

2009/2010 STUDENT HANDBOOK

SCHOOL HOURS

Morning Pre-School.....8:00-11:15
Afternoon Pre-School.....12:00-3:15
K-6 School Begins8:10
K-6 School Ends3:15

Children in K-6 who ride the bus will be dismissed at 3:10 p.m. from the east side of the building. Non-bus students will be dismissed at 3:15 p.m. Students should be dropped off in the morning on the east side of the building.

SCHOOL FEES

All fees (including lunches and special milk) are to be paid at the time of enrollment. See "Food Service" and "Milk Programs" for lunch/milk prices.

Grade	Textbook	Consumable	Other Student Fees
K	6.75	21.00	1.00
1	6.75	21.00	1.00
2	6.75	21.50	1.00
3	6.75	21.50	6.00
4	6.75	21.50	11.00
5	6.75	21.50	6.00
6	6.75	21.50	6.00

Band Instruments: \$60.00 per year rental on district-owned instruments. Textbooks at Inman Elementary are furnished on a rental basis. A rental fee of \$6.75 will be charged to each student.

If a student withdraws during the school year, the refund rate of textbook rental fee is as follows:

- 1st nine week.....full fees
- 2nd nine weeks.....1/2 of fees
- 3rd nine weeks.....1/4 of fees
- 4th nine weeks.....none
- No refund for consumables

If a student enrolls during the school year, the enrollment fees will include the fees collected on enrollment day, based on a declining scale as shown:

- 1st nine week.....full fees
- 2nd nine weeks.....3/4 of fees
- 3rd nine weeks.....1/2 of fees
- 4th nine weeks.....1/4 of fees

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

ASSEMBLY PROGRAMS

A limited number of assembly programs will be selected, financed, and scheduled by the faculty and administration each year. Programs will be selected that are informative, educational, and entertaining. Student body attitudes toward assemblies and respect shown for the participants will determine the number of programs scheduled. Students are expected to demonstrate proper respect toward the presenters, as these programs offer a welcome break from the daily routine and should be continued.

ASSIGNMENT TO CLASSES

Children are assigned by the principal and counselor to classrooms with the intent of achieving a balance of boys and girls, academic levels, social maturity, and special needs. Parents may request if there is a sound, educational reason. If a parent would like to request, he or she must provide a written statement to the administrator prior to **May 1st** stating why the request should be granted. A meeting may be scheduled, but the written request must be done prior to the meeting date. Phone requests will not be granted.

ATTENDANCE

Research continues to show a high correlation between regular school attendance and academic achievement. Absences result in inconsistent learning and reduced student achievement. Attendance is clearly necessary for success in the classroom. Students need to develop habits of punctuality and responsibility which will later be vital in the business community. Students at Inman Elementary will be expected to be punctual and regular in their attendance. Please notify the office by 8:30 a.m. if your child will be absent. A failure to call will result in an unexcused absence.

Due to concern for student safety, a call will be placed to the parents or guardian of any student that is not excused from school by written permission or a documented phone call. The building secretary will place that call by approximately 9:00 a.m.

Students are expected to attend school full time except for illness, doctor or dentist appointments, religious reasons, family emergencies, or special circumstances as approved by the principal.

In any case, the school should be notified by phone or note of ANY absence for ANY reason. In the case of planned absences, class work is to be made up prior to leaving, if possible. Students will have **two days** to make up work for each day missed. Please send a note when your child is not to participate in any school related activity for health reasons.

Following six absences in a semester, the principal has the authority to:

1. Schedule an attendance review with the parents and appropriate school personnel; and/or
2. Require a doctor's note explaining the reason for excessive or extended absences.

In compliance with state law, truancy is defined as "three (3) consecutive days of uninformed absences or five (5) days of uninformed absences in any given semester." The principal will inform parents and SRS in writing if this occurs.

On the other end of the spectrum, we do not wish to spread illnesses unnecessarily. Our school policy requires that students remain home for 24 hours after throwing up, diarrhea, or a fever.

