all times while in the building. NO ONE will be allowed in the hallways during class time unattended. If you have an appointment with a classroom teacher or administrator, you will be asked to wait in the lobby until someone accompanies you to your destination. Upon leaving your destination, you will be escorted to the main hallway and asked to return to the reception desk to sign-out from your visit. We believe in open communication and the involvement of parents in the school. However, parents needing to visit with a teacher or administrator will need to call ahead for an appointment so that classroom interruptions can be kept to a minimum. For the protection and safety of our students, there are no public restrooms or water fountains available to visitors at Community Elementary.

SECTION 2  
BEHAVIOR POLICY



## **School Wide Behavior Expectations**

CES follows the Board approved Student Code of Conduct for determining appropriate disciplinary actions for students who do not adhere to school rules.

Effective discipline in school is extremely important to the educational process. It is a vital factor in determining the kind of education students will receive. A progressive discipline plan will be applied to each incident. Administration has several options that may be exercised and is authorized to apply higher level consequences for serious violations, even for a first offense .

## **Level Of Infractions**

**Level 1** Infractions are commonly handled by teachers with classroom interventions that may include: redirection, reteaching expected behaviors, parent contact, separate area to work, student conference, parent conference and/or other interventions deemed necessary by the classroom teacher. If level 1 infractions occur repeatedly, the teacher will refer the student to the office.

**Level 2** infractions are handled directly by the office. These infractions result in an immediate office referral. Office interventions may include: parent and student conference, detention, recovery room, counselor referral, out of school suspension.

**Level 3** infractions are serious violations and will require immediate suspension and possible due process hearing.

## **Academic Dishonesty/Cheating/Forgery**

Academic dishonesty includes, but is not limited to, giving false information to a staff member, submitting another's work as one's own, making a false allegation regarding the conduct of another student, allowing someone to copy your work, or committing plagiarism. Forgery is signing another person's name to a document or form.

## **Battery**

Unwanted physical contact with another person when done in a rude, insulting, or angry manner.

Infractions of this nature will be referred directly to building administration. Battery may result in referral to law enforcement.

## **Bullying**

Infractions of this nature will be referred directly to building administration. Bullying may result in referral to law enforcement.

**Bullying** is any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive enough that it creates an intimidating, threatening, or abusive educational environment for a student or staff. The four aspects of bullying are physical, verbal, relational, and cyber. **Cyber bullying** includes all forms of electronic media or communication that is used with the intent to intimidate, degrade or humiliate others.

Kansas law prohibits “**hazing.**” Since this issue could be related to gang activity, the following handbook language is included: Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. **Such incidents will not be tolerated. All incidents will result in strong disciplinary action being taken by the administration. These behaviors should not and will not be associated with any USD#445 program.**

**At any point, administration reserves the right to issue a no contact order. Violation of a No Contact Order may result in suspension. Law Enforcement may be contacted at administrator’s discretion.**

### **Cell Phones/Electronic Devices**

This includes all cell phones and other electronic devices that have cellular capabilities. This is a level 1 to be dealt in the classroom.

Phones are available in every classroom and office for students to use with permission. Therefore, we discourage students from bringing cellphones to school. Student cell phones are to be turned off prior to entering the building and are to remain turned off until the student exits the building. If a student brings a cell phone to school, it is to be turned off and stored in their locker. Cellular devices such as smartwatches are prohibited from being worn during school hours as well. **The school is not liable for lost, stolen or damaged cell phones.**

### **Damage to School Property/Theft/Destruction of Personal Property**

Infractions of this nature will be referred directly to building administration. Damage to school property, personal property or theft may result in referral to law enforcement.

Any student who intentionally steals, destroys, damages or defaces school property or personal property shall compensate for such damage. Receiving or possession of stolen property is included in this offense.

### **Disrespect**

Inappropriate behavior directed towards administrators, teachers, staff members, or guests. This includes, but is not limited to exhibition of rude, uncooperative, argumentative attitude towards staff members or refusing to go to the office when directed to do so.

### **Disruptive Behavior**

Disruptive Behavior is anything the student does that deprives the teacher of their duty to teach or deprives other students of their right to learn.

## Dress Code

Students are expected to dress in accordance with the dress code policy. If a student must change their clothes, they should not need to leave the building to do so. Students will not be excused if they must leave school to change clothes.

Adopted by the Board of Education to focus on student's learning and growth, the Dress Code allows for individual choice of style, while adhering to "time & place appropriateness" for the educational environment.

General: For all clothing and accessories (includes uniforms, coats, jackets, backpacks, etc.)

