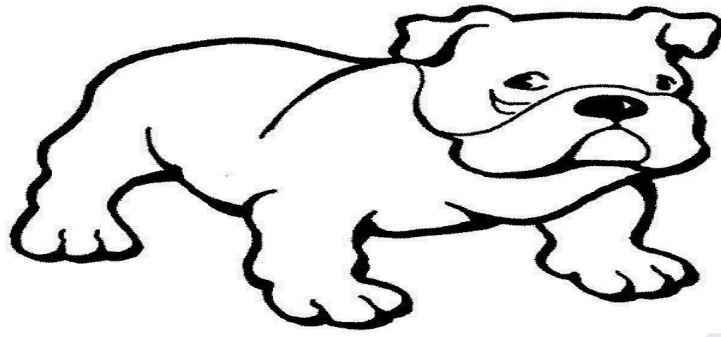


# Spring Grove Primary Center Student Handbook



2026-2027

"...leading our students to develop social and academic skills to achieve lifelong learning for the 21<sup>st</sup> Century"



# BULLDOG CODE

We are the mighty Bulldogs and we live by this code.

We have **Passion** for learning and our community. We show **Respect** for ourselves, our family, our school, and our community. We act with **Integrity** toward ourselves and in our actions. We have **Discipline** in our actions and always strive for **Excellence!**

**PRIDE**---- *passion, respect, integrity, discipline, excellence.*

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**GALENA UNIFIED SCHOOL DISTRICT 499 PHONE NUMBERS ~ 783-4499**

Board Office	ext. 1100
High School	ext. 1400
Liberty Elementary	ext. 1200
Liberty Middle School	ext. 1300
Cornerstone	ext. 1500
Nurse's Office	ext. 1203 / 2103
School Psychologist	ext. 1609
Spring Grove	ext. 2100

**SPRING GROVE PRIMARY CENTER STAFF**

620-783-4499 ext 2100 or 620-783-2555

Brad Price	Principal
Angie Brittle	PreK At-Risk
Ratava Moyer	ECSE PreK
Kayleigh Boyes	Kindergarten
Kimberly Hulsey	Kindergarten
Shonda Potter	Kindergarten
Jessica Henson	First Grade
Chandee Jones	First Grade
Holly Smith	First Grade
Shawna Henson	Second Grade
Lisa Simmons	Second Grade
Tarah Tygart	Second Grade
Karessa Cannon	Title I
Mackenzie Bair	Speech Pathologist
Whitney Wright	Music
Danielle Cruse	Art
Candy Henson - Para	Library
Boone Blair - Para	Lab
Stephanie Melugin	Special Education
<b>MaKayla Anderson</b>	School Nurse - CHCSEK
Samantha Teposte	School Health Medical Assistant
Brianna Miller	Counselor
Stevie Espino (PreK)	School Psychologist
Bryant Heckart (K-5)	School Psychologist
Kristi Clarkson	Secretary

Sarah Cerano	Lunch Clerk
Travis Garrison	Custodian
Deanna Downey	USD 499 Para
Sandra Evans	USD 499 Para
Kathy Clemons	USD 499 Para
April Frazier	USD 499 Para
Cecilia Ballard	Interlocal Para
Becca Anderson	Interlocal Para
Katie Little	Interlocal Para
Meghan Jordan	Interlocal Para
Hannah Huffman	Interlocal Para
Jamie Triplett	Interlocal Para
Rhonda Porter	Interlocal Para

**GALENA USD 499 MISSION STATEMENT**

Provide a safe environment while preparing students for success.

**BELIEF STATEMENTS**

We believe:

- Providing a safe, supportive learning and work environment is critical to student success.
  - The recruitment, retention and support of a highly qualified workforce is a priority.
  - Schools should develop cooperative partnerships with parents, patrons, businesses and organizations in the community to ensure students develop the necessary skills to become productive citizens.
  - High expectations promote academic achievement.
  - Creativity and imagination should be recognized, respected and nurtured.
- Integration of technology allows for further enhancement of creative and organizational skills that nurture the development of technology literate individuals.

**SPRING GROVE PRIMARY CENTER MISSION STATEMENT**

At Spring Grove we encourage and lead our students to develop social and academic skills to achieve lifelong learning for the 21<sup>st</sup> Century.

Students will achieve high levels of reading and comprehension.

Students will develop skills to solve problems.

Students will show respect in thinking and reasoning in oral and written communication.

## GALENA USD 499 GOALS

**Communication** - Promote positive relationships with all stakeholders to broaden understanding of the education of our students and support the mission of the Galena USD499 School District.

**Curriculum** - Prepare students to become lifelong learners and productive citizens incorporating rigorous and relevant curriculum that prepares students for college and careers.

**Assessment** - District and state assessments will be used to gather student learning data and identify areas of growth as well as areas for improvement. Progress monitoring data and state assessment data (Accountability Report) will be reported to the BOE on an annual basis.

**Technology** - Provide technology that is relevant and up to date. Expand the integration of technology to support learning, teaching, and the organizational needs of the district.

**Student Support Services** - Provide a district-wide support system to assist students and stakeholders with a wide range of academic, social and emotional needs.