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor costs for repairing the damages. Damages resulting from accidents or horseplay may result in full payments by the student(s) responsible.

CHECKING IN AND OUT AT THE OFFICE

All visitors must sign in and out at the office and receive a visitor's name tag. All parents must check with the school office before visiting a classroom or picking up a student from school. Parents needing to take a child out of school during regular school hours must check out at the office. Teachers are not to dismiss any child from school at an early time without communication from the office. No student will be released from school, except to a parent, guardian, or designee. This procedure helps to insure that students are accounted for at all times.

CHILD ABUSE/NEGLECT

Kansas law requires all cases of suspected child abuse/neglect be reported to the county court system or the Social Rehabilitation Service (SRS).

CHURCH NIGHT

Wednesday night is Church Night in the Inman Community. As a result, no school activities are scheduled for Wednesday evening. If homework is a concern, please contact the classroom teacher and/or the office.

CONDUCT

Students are expected to conduct themselves in a manner that is a credit to themselves, their family and the student body at all times. Fighting, destruction of property of the school or other malicious action will not be tolerated.

Disorder and disruption of the educational process cannot be tolerated. The Board of Education will, to the full extent of its legal power, prosecute persons with a disruptive intent to endanger the safety of pupils or school employees, to damage property, interfere with the educational process, or attempt to close the schools. Violations of laws and ordinances will be referred to law enforcement agencies, the county attorney, and the courts for proper disposition.

COUNSELOR

An elementary guidance counselor will be available **part time** to work with students on a need or referral basis. Parents are encouraged to become acquainted with this person and work closely with the counselor when necessary. The Inman high school counselor is also available upon request or when need may dictate.

DETENTION

Teachers, at their discretion, may detain a student after school from 3:15 p.m. to 4:15 p.m. The **teacher** will notify parents when this occurs. Students will be responsible to find transportation home. Students will be given a twenty-four (24) hour notice so parents are aware of the situation and can make any necessary arrangements.

DISCIPLINE

Effective discipline is always fair, reasonable, and dignified. The best discipline is self-discipline and it should be the goal of every student to be able to control his or her own behavior. Each teacher will use a positive method of discipline. It emphasizes decision-making, self-responsibility, and promotes positive behavior. Each classroom will list basic rules, tailored to the age and level of the class that should be followed. **If a student chooses to not follow the expectations set by teachers and is sent to the office, he or she will be responsible for completing a behavior report. The behavior report will help the child understand which**

lifeskills should have been used in the situation. After the report is completed a copy will be sent home to the parents. Please see the complete student discipline policy and the lifeskills and behavior report at the end of this handbook.

DRESS CODE

Proper dress of the students has an influence on the overall atmosphere of the school. Proper grooming is necessary on the part of both boys and girls. **If a student does not comply with the dress code, clothes from the office will be given to the student to wear for the remainder of the day, or parents will be called.** The following will be used as guidelines for appropriate dress for the school:

1. Dress must be reasonable and non-disruptive.
2. Shirts must be long enough to cover the torso and back (even with hands above your head - no halter tops).
3. Spaghetti strap shirts may **not** be worn in grades 4-6 unless a thicker strap is underneath.
4. No torn clothing or shirts slit down the side.
5. Body shirts are subject to administrative approval.
6. Shorts, skirts, or dresses should be of appropriate length (longer than the fingertips of the student with their arms down to their sides).
7. Clothing with obscene, suggestive, or sexual double meanings imprinted or pictured will not be permitted.
8. Clothing alluding to or portraying alcoholic beverages, other drugs, or smoking materials will not be permitted.
9. Sunglasses, unless required by a physician are unacceptable inside the school. They will be left in one's locker.
10. Jewelry that is disruptive is unacceptable.
11. Caps, hats, sweatbands, "doo-rags", scarves, and hoods are not appropriate school apparel and need to be removed when entering the building and kept in the student's locker. Bandannas are not allowed in the building.
12. Bare feet or stocking feet will not be permitted.
13. Only natural hair color is acceptable.
14. Undergarments are to be covered at all times, for boys and girls.