- All articles of clothing or accessories which depict or reference alcoholic beverages, drugs, nudity, death, violence, obscene or profane slogans, double-meaning standard, emblems or writing that may be expected to cause a disruption or interference with normal school operations are not allowed.
- Clothing should not be see-through, have holes, slits or be designed to reveal the body or underwear, which is intended to be covered by this dress code.
- Undershirts, underwear, boxers, pajamas and house slippers are not to be worn as outer apparel.
- Spandex, yoga, stretch pants, or leggings may be worn as long as they are accompanied with a long shirt, dress, skirt, shorts or pants.
- Shorts, skorts, and dress lengths, and top of slits and fringing must all be at least mid-thigh length.
- Coats, hats, caps and other headwear, headbands, sunglasses and gloves should be removed when entering the building and put in locker, unless medical reasons are provided and with approval of administration.
- Students may wear a lightweight jacket or sweater to class. No articles of clothing and accessories shall be worn that will in any way damage school property, create a safety hazard or a distraction.
- Profanity, derogatory and obscene tattoos must be covered to sight.

### Shirts and Blouses

Students may wear:

- Any collared shirt or blouse (Shirts and blouses must be buttoned in accordance with design and appropriateness),
- T-shirts and other pullover tops.
- Sweatshirts and sweaters.
- School designs and logos, brand names or other appropriate words on clothing are acceptable.
- Sports team jersey shirts with a tee shirt underneath

Students are prohibited from wearing shirts and blouses that:

- Expose the midriff when their arm is raised. Shirts and blouses must be at the waistline at all times and no skin must show.
- Are excessively short, tight, or those that have a low-cut neckline. Clothing examples not allowed include: Halter tops, Crop tops, Blouses or Clothing with Spaghetti straps worn alone (you must have a shirt or blouse worn over them), Tank tops, Low-cut/cut-out front or back, Mesh, See-through clothing worn alone (must have tee shirt underneath) or muscle styles.

See "General for All Clothing and Accessories".

### Pants, Slacks, Overalls and Shorts

- Pants and slacks worn at the waist belted, if appropriate, and not baggy.
- Bib overalls must have both straps fastened and worn properly over the shoulders.
- Pants and slacks may not be excessively touching the ground or covering the foot.
- Acceptable shorts are no shorter than mid-thigh for all grades.
- Yoga, stretch pants, or leggings may be worn as long as they are accompanied with a long shirt, dress, skirt, shorts or pants.

See "General for All Clothing and Accessories".

### Dresses, Skorts and Skirts

- Dresses, skorts and skirts are worn at the waist (skorts/skirts) and no shorter than mid-thigh for all grades.
- Dress tops must meet the guidelines required for blouses and skirts.

See "General for All Clothing and Accessories"

#### Shoes and Socks

- Shoes must be worn at all times.
- Shoes are screened for safety, health and quietness.
- Shoes must not have platform soles over 1-inch high, for safety reasons.
- Socks are encouraged, but not required.

See "General for All Clothing and Accessories"

#### Jewelry

- Jewelry considered gang-related is not permitted.
- Jewelry (including earrings, chains, emblems, etc.) considered a safety hazard or a distraction is not permitted.

See "General for All Clothing and Accessories".

#### Hair

- Hair must be clean, well groomed, out of the eyes, and styled in a way that is not distracting or conspicuous.
- Hairstyles that create a safety hazard or distraction are not permitted.

See "General for All Clothing and Accessories".

#### Personal Appearance

- Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines.
- Good personal hygiene practiced at all times.
- Appearance must be neat and clean.

See "General for All Clothing and Accessories".

### **Drug Free Schools**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of tobacco products, alcohol or illicit drugs by students on school premises or as a part of any school activity is prohibited. If an adult comes to CES to pick up a child and is suspected to be under the influence of drugs or alcohol, staff will call the police and inform them of their suspicions. The policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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### **Student Conduct**

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

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

1. First Offense. A first time violator shall be subject to the following sanctions:
  - A. A punishment up to and including long-term suspension.
  - B. Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subject to the following sanctions:

- A. A punishment up to and including long-term suspension.
  - B. Suspension from all student activities for a period of not less than one semester or four months.
  - C. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Names of acceptable programs are on file with the board clerk)
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations shall be subject to the following sanctions:
- A. A punishment up to and including expulsion from school for the remainder of the school year.
  - B. Suspension from participation and attendance at all school activities for the year.
  - C. A student who is expelled from school under the terms of this policy may be readmitted during the term of expulsion only if the student has completed a drug and alcohol education rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes. K.S.A. 72-8901, et. seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **Elopement**

Elopement is leaving the classroom or school grounds without permission, or being somewhere other than where you had permission to be. Infractions of this nature will be referred directly to building administration. Elopement from the building or classroom may result in referral to law enforcement.