**Professional Development** - Develop professionals to improve student learning by supporting programs that align with federal and state and district reform initiatives that promote collegiality and collaboration, and improve instructional practices.

**Personnel** - Promote quality education by recruiting, retaining, and supporting highly qualified professionals.

**Finance and Facilities** - Support the mission of the school district with the appropriate management of financial resources to provide a safe and healthy learning environment.

**Student Safety** (*new*) - Provide a safe and secure environment for all District students, staff, and visitors and ensure the school district is prepared to effectively respond to all emergencies that might affect the safety and security of students and staff.

## ATTENDANCE

We are pleased to have your child in the Galena Schools! We have a very talented and dedicated staff who are committed to helping all our students be successful in every area of their school careers. We believe that the students are developing important skills and habits that will enable them to be successful not only in school, but throughout their entire lives. We know you are also committed to helping your child be successful in school, and regular attendance is the first step.

We are not asking you to send your children to school when they are too ill to be

here.

However, if it is possible for them to be here on days when they may not be feeling their best, we would like to have them here. Please let your children know they can go to the office if they are not feeling well. The school nurse can check on them and help in any way. We want to do whatever is necessary to make sure they have a good day at school.

The School Counselor will help you and your child comply with the Kansas Compulsory School Attendance Law and ensure that, for the safety of your child, both you and the school will be able to contact them during the school day.

### **KANSAS COMPULSORY SCHOOL ATTENDANCE LAW**

- Every parent or person acting as a parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years, shall require such child to attend continuously each school year.
- Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements.
- Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there-from on either three consecutive school days or five or more school days in any semester, or seven during the school year, the child shall be considered to be not attending school as required by law.
- Each board of education shall designate one or more employees who shall report to the secretary of the Kansas Department of Children and Families, or a designee thereof, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.
- A child is inexcusably absent from school if the child is absent there-from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

### **EXCESSIVE ABSENCES**

1. The Board of Education, administration, and faculty feel that students must share in the responsibility for acquiring their education. Students must be in attendance in each of their classes at least 90% of the class periods in each semester and maintain passing grades to be promoted to the next grade level. School sponsored trips, events, and activities will not be counted as an absence.

2. Examples of excused absences are a personal illness of the student which requires hospitalization or home confinement, doctor appointment, mandatory court appearance, or a death in the family. Examples of unexcused absences are staying home to take care of family members, running errands, shopping, etc.
3. If your child is going to a doctor or dentist appointment, or a mandatory court appearance, you need to provide the office with a note, stating the date and the beginning and ending times of the appointment or court appearance.
4. Students should be in attendance as much as possible before and after pre-arranged appointments and should check into the office before leaving and upon returning from appointments.
5. The school staff will be checking on the attendance of the students daily. On the day the student is absent, a parent or guardian needs to notify the school office by 8:15 a.m. and state the reason for the absence. Parents or guardians may call, come into the office, or send a note with someone else.
6. If the office has **not** been notified that a child will be absent that day, for the safety of the child, the school staff will attempt to contact the student's home by phone, visit the home, or contact one of the student's listed emergency references from the enrollment form. The school must have a documented reason when a student is absent. If we are unable to contact you, please send a note to the office the next day when the student returns. If a student returns to school without parent documented contact, the absence will be recorded as truant.
7. Every child is required to attend school regularly to comply with the state compulsory attendance law. Regular attendance will help them be more successful in school. Parents will be notified if absences or tardiness become a problem for their child.
8. After five absences the student and parent are required to participate in an attendance hearing with the principal, and teacher to develop intervention strategies to improve the student's attendance.
9. If the parent does not attend the hearing and/or the student continues to be absent, the Department of Children and Families (DCF) and the County Attorney will be notified.
10. Lack of attendance (falling below 90%) can result in the assignment by the administration of mandatory attendance at summer school, and the After School Program to be considered for promotion to the next grade level.
11. Students must never leave the building without first checking out through the office. This does not apply to students leaving on a field trip or other school activities under the supervision of a teacher.
12. All class work must be completed to the satisfaction of the teacher when a student has been absent for any reason.
13. Please note that attendance awards are not given to students who have accumulated excessive absences and/or tardiness.
14. Parents who have a question about an absence or the policy should contact the school administrators.

## TARDINESS

1. Students who are not on time are tardy. Students who are more than 1 hour late are absent for that half of the day.
2. Students who arrive at school late need to secure a pass from the office to be admitted to class.

Excessive tardiness will be reported to the Department of Children and Families and the Cherokee County Attorney.

### GENERAL SCHEDULE

7:15 A.M.	Doors Open
7:20 A.M.	Breakfast Served
7:40 A.M.	Teachers Arrive
7:55 A.M.	Opening in the Gym
8:00 A.M.	Students to Class
11:00A.M.	Kindergarten Lunch
11:30 A.M.	1st Grade Lunch
11:45 A.M.	2nd Grade Lunch
3:15 P.M.	Dismiss for the Day

**School will be dismissed at 2:35 P.M. every Friday.**

All students are offered breakfast at school. We ask that parents who wish for their students to eat breakfast at school arrive at school no later than 7:40A.M. to eat breakfast.