DRUGS AND ALCOHOL

The possession, use, consumption, sale, or an attempt or intent to do the same, of alcohol, tobacco, narcotics, marijuana, addictive drugs, or deleterious substances (as defined by State statutes) on public school property or at school activities is prohibited. In the event any student shall be alleged to have violated this regulation, the student shall be subject to the USD No. 448 School Team Plan.

ELEMENTARY EXTRA MILK

Milk for a snack may be purchased for preschool or kindergarten students, but will not be offered in any other grade level. However, any student who brings a sack lunch to school may purchase milk to drink at the noon meal. (Those students who buy a school lunch receive a carton of milk as part of the meal.) The cost of a carton of milk is 30 cents.

ENTRANCE REQUIREMENTS: Identification and Immunization

Senate Bill 593 - Requiring Proof of Identity for Children Enrolling in School, Effective July 1, 1986: Whenever a child enrolls in school for the first time, the board is required to secure proof

of identity of the child. Proof of identity can be a birth certificate, a copy of a court order placing a child with SRS, a certified transcript or other similar pupil record.

Kansas law requires minimum immunizations as follows: 4 DPT; 3 polio; 2 MMR (Measles, mumps and rubella), 2 Varicella (or date child had chicken pox), and 3 Hep.B. The last DPT and polio must be after the child's fourth (4th) birthday. The McPherson County Health Department recommends 5 DPT, 4 polio, and 2 MMR. The KCI form is available at your doctor's office or health department.

The only legal alternatives to having the immunizations is (1) a physical condition which would be worsened, (2) because of a tenet of the church in which a member of, (3) a 90 day grace period following enrollment in which to complete any needed immunizations. If one of the three conditions exist, the parent must sign KCI form. All KCI are required to be in Topeka no later than September 15 of each year.

K.A.R. 28-1-20. Immunizations required for school entry. Except as provided in K.S.A. 75-5209 (b) and amendments thereto, each child or adolescent shall be required to receive the following vaccinations before enrolling in any Kansas School : diphtheria; hepatitis B; measles (rubeola); mumps; pertussis (whooping cough); poliomyelitis; rubella (German measles; and tetanus; and varicella (chickenpox), unless proof of prior varicella disease is provided. This proof shall be verified by one of the following:

- The signed statement of a physician indicating the child's or adolescent's date of this illness;
- The signed statement of a parent indicating the child's or adolescent's date of this illness;
- Laboratory evidence of varicella immunity.

The immunization record of each pupil shall document that the pupil has received the vaccinations specified in subsection (a) from a licensed physician or local health department in accordance with the "Recommended Childhood and Adolescent Immunization Schedule-United States, 2003," approved by the Advisory Committee on Immunization Practices (ACIP) and hereby adopted by reference.

The previous version of the KS Certificate of Immunization includes Hepatitis B and Varicella vaccines and may be used to document those immunizations for the new requirements.

Kansas health assessments are required in Kansas. According to the law the assessments must be completed within twelve months prior to school entry or within 90 days after school entry. The law applies to children age 8 and under who are enrolling for the first time.

FIRE/SAFETY DRILLS

Fire drills will be held each month according to state regulations. All drills should be taken seriously by both teachers and students, and carried out as quietly and quickly as possible. Routes to follow for building evacuation are posted in each room. **The teacher will be responsible for escorting handicapped students to the designated safety area.**

FOOD SERVICE

Hot lunches will be served daily. The price shown includes one carton of milk

	<u>Day</u>	<u>20 days</u>
Grade K-6	\$1.90	38.00

Reduced price lunches are .40 per day or \$8.00 for 20 days.

All meals should be paid for in advance. Any account, which is one week in arrears, will be considered delinquent and steps will be taken to collect the account. USD No. 448 participates in the federal program for serving free or reduced price lunches to those children qualifying

under published federal guidelines. No distinction is made between those children receiving free or reduced price meals and those paying the full price.

Adult lunches are \$2.50 per day. Parents are welcome to visit the school lunch program. The price for visiting parents is the same as the adult price stated. Please notify the school of the day you wish to eat.