### **Fighting**

Infractions of this nature will be referred directly to building administration. Fighting may result in referral to law enforcement.

Fighting is the engagement of two or more students in physical conflict. Any student who initiates physical contact with the body with the intent to cause physical discomfort to another will be considered the aggressor in the fight. Any student who responds to such aggression with physical contact of this sort will be considered the defender in the fight. Any student who urges or provokes a fight will be considered the instigator of the fight.

### **Horseplay**

Flagrant misbehavior or horseplay is any apparent act, behavior, or item that could have a negative impact on the learning environment of the classroom or jeopardize the health,

safety or physical well being of any student or school employee. This includes but is not limited to pushing, shoving or touching of another person.

## **Internet Use Policy (USD 445)**

### **Policies:**

It is the policy of USD 445 to mandate and expect that students will use the Internet system in a responsible manner and be held responsible for his/her actions. Accordingly, the District has established policies and procedures for the use of the Internet system along with rules governing the behavior of students who access such a system. In the school setting, internet account use is limited to educational and research purposes. Students who do not comply with the standards of behavior outlined in the student Internet rules may lose their privilege to use the system and/or be subject to other disciplinary action.

### **Procedures for Use:**

1. USD 445 will allow students to access the Internet provided that the parents or legal guardians of the students do not object in writing to the students having such access. If a parent/guardian objects, he/she shall fill out the objection form, sign it and have it placed on file at the school.
2. Each year, prior to use, each student shall receive and discuss information from his/her teacher or computer lab instructor regarding responsible use of the Internet, including copyright laws to which the student must adhere.

### **Students shall:**

1. Adhere to the same standard of conduct expected and required in a classroom.
2. Follow rules for time limits and printing instructions.
3. Use the Internet account for educational and research purposes within the framework established by the teacher.

### **Students shall not:**

1. Use the Internet account for any illegal activity, including violation of copyright.
2. Disrupt equipment, system performance, or data of another user.
3. Use the Internet account extensively for sending and receiving a large number of personal messages.
4. Attempt to gain unauthorized access to resources or entities.
5. Attempt to invade the privacy of individuals.
6. Use an account owned by another user.
7. Send or retrieve messages that are inappropriate, obscene, racist, sexist, contain obscenities, or contain inflammatory or abusive language.
8. Visit sites that are inappropriate, obscene, racist, sexist, contain obscenities, or contain inflammatory or abusive language, including all hate sites.
9. Send or receive a message using a name other than the students' own names.
10. Read other people's mail or files without permission.

**Internet Violation:** Infractions of this nature will be referred directly to building administration. Students will use the Internet systems in an appropriate manner and be held responsible for their actions. Students who do not comply with the standards of behavior outlined in the student Internet rules may lose their privilege to use the systems and/or be subject to other disciplinary action.

## **Profanity/Inappropriate Language**

Inappropriate language or gestures expressed verbally or visually.

### **Non-compliance**

Students who refuse reasonable requests from staff members can cause a disruption to the learning environment. Teachers are in charge of the classroom and any reasonable request is expected to be followed.

### **School Bus Rules and Regulations**

While riding school buses, all students will be subject to school district rules and regulations as well as bus company rules and regulations and State of Kansas rules and regulations.

### **Sexual Harassment**

Infractions of this nature will be referred directly to building administration. Sexual harassment may result in referral to law enforcement. Verbal: Includes derogatory comments, jokes, slurs or remarks/questions of a sexual nature. Visual: Includes derogatory writings or symbols such as email, drawings, graffiti, gestures, text messages and looks.

### **Sexual Misconduct**

Infractions of this nature will be referred directly to building administration. Sexual misconduct may result in referral to law enforcement.

Actual or simulated conduct, including but not limited to fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on school property, during school functions or school sponsored activities.

### **Student Videotaping**

Infractions of this nature will be referred directly to building administration.

Videotaping with any type of device on school property, at any school event, or any extension thereof is prohibited. Videotaping an altercation will be considered instigating a fight and will be punished accordingly.

### **Threat**

Oral or written speech with the intent to cause harm including overt actions or behaviors that could adversely affect the learning environment or jeopardize health, safety, and physical well being. Threat or verbal assault may result in referral to law enforcement.