### STUDENT CUSTODY

All parents have equal access to their child and their child's school records unless documentation of court action which provides otherwise is submitted to the principal. Such documentation may be in the form of a restraining order, results of a custody hearing, or other legal documents. Parents are also responsible for keeping the principal informed of all legal changes regarding child custody and visitation issues. The principal can only enforce denial of a parent's access to their child or their child's school records when legal documentation is provided.

### VISITORS TO THE SCHOOL

Parents are always welcome to visit. Adults or parents visiting must obtain approval and a visitor's pass from the office. Any person who visits a school building during school hours shall first come to the principal's office and state the reason for the visit.

Visitors must enter the building through the main entrance. Please push the button on the west wall and someone will be with you shortly. All doors will be locked as a safety measure. Should a parent wish to see a teacher, an appointment must be made. Appointments may be made by calling the office or emailing the teacher.

**People will not be allowed to visit a classroom without approval of the principal.**

### DISCIPLINE PLAN

#### KINDERGARTEN, FIRST, AND SECOND GRADES

The building plan, written for application outside of individual classrooms, includes the student behavior necessary for maintaining a good learning atmosphere. The school rules are as follows:

1. Students will respect the rights and property of others, including our school building and playground equipment.
2. Students will walk quietly and orderly at all times - no running indoors, to the library, to the bus, etc.
3. Students will keep hands, feet, and objects to themselves - no fighting or rough play.
4. Students will speak softly - no yelling, teasing or swearing, or name calling..
5. Food, including candy, is allowed in the lunchroom only when approved by the teacher.

#### **RESTORATIVE PRACTICES**

- After OSS is served, students will be required to speak with our building counselors.
- Students earning an office referral for using Inflammatory words tied to violence, race, or sexual orientation will be required to speak with our building counselors after consequences have been served.

#### **SEVERE CLAUSE**

If a student endangers the safety and/or property of another person or

engages in openly defiant behavior, they will be immediately removed from the situation and disciplined by the principal or designee based on the seriousness of the behavior.

Each classroom teacher will have a classroom discipline plan. It will be similar in format and content to the building plan.

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## SCHOOL WIDE DISCIPLINE PLAN

### Minor Offenses

Behaviors and Actions	Outcomes
<ul style="list-style-type: none"> <li>- Defacing of School Property                             <ul style="list-style-type: none"> <li>* could include but not limited to writing on walls or desks, physical damage, writing on or minor damage to technology etc.</li> <li>* may result in parent/guardian paying replacement costs</li> </ul> </li> <li>- Defiance of Authority / Disrespect                             <ul style="list-style-type: none"> <li>* Minor degree</li> </ul> </li> <li>- Disruptive or Disorderly Conduct                             <ul style="list-style-type: none"> <li>*Interfering with the ability of others to learn</li> </ul> </li> <li>- Failure to Complete Work</li> <li>- Inappropriate behavior toward other students                             <ul style="list-style-type: none"> <li>*Pushing or shoving, teasing, derogatory remarks, minor incidents, etc...</li> </ul> </li> <li>-Other inappropriate behaviors not listed above                             <ul style="list-style-type: none"> <li>*Not all things can be listed</li> </ul> </li> <li>-Cell phone / personal communication device policy violations                             <ul style="list-style-type: none"> <li>*Consequences for multiple violations will follow the consequence for 2nd Offense</li> </ul> </li> </ul>	<p>1st Offense</p> <ul style="list-style-type: none"> <li>· Written or Verbal Parent Notification</li> <li>· Conference with Student</li> <li>· Written apology (if applicable)</li> <li>· Consequence assigned                             <ul style="list-style-type: none"> <li>Ø up to 2 walking recesses</li> <li>Ø up to 2 lunch detentions</li> </ul> </li> </ul> <p>2nd Offense</p> <ul style="list-style-type: none"> <li>· Written or Verbal Parent Notification</li> <li>· Conference with Student</li> <li>· Written apology (if applicable)</li> <li>· Consequence assigned                             <ul style="list-style-type: none"> <li>Ø up to 2 lunch detentions</li> <li>Ø up to 1 day of ISS</li> </ul> </li> </ul> <p>3rd Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Parent/Principal Conference</li> <li>· Consequence assigned                             <ul style="list-style-type: none"> <li>Ø up to 3 days of ISS</li> </ul> </li> <li>· Begin SIT Process (when justified)</li> </ul> <p>4th Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Parent/Principal Conference</li> <li>· Consequence assigned                             <ul style="list-style-type: none"> <li>Ø up to 3 days of ISS</li> <li>Ø up to 3 days of OSS</li> </ul> </li> <li>· Begin/continue SIT Process</li> </ul> <p><u>Subsequent Violations</u></p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Consequence Assigned                             <ul style="list-style-type: none"> <li>Ø up to 3 days of ISS or OSS</li> </ul> </li> </ul> <p>***If significant progress has been made since last offense, revert back to 2nd Offense outcomes be careful when you list 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> etc. consequences because without some “flexibility language to impose the discipline based on the seriousness and facts surrounding each situation, the district may be locked into a first-time consequence or even severe serious first-time offenses that would justify</p>