GRIEVANCE PROCEDURE

It is the policy of Unified District 448 not to discriminate on the basis of disability in educational programs or activities as required by Section 504 of title V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student of USD No. 448 you are protected against discrimination in the following areas:

Admission, access to enrollment, access to and use of school facilities, counseling and guidance, vocational education, competitive athletics, student rules, regulations and benefits, health services, and school-sponsored extracurricular activities Any suspected violation of rights should be discussed with the building principal or superintendent.

GYM ACCESS

Community does have access to our gym. Please contact the office to reserve time and/or check fees. When using the gym and/or kitchen, the rest of the school is off limits. Adults in charge are responsible for all children remaining in the gym. Please be respectful of property and staff. Violators risk the loss of gym access privileges.

HALL CONDUCT

Students arriving at school before 8:10 a.m. will need to go to the gym. **Students are not to arrive before 7:50.** Teachers are preparing for their instructional day so it is vital that students remain in the gym prior to 8:10. Proper conduct in the gym is expected. Likewise, proper conduct in the halls is expected at all times. Students will walk quietly in the halls.

HEAD LICE PROCEDURE

Students with "live lice" will be sent home immediately after contacting the custodial parent. Students with "nits" who appear to have been treated with an appropriate shampoo will be allowed to stay the remainder of the day. Parents will be contacted and told the student may return the following day if they are nit free. The student will be checked the following morning and every morning until they are found to be nit free.

LIBRARY - MEDIA CENTER POLICIES

1. Library books and magazines are checked out for a two-week period and may be renewed.
2. Reference books may be checked out for use overnight or during the weekend.
3. Materials may be used in the library but should be checked out if they are to be taken from the library.
4. Books lost by the user must be replaced at the new book cost.
5. Students should have no more than three library books checked out at one time.

LOCKERS

Each student in 3rd-6th grades will be assigned a locker. Students are not allowed to change lockers or name tags with another student. Students are held responsible for the maintenance and neatness of lockers. The school retains the right to inspect lockers. No harmful substances or objects should be kept in lockers at any time. If it is necessary to bring a significant amount

of money or an object of value to school, it can be left in the school office until it is needed. Students may not lock their lockers.

MEDICATION FOR STUDENTS IN SCHOOL

It shall be the policy of the Board of Education to not allow the dispensing of medications. If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and/or parent. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:

1. "Permission to Medicate" form is required before any medication (prescription and non-prescription) can be given. Parents may come to school to give medication to their child.
2. The "Permission to Medicate" form will be completed by the family physician and the parent/guardian.

The "Permission to Medicate" form shall be kept with the medication, locked in the school office.

The medication must:

1. Have been administered at least once at home to reduce the risk of a reaction at school.
2. Be in the original prescription or non-prescription bottle with the proper label.
3. Be hand delivered by the parent or a responsible adult designated by the parent.
4. The school secretary or person designated by the building principal will dispense the medication as directed by the "Permission to Medicate"
5. The dispensing of the medication must be noted on a "Medication Record" form kept in the office which shows the date, time, type and dosage of medication, and the person administering the medication.

PARENT-TEACHER CONFERENCES

The school will schedule fall conferences with parents.

In the event that a parent would like to schedule another conference with a teacher, the following procedures should be followed:

1. The parent should call or email the school office and ask to speak to the instructor regarding a conference.
2. If the instructor is in class at the time, a note will be placed in the instructor's mailbox, advising of the parent's call and the instructor will return the call and arrange an appointment.

All parent conferences regarding pupil progress are to be held at school. This is necessary as grade books and teaching materials needed to give the parent a true evaluation are available at the school.

PERSONAL ITEMS

Students are asked not to bring valuables or money to school. If for some reason it is necessary, valuables or money should be given to a teacher or left in the office. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the gym. **Personal electronics (i.e., gameboys, cell phones, walkmans, etc.) are not allowed in class or at recess.** Students are strongly encouraged to leave personal electronics at home. The school will not accept responsibility for lost, stolen, or damage to such items.