### **Unnecessary School Items**

Any item deemed unnecessary or a distraction to the learning environment will be confiscated. These items could include but are not limited to: laser pointers, toys (figurines), gaming devices and any item that could hinder the learning process for that student or others.

### **WEAPONS VIOLATION, EXPLOSIVE DEVICES OR SIMULATIONS**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in student parking areas, or off school grounds at any school activity or event. This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon.

**Possession of a firearm/knife may result in either:**

- 1. Short-term suspension (1-10 days OSS)
- 2. Long-term suspension (more than 10 days, due process hearing)
- 3. In the case of a firearm, in accordance with federal law, immediate expulsion from school for a period of one year (186 school days)
- 4. Possession of a weapon could result in a referral to Law Enforcement.

During the Due Process Hearing the length of the suspension will be determined as defined by KSA 72-89a01: Expulsion of one school year (186 days), except under modification of expulsion by Superintendent of Schools on a case by case basis.

Weapons as defined by KSA 72-89a01: Expulsion of one school year (186 days), except under modification of expulsion by Superintendent of Schools on a case by case basis.

Weapon possession with a threat will result in up to 10 days of OSS and a Due Process Hearing.

### **Schoolwide Expectations:**

## **TWISTER PRIDE**

Treat others with respect.

Give your best.

Be safe.

Dr. Correll-

Currently the district behavior team is working through the Ci3T process to develop a clearly defined tiered system for academics and behavior to be implemented 2021-2022.

Expectations will be clearly defined in all areas for teachers, students, parents and administrators.

The goal is to work together with stakeholders to develop a well rounded plan that involves all stakeholders and improves the culture we wish to have.

**BOARD OF EDUCATION OFFICE**

Victor A. Klotz Education Center  
615 Ellis ■ Coffeyville, KS 67337  
Phone: 620-252-6400 ■ Fax: 620-252-6807  
Craig Correll, Superintendent  
Michael Speer, Assistant Superintendent/Business Manager  
James Elliott, Assistant Superintendent/Technology Director  
Lora Stalford, Curriculum Director  
Alexis McMillin, Student Services Coordinator

**DR. JERRY HAMM EARLY CHILDHOOD LEARNING CENTER**

200 Walnut St. ■ Phone: 620-251-1147  
Amanda Cavaness, Principal  
Samantha Maritt, Assistant Director

**COMMUNITY ELEMENTARY SCHOOL**

Grades K-6 ■ 201 S. Cline Rd. ■ Phone: 620-252-6430  
Amanda Cavaness, K-2nd Principal  
Dave Lovelace, 3rd-6th grade Assistant Principal  
Noel O'Kane, K-2nd Assistant Principal  
Angela Linthacum, 3rd-6th Grade Principal

**ROOSEVELT MIDDLE SCHOOL**

Grades 7-8 ■ 1000 W. 8th St. ■ Phone: 620-252-6420  
Jeff Pegues, Principal ■ Mark Scott, Assistant Principal

**FIELD KINDLEY HIGH SCHOOL**

Grades 9-12 ■ 1110 W. 8th St. ■ Phone: 620-252-6410  
Travis Stalford, Principal ■ Trey Thompson, Assistant Principal  
Zach Johnson, Assistant Principal/Athletic Director

**PARENTS AS TEACHERS**

DR. JERRY HAMM ELC

200 Walnut St. ■ Phone: 620-252-6487  
Leslie Ewy, Director

**USD 445 CHILD NUTRITION CENTER**  
102 S. Cline ■ Phone: 620-252-6430 ext. 12801  
Pamela Lane, Director

**FIRST STUDENT**  
2041/2 N. Central St. ■ Phone: 620-251-8441  
Erica Freel, Director

**BOYS AND GIRLS CLUB OF COFFEYVILLE**  
102 S. Cline Rd. ■ Phone: 620-252-6430  
City Building, 502 Walnut ■ Phone: 620-252-6470 ext. 16105  
Griffin Walker, CSCP Executive Director

## Parents/Guardians:

REMOVE THIS PAGE,  
SIGN AND RETURN TO SCHOOL  
AS SOON AS POSSIBLE.  
EACH STUDENT MUST HAVE ONE ON FILE.

As the parent or guardian of a grade school student, I have read or have had the opportunity to read, the Community Elementary Parent-Student Handbook. I have discussed with my child the necessity and importance of following the disciplinary guidelines and procedures as described in this booklet. I understand that violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

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Student Name (please print)

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Student Grade

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Homeroom Teacher

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Parent/Guardian Signature

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Date