### Major Offenses

Behaviors and Actions	Outcomes
<ul style="list-style-type: none"> <li>- Defacing of School Property / Vandalism *May result in parents/guardians paying for replacement costs</li> <li>- Defiance of Authority / Disrespect *Major Degree</li> <li>- Endangering Self or Others *Could include but not limited to running away, skipping school etc.</li> <li>- Fighting</li> <li>- Inappropriate behavior toward other students *Major Degree, could include but not limited to sexual harassment, bullying, verbal aggression, etc...</li> <li>- Theft</li> <li>- Other inappropriate behaviors not listed above that are major in nature *Not all things can be listed</li> </ul>	<p>1st Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Written apology when appropriate</li> <li>· Parent/Principal conference if needed</li> <li>· Consequence assigned Ø up to 3 days of ISS</li> </ul> <p>2nd Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Written apology when appropriate</li> <li>· Parent/Principal conference</li> <li>· Consequence assigned Ø up to 3 days of ISS Ø up to 3 days of OSS</li> <li>· Begin SIT process when warranted</li> </ul> <p>3rd Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Consequence assigned Ø up to 5 days of OSS</li> <li>· Begin/continue SIT process</li> </ul> <p>4th Offense</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Consequence assigned Ø up to 10 days of OSS</li> </ul> <p><u>Subsequent Violations</u></p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Consequence assigned Ø up to 10 days of OSS Ø possible long-term suspension</li> </ul> <p>***If significant progress has been made since last offense, may revert back to 3rd Offense outcomes</p>

<ul style="list-style-type: none"> <li>- Illegal drugs *Could include but not limited to possession, use, under the influence, drug paraphernalia</li> <li>- Weapon Possession</li> </ul>	<p>All Offenses</p> <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Contact Law Enforcement and/or other appropriate agencies</li> <li>· Consequence assigned Ø 3-10 days of OSS Ø possible long-term suspension and/or expulsion. If it is a weapon meeting the state definition, then it would be an automatic expulsion "for one calendar year."</li> </ul>
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**\*\*\*The administration reserves the right to deviate from the above list of possible consequences based on the severity or facts in each situation.\*\*\***

## Bus Behavior Plan

Riding the bus is a privilege. Appropriate behavior toward the bus driver, monitor, other students, and the bus itself is expected. Failure to act responsibly could result in the loss of riding privileges. This policy is in effect for students riding the bus to and from school, field trips, or any extra-curricular activities.

Inappropriate Bus Behavior	Outcomes
<ul style="list-style-type: none"> <li>- Defacing of School Property *May result in parent/guardian paying replacement costs</li> <li>- Defiance of Authority / Disrespect *Must follow rules of bus driver / monitor *Seats may be assigned</li> <li>- Inappropriate behavior toward others *Pushing or shoving, teasing, derogatory remarks</li> <li>- Other inappropriate behaviors not listed above *Not all things can be listed</li> <li>- Major offenses *Will be dealt with according to the school wide discipline policy with the additional consequence of loss of riding privileges</li> </ul>	<ul style="list-style-type: none"> <li>1st Offense               <ul style="list-style-type: none"> <li>· Written or Verbal Parent Notification</li> <li>· Conference with Student</li> <li>· Written apology</li> <li>· Consequence assigned                   <ul style="list-style-type: none"> <li>Ø up to 2 walking recesses</li> <li>Ø up to 2 lunch detentions</li> </ul> </li> </ul> </li> <li>2nd Offense               <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Conference with Student</li> <li>· Written apology</li> <li>· Consequence assigned                   <ul style="list-style-type: none"> <li>Ø up to 3 days loss of riding privileges</li> </ul> </li> </ul> </li> <li>3rd Offense               <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Parent/Principal Conference</li> <li>· Consequence assigned                   <ul style="list-style-type: none"> <li>Ø up to 5 days loss of riding privileges</li> </ul> </li> </ul> </li> <li>4th Offense               <ul style="list-style-type: none"> <li>· Verbal Parent Notification</li> <li>· Consequence assigned                   <ul style="list-style-type: none"> <li>Ø up to 5 days loss of riding privileges</li> <li>Ø possible loss of riding privileges for remainder of school year</li> </ul> </li> </ul> </li> </ul>

***\*\*\*The administration reserves the right to deviate from the above list of possible consequences based on the severity and facts in each situation.\*\*\****

## BULLYING

The board of education prohibits bullying in any form, including electronic means, on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action,

up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

#### **REPORTING TO LAW ENFORCEMENT**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such acts to the appropriate law enforcement agency if any of the behaviors noted above occur.

#### **STUDENT DROP OFF AND PICK UP/ARRIVAL AND DISMISSAL**

Our main priority is to partner with parents to keep all our students safe. We have created a system for morning drop off and afternoon pick up. We ask that you support our procedures so that we can continue to focus on student safety.

#### **MORNING DROP OFF/ARRIVAL**

Supervision of students starts at 7:15. We ask that students being dropped off not be allowed out of the car until reaching the crosswalk where the crossing guard is located. Students who arrive before breakfast service starts should come inside and sit on the steps in the hallway. After breakfast service begins, all students should report to the gymnasium when they arrive. We ask that students not go to their classroom as teachers are preparing to start their day and may not be in their classroom to offer supervision.