PHYSICAL EDUCATION

Physical education classes are conducted in every grade, Kindergarten through 6th. Students do not change into gym clothes but should wear appropriate clothing and shoes for participation in P.E.

RECESS: Respect students and staff on duty at all times.

Playground Safety Rules: Grades K-3

1. Respect other children and the staff on duty at all times.
2. Remain seated on swings and swing back and forth only.
3. Remain seated on the merry-go-round. Push no faster than is safe.
4. One person on the slide at a time when another is ready to slide down. Slide sitting down and do not swing from the overhead bar. Never go up the slide from the ground.
5. Only two persons at a time on the large tire swing. Those standing in line waiting for their turn should be a minimum of 10 feet away from the tire swing.
6. Students should not push or pull on each other, gentle tag is acceptable.
7. Tag should not be played on any playground equipment.
8. Any ball kicked over the fence cannot be retrieved without the permission of the supervising teacher. Any ball kicked over the fence twice will be put out of play.
9. Students are to line up in an orderly fashion once the teacher calls them (either by whistle or shout).

Playground Safety Rules: Grades 4-6

1. Respect other students and the staff on duty at all times.
2. Basketball rims or nets should not be hung on.
3. All games should be played with sportsmanship in mind.
4. Students should not pull or push during games.
5. Tackle football is not allowed.
6. Any game being played that causes anger or verbal abuse should not continue.
7. Any fighting will result in loss of recess and office referral.
8. The use of vulgar language and/or swearing will result in loss of recess and office referral.
9. No play should be conducted around the pre-school building, trees, bushes, or bike rack.
10. Soccer goals should not be hung on or climbed onto.

In addition:

Students are not allowed to re-enter the building unless it is an emergency or an injury. If they genuinely must go to the restroom, they must tell the adult in charge.

Recess Supervisors may determine whether time out or an office visit is required for any aggressive or dangerous behavior. The Student Discipline Policy will be followed (see pg 3).

Inclement weather: Children stay in their classrooms.

Snow Day Rules for All Grades:

1. No play should be conducted where there is ice.
2. Students must wear boots when playing in the snow with dry shoes to change.
3. Students should be wearing appropriate clothes if playing in the snow.
4. Snow should stay on the ground and not be thrown.
5. Students should not climb on top of any large mounds of snow.
6. Students should walk to line up. Running could result in a serious fall.

REPORT CARDS

Parents can access grades anytime through PowerSchool, (grades 3-6). If you need assistance signing up, contact the school office. Students will receive a report card each nine weeks. Parents should feel free to contact the teacher if there is any question about grades or the grading system

The grading scale will be as follows:

90 - 100	"A"
80 - 89	"B"
70 - 79	"C"
60 - 69	"D"
0 - 59	Unsatisfactory

RETENTION POLICY

The primary purpose of the school is to prepare the student for a responsible role in society. A student is expected to complete the learning requirements of each grade level. The principal and staff will make every effort to cooperate with the student and parents in providing opportunities to meet the education requirements of the grade level. Parents will be kept informed about the student's performance.

Criteria to be used in consideration of retention are the following:

1. Failing grades
2. Lack of readiness
3. Lack of maturity
4. McPherson County Special Education Cooperative recommendations
5. Parent recommendations
6. Teacher recommendations

SAFETY

A safe learning environment is a priority at Inman Elementary School. All doors, excluding the front door, will be locked during school hours. Volunteers and visitors need to enter through the front door, sign in and out at the office, and obtain a visitor badge.

SPECIAL SERVICES

Special education services are provided through the McPherson County Special Education Cooperative in McPherson. These include:

SPECIAL EDUCATION. Inman students attending special education classes at the various McPherson public schools are provided with transportation to and from classes by the Inman district.

SPEECH-LANGUAGE SERVICES. A speech-language pathologist serves the elementary school to work with students with communication disorders.

PSYCHOLOGIST. A school psychologist serves the elementary school on a regular scheduled basis. The psychologist evaluates students to determine their needs.