#### **AFTERNOON PICK-UP/DISMISSAL**

Because we have so many places for children to go after school (bus riders, parent pick up, walkers, The Learning Zone, After School Tutoring) we have established dismissal procedures to ensure we are able to get all our students to the place they need to be safely and efficiently. We need to be informed with a parent or guardian note or by phone if there are changes to a student's method of dismissal.

We ask those who are picking up students to remain in their car so that we can escort each

child out to their ride. We have established this procedure because parking is very limited and to dismiss children to an adult who has the authority to pick them up.

If you choose to park and walk up to the school, we will consider these children walkers and dismiss them out the east door of the school. These students may be picked up from the east side of the school. We will ask parents/guardians who come to retrieve students to wait for them outside at these doors.

We appreciate your understanding and cooperation in following these procedures to keep your child and all our students safe.

### **FIRE DRILL PROCEDURE**

The fire alarm will be a consistent blast of the alarm. Teachers will see that all windows and doors are closed as they exit.

### **EXIT PROCEDURES**

Students will line up quickly and quietly so they can hear instructions from teachers and staff. Staff will follow the emergency plan and exit the building using the safest route. All Exit routes and alternate exit routes are posted in classrooms.

### **TORNADO PROCEDURES**

The tornado alarm will be sounded over the intercom system. All students will proceed to the storm shelters at the west end of the building.

### **INTRUDER ON CAMPUS**

Teachers will follow the guidelines learned in A.L.I.C.E training. Alert, Lockdown, Inform, Counter and Evacuate.

### **SCHOOL PARTIES**

Parties are held at school for Halloween, Christmas, and Valentine's Day. Birthday treats brought to school by parents must be approved by the classroom teacher or principal and are restricted to commercially prepared products. Please visit with the teacher about student food allergy issues.

The principal must approve other parties that students or teachers plan. These will be held to a minimum.

No money will be collected from students for such activities without the principal's approval.

## **KINDERGARTEN SNACKS**

We ask that Kindergarten snacks be limited to cracker type snacks. Sweet snacks and drinks will be limited to birthday celebrations. Please be aware of student food allergies.

## **BREAKFAST & LUNCH PRICES**

Meal charges will be limited to \$20.00. When charges reach \$20.00, the student will need to bring lunch from home. If the child does not bring lunch, a parent will be called to bring them lunch. You may also prepay for meals or pay for meals daily.

Breakfast prices are as follows:

Student breakfast: \$2.35

Adult breakfast:

Reduced breakfast: \$.30

Lunch prices are as follows:

Elementary student

lunch:\$2.90

Adult lunch:

Reduced lunch: \$.40

**\*Please alert the school if your child has food allergies or needs a special diet. There is a "meal replacement" form required.**

Students bringing lunch boxes should have their names clearly printed on their lunch box. Meal prices are subject to change.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher Conferences can be scheduled as needed to supplement the report card of each pupil. A conference time can be scheduled by calling the Spring Grove office (783-2555) or by sending a note. The Parents For Excellence compact will be signed by Student/Teacher/Parent/Principal for title and federal regulations.

## **PERSONAL PROPERTY**

All personal belongings should be labeled with the students' name. During the second week of school, all articles not labeled at home will be labeled at school.

Bicycles ridden to school are the student's responsibility. Bicycles are not to be ridden

on the playground. Skate shoes are not allowed at school.

### **PETS**

To assure the safety of all students, pets brought to school, as part of class study must be pre-approved by the principal.

### **SCHOOL WORK**

Students will have various types of daily assignments. Any work not completed during the school day will be homework. Homework is to be completed at home by the student and returned the next day. All work must be completed to the teacher's satisfaction. This includes work that may be assigned during a remote learning period.

### **EDUCATION INTERVENTIONS**

#### **SCREENING**

Screening is the first step in the identification of exceptional children. Screening procedures consider all children in a given population to locate those who may be in need of special education services. Because all children participate in screening activities, prior written parental consent is not required.

The Galena Unified School District #499 has systematic procedures to screen all school-aged children for learning assets or deficits which may require special education services. These screening procedures shall include the following:

\* Mandatory hearing and vision screening - Vision every two years, hearing every three years; KSA 72-6229 requires a hearing test the first year of admission and every three years thereafter

\* An age-appropriate developmental instrument or screening procedure designed to identify those children with possible delays. Such instruments/procedures may include:

- teacher and parent referrals or self-referral by students,
- behavior checklist,
- group achievement tests,
- adaptive behavior observations,
- teacher/parent observations,
- or other techniques developed locally by multidisciplinary efforts.

#### **GENERAL EDUCATION INTERVENTION**

To ensure a quality educational experience is provided for all students, Galena Unified

Schools provides for research-based core instruction delivered by licensed staff. Progress in the curriculum is monitored throughout the year using multiple assessment tools such as Progress Monitoring, DIBELS, STAR and Curriculum Based Measurements.

If a student is not making educational progress based upon the above screening assessments, a student may be referred to the General Education Intervention team, known as the Student Improvement Team (SIT). General education intervention is a process used by regular education teachers to facilitate improvement for students whose needs may not be adequately met in the general education curriculum without individualized accommodations or instruction. The goal of the general education intervention process is to improve student success in the regular education classroom within the least restrictive educational environment.

General education intervention is a problem-solving process which looks at the student's instruction, curriculum, environment, and individual skills to develop a student improvement plan of strategies to target the areas of concern. The SIT team may refer a student for a special education comprehensive evaluation if progress monitoring data indicates multiple research-based interventions have not been successful and the SIT team suspects a disability.

The SIT team may be composed of the following individuals: parent(s)/legal guardian(s) of the child, regular education teacher, Title teacher(s), school counselor, school psychologist, principal, and special education staff. Students may be referred to the SIT team by the student's regular education teacher or any other school staff members. Parents may also refer their child to the SIT team by contacting the SIT coordinator, Dana Dubry, or by completing a referral form located in the school office.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the

parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want amended, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested the district will notify the parent or eligible student of the decision and advise them of their right to a hearing on the request for amendment. Additional information about the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.  
The name and address of the office that administers FERPA is:

**Family Policy**

**Compliance Office**

**US Department of Education  
600 Independence Avenue  
SW Washington, DC 20202-4605**

**SPEECH SERVICES**

The speech pathologist works with individuals and small groups to assist the development of clear and correct speech patterns. Students are removed from the classroom for short amounts of time as indicated on the IEP.

## DRESS CODE

Cleanliness and good taste should be the guide to student dress and hairstyles. Appropriate dress for all students should be attire consistent with the season, current styles, and weather conditions. Clothing that detracts, or calls special attention to any individual, is not appropriate for school. Clothing shall be worn in the manner for which it was originally designed. No sandals on field trips please.

## RESPECT FOR PROPERTY

Students are expected to care for school property. Parents will be held responsible for any damages.

## TRANSFERS AND WITHDRAWALS

Families changing residence should contact the secretary (783-2555, 783-2787, or 783-4499 ext. 2100). All records will be mailed to the receiving school upon request from the receiving school. Records will not be mailed until all school property has been returned.

## TELEPHONE USE & MESSAGES

The office phone is for student use only in emergency situations. All messages from parents, except emergencies, will be delivered at 2:55 p.m. Therefore, please call the office prior to 2:40 p.m. so that these messages can be delivered promptly.

## CELL PHONES & PERSONAL COMMUNICATION DEVICES

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, (JCDC). Students are encouraged to leave such devices at home. If they are brought to school, students must turn in the device before school begins to be locked away until the end of the school day. Consequences for violations to this policy are listed in the discipline grid.

## STUDENT GRADE K-8 ELECTRONIC ACCESS PERMISSION FORM

### Galena Unified School District 499

The Galena Unified School District 499 Board of Education is pleased to offer students and patrons of the District access to the District's local area network for email and web access. To gain access to email and the internet, all students under the age of 18 must obtain

parental/guardian permission and must provide digital consent to this form during the online registration process.

Access to email and the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the internet may contain items that are defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. All internet access in District is filtered in accordance to state and federal guidelines and we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using digital media and information sources. To that end, the Galena Unified School District 499 supports and respects each family's right to decide whether or not to provide consent for access for their child.

### **Internet and Email Rules**

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom or hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

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

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Users should not expect that files stored on district-owned devices will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate material. The following are not permitted:

- Sending or displaying offensive messages or pictures

- Using obscene language
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of digital resources, user accounts, or local area networks
- Violating copyright laws
- Using another's password
- Trespassing in another's work, files, digital resources, or accounts
- Intentionally wasting limited resources
- Employing the network for commercial or personal purposes.

Violations may result in the loss of access as well as other disciplinary or legal action.

- As a student user of the Galena Unified School District 499 technology resources, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.
- As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the networked technology services such as email and the internet. I understand that individuals and families may be held liable for violations. I understand that some material on the internet may be objectionable, but I accept responsibility for guidance of internet use - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

By providing digital consent during the online registration you are agreeing to these terms and conditions.

### **STUDENT IPAD POLICY**

We are very fortunate to be able to have an iPad for each student so that we have 1:1 access. This will allow students to login to Canvas, Seesaw, and other programs and remain logged in which will save time and be much more student and teacher friendly. Also, 1:1 access, opens up an array of possibilities to incorporate technology and the use of Canvas daily at all grade levels. Along with this comes the responsibility and protocol that we need to follow which is outlined below.

## Protocol

1. Each student will be assigned an iPad that they will use daily. The student should use the same iPad each day.
2. iPads are not to be taken home unless they are checked out through the office for remote learning, during quarantine, or for another principal approved situation.
3. If students need to use iPads for classes other than in their homeroom, they will take their iPad with them.
4. iPads will be housed in homeroom classrooms. Each homeroom will have an iPad cart to store the iPad. This cart can be locked and will also be used as the charging station for the devices.
5. Students are expected to be responsible while using or transporting iPads. If students fail to do this, they may lose iPad privileges for a designated amount of time.
6. Cost for damages from intentional actions to the iPad(s) will be the responsibility of the student's parent/guardian.
7. Students are also expected to use the iPads for classroom activities. Students who choose not to follow this rule will be subject to discipline consequences. This could include being off task or accessing material inappropriate for school.
8. Cases that are provided need to always remain on the iPads.
9. Students will not be able to download apps or any other material to the device. This will be managed by USD 499.

## **TEXTBOOK RENTAL & CARE**

Book rental fees for elementary students, grades K-12, are \$25.00.

Students are responsible for the care of their books. Parents will be required to pay for

any lost or damaged books or equipment.

### **LIBRARY**

Children are encouraged to use the Spring Grove Library to promote reading skills and to further their interests and understanding. Students have a weekly library period for checking out books and learning library skills. The proper care of books is the responsibility of each student. There is no fee for library use, but books that are lost or excessively damaged will be charged to the borrower or their parent/guardian.. The usual charge for a lost or ruined book is set by the librarian. The principal will send a letter to the parents notifying them of the amount due for a lost or damaged book.

### **SCHOOL CLOSING/ INCLEMENT WEATHER**

The superintendent will determine if school needs to be closed due to inclement weather or other unforeseen circumstances, and calls will be made through the SchoolMessenger automated phone system. Local radio and TV stations will be notified, and a message will be posted on the district Facebook page.

### **EMERGENCY DISMISSAL PROCEDURES**

The superintendent of schools or his designated representative will determine if school will be dismissed due to an emergency or other event that interferes with the school day. The superintendent of schools will develop plans and procedures to instruct students and parents of the emergency dismissal procedures.

The Board and District have developed an Emergency Crisis Plan that will be followed in emergency situations. Such plans are confidential and staff members will be trained on their responsibilities in the implementation of the plan.

### **WEATHER**

School will not be dismissed because of storms that arise during the school day if it is feasible for students and teachers to remain at school safely. Parents are urged not to send their children to school when storm conditions exist or road conditions create a definite hazard.

### **BOMB THREAT**

In a bomb threat or similar emergency, the principal will immediately vacate the school and conduct the students to a safe place. The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of

the building and grounds. School may be resumed if there is no threat to student safety and there is sufficient time remaining in the school day to continue classes.

### **EMERGENCY PROCEDURE AND STUDENT RELEASE FORMS**

Emergency procedure (enrollment) forms must be completed at pre-enrollment or during the first week of school. These forms identify what is to be done for a child in the case of injury or illness, provide emergency numbers, and notify the school of any special physical challenges.

A list of persons (Student Release form) allowed to pick students up from school must also be signed by the parent/guardian and filed in the office. Without this list, we will release the child to no one but the parent/guardian. Please update this list as it becomes necessary.

### **DISTRICT HEAD LICE POLICY**

The parents or guardians of students with head lice, nits, or live bugs will be notified so that treatment can take place at home. Students will be excluded from attending school if live bugs are found. Students may return to school once they have received their first treatment for head lice. Students will be checked upon return by a trained school employee. Students must be treated with medicated products. These can be either prescription treatment from a licensed provider or over-the-counter medicated treatment. Parents or guardians will be offered a telemedicine appointment through CHCSEK at school for prescription treatment if needed and/or wanted. If there is concern for the cost of treatment please reach out to nursing staff.

### **IMMUNIZATIONS**

All students are to have immunization records on file. The records must be complete. If not, Kansas law provides that students may be excluded from school.

### **KINDERGARTEN HEALTH ASSESSMENT**

All Kindergarten students entering USD #499 need to have a completed Health Assessment form on file in the office. Health Assessment Forms are available in the Spring Grove Office.

### **ILLNESSES**

If a child becomes ill at school, arrangements will be made to have the students picked up from school. Please advise the school on who you would like us to contact in these situations. Students who have a temperature should not return to school until they have been fever free for 24 hours without the use of fever reducing medications. Any changes would need to be

approved by the board and parents would be provided notice of any changes.

### COMMUNICABLE DISEASES

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness to give maximum health protection to other students and employees. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

If a student is absent from regular classes for more than three consecutive days, or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

### STUDENTS EXCUSED FROM ACTIVITIES

Students will be excused from recess and physical education and/or other activities only when a note is received from the parents or a doctor. If it becomes necessary for a student to be excused for more than two days, a doctor's note is required. The note must state the reason for being excused and the date the activity may resume.

### MEDICATION

State law declares it illegal for school personnel to administer medications and treatment that have not been prescribed by a person authorized to prescribe medication. This law also prohibits diagnosis by school personnel.

**The school does not provide aspirin.** When medication is necessary for a student to remain in school, the school may cooperate with parents in the supervision of medication. This requires the person authorized to prescribe medication to send a written order to the building administrator who may then supervise the administration of the medication or treatment.

In addition, parents must submit written consent to the building administrator requesting the school's cooperation in such supervision.

### DRUG EDUCATION

Students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use drugs.

The Board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to educate all district students.

## **DRUG FREE SCHOOLS POLICY**

The Drug Free Schools and Communities Act prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

## **PLAYGROUND RULES**

1. No jumping out of the swings while they are moving or swinging side to side.
2. Students may not throw or bounce the ball against the side of the school building.
3. Students may not participate in games or activities that result in rough play or are violent or encourage violence.
4. No pushing or fighting on the playground or equipment.
5. Students are not to pick up or throw rocks, wood chips, or other items.

## **BUS RULES AND REGULATIONS**

The Board of Education of Galena Unified School District #499 has adopted the following regulations for bus transportation and student behavior:

### **INSTRUCTIONS TO STUDENTS AND DRIVERS**

1. The driver is in charge of all passengers and students for loading, unloading, and riding the bus. The driver is responsible to ensure safe transportation of all passengers. Sponsors should sit throughout the bus to maintain a safe environment for our students.
2. Outside of ordinary conversation, students will observe the same conduct as in the classroom.
3. Do not eat or drink on the bus.
4. Do not be destructive.
5. Any weapon as defined by State and or Federal law may not be transported in any school vehicle. Exception: those in use by a law enforcement officer in performance of official duties.
6. The bus driver is authorized to assign a seat to each student and each student will be provided a seat. The driver may change assigned seats at their discretion.
7. Keep head, hands, and feet inside the vehicle and keep your hands to yourself.
8. Students must stay seated and always facing forward while the bus is in motion.
9. Aisles and emergency exits are to be free of all obstructions at all times.
10. All passengers should be cooperative and follow the bus driver's directions.

11. Keep the bus clean. Do not throw paper or other trash on the floor of the bus.
12. If you do not ride the route bus for 7 consecutive days (sickness does not apply but the school must be notified) your name may be taken off the bus list. You will have to call your school office to reinstate your bus riding privileges.
13. All sharp objects such as ink pens and pencils must be stored in a safe place.
14. Be courteous to your fellow passengers, the use of profane or bullying language is strictly prohibited.
15. No alcohol, tobacco products, or illegal drugs will be transported in any school vehicle.
16. Always load the bus from back to front and unload from front to back. Teachers, paras, and coaches should be the last ones off the bus to check for left behind items (coats, phones, equipment, etc.).
17. Do not be a bully.
18. Only students with signed registration forms are eligible to ride route buses.
19. Students can only be dropped off and picked up at the address on the registration form.
20. Seat belts must be worn at all times in suburbans, and school cars by both passengers and drivers.
21. Rear seats must stay empty unless needed by student count (check with the driver).
22. New riders and address changes on or before 10:00 am will be eligible to ride the next school day route. After 10:00 am add a day for eligibility. Example: Monday before 10 am will be eligible to ride on Tuesday, Monday after 10 am will be eligible to ride on Wednesday.
23. When leaving the bus, students must observe the directions of the driver. Students crossing the road must do so in front of the bus after making certain the roadway is clear.
24. Any damage to the bus is to be reported at once to the driver.

**PENALTY:** For violating these rules, students will be reported to the school principal who can deny the student the privilege of riding the bus or prescribe other disciplinary measures.

Parents are advised that bus transportation is limited to students residing on regular bus routes. Priority for seating will be given to students residing the longest distance from the attendance center. Therefore, in cold weather it may become necessary for parents residing in some parts of the city limits to make other arrangements for transportation as the buses may transport only the number of students that can be properly seated. See office personnel for guidelines on eligibility to ride buses.

### **AFTER SCHOOL PROGRAM**

The students needing the After School Program will be notified when that becomes necessary.

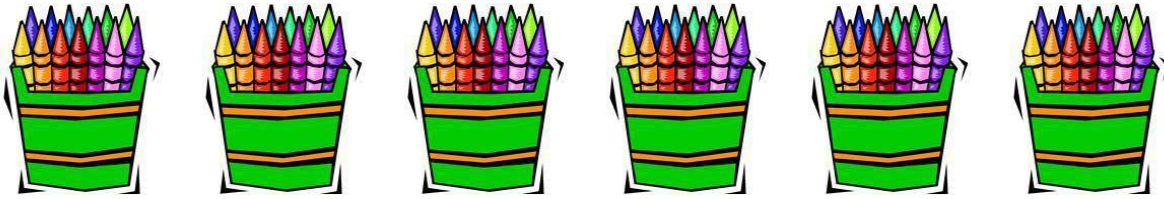
### **SUMMER PROGRAM**

Information pertaining to the Summer Program will be disseminated towards the end of the school year. The program is designed to help meet the needs of students and families.

### **DISTRICT ASSESSMENT**

Galena 499 School District complies with Kansas State Department of Education assessment requirements. At designated grade levels students will complete reading screenings, assessments of academic learning, career interest surveys and surveys of social emotional learning.

DRAFT



# Kids Who Are Different

by Digby Wolge

Here's to the kids who are different,

The kids who don't always get A's

The kids who have ears twice the size of their peers,

And noses that go on for days ...

Here's to the kids who are different,

The kids they call crazy or dumb,

The kids who don't fit, with the guts and the grit, Who

dance to a different drum ...

Here's to the kids who are different,

The kids with the mischievous streak,

For when they have grown, as history's shown,

It's their difference that makes them unique.