SPECIAL RESOURCES. Teachers work with students who have disabilities that impact their learning process and achievement.

GIFTED SERVICES. Students who have been identified as having superior intelligence are assigned time with the gifted facilitator.

SUSPENSION POLICY

The Board of Education authorizes the administration to suspend from school any student guilty of the following:

1. Willful violations of any published, adopted student conduct regulation;
2. Conduct that substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
7. Possession of a weapon at school, on school property or at a school-sponsored event.

SHORT-TERM SUSPENSION

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in the policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of the charges, and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

LONG-TERM SUSPENSION OR EXPULSION

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer. The superintendent/principal shall designate a hearing officer authorized by the Board. Formal hearings shall be conducted according to procedures outlined in current Kansas law:

1. The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate Board policies, regulations and handbooks.
3. The hearing may be conducted by either a certified employee or committee of certified employees authorized by the Board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the Board.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the Board.
5. The person or committee conducting the hearing shall prepare findings required by law
6. A record of the hearing shall be available to students and parents or guardians according to Kansas law.
7. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in All Cases When a Student May be Suspended or Expelled:

1. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
2. A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
3. A student who has been suspended or expelled shall be notified of the day the student can return to school.
4. If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
5. If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
6. The days a student is suspended or expelled are not subject to the compulsory attendance law.
7. During the time a student is suspended or expelled from school, the student may not: (a) be on school property or in any school building without the permission of the principal.; (b) be on school property or in any school building without the permission of the principal.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the Board within 10 calendar days of receiving written notice of the hearing results. When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

TARDINESS

Students at Inman Elementary will be counted tardy if they are not in class in their assigned seat when the final bell rings **at 8:15. After the third tardy in a nine weeks, the student will receive a 15-minute**

after school detention. Each additional tardy will result in a 30-minute after school detention. All detentions will occur on Thursdays. Parents will be responsible for transportation. A parent meeting will be scheduled after the sixth tardy to discuss a plan of action. Repetitive tardies will be reported to the appropriate Social and Rehabilitation office (SRS) if necessary.

TELEPHONES

Use of the school telephone by the students is discouraged except in necessary cases. Also, unless it is an urgent matter, teachers or students will not be called from class to speak on the phone. The secretary will deliver messages or have the person return the call at the first opportunity.

TEXTBOOK MISUSE

Textbooks are purchased by the school district with the intention of an eight-year use. When a student damages a text, purposefully or by accident, and the book is not usable for the eight-year period, the student must pay the cost of the textbook for the proportional cost of early replacement. This cost will be determined by the principal and will be due before the school year closes. The minimum charge will be \$1.50 and further damages will be prorated up to and including the full cost of replacing the book.

TORNADO DRILLS

Tornado Watch or Severe Weather: (When the possibility of tornadoes exists)

When there is a possibility of severe weather, office personnel will listen to a radio tuned to a station that broadcasts weather news for the Inman area.

Tornado Warnings: (When a tornado has been spotted or indicated on radar.)

When a tornado warning has been issued for the Inman area, all staff shall be alerted by sounding the tornado siren in the building, and the tornado drill procedures will be implemented immediately. (All activities and transportation will be suspended until the tornado warning is canceled.) Implementation of the procedure shall be the responsibility of the building principal or his/her representative. Students in school will be released only when the parent comes to the drill area and requests the child. Three tornado drills shall be held each school year.

TRANSPORTATION - BUS MISCONDUCT

1. The driver is in charge of the pupils and the bus. The pupils must obey the driver. The driver may assign seats to pupils.
2. Students must be on time. Drivers will not wait for tardy students.
3. Outside of ordinary conversation, classroom conduct is to be observed.
4. Students must not at any time extend arms or head out of the bus windows.
5. Students must not get on or off the bus or exchange seats while the bus is in motion. Students must remain seated at all times the bus is in motion.
6. Any damage to the bus is to be reported to the driver immediately.
7. If school is to be called off due to inclement weather, an announcement will be made over the local TV and radio stations.
8. During activity or field trips the students will be under direct supervision of an adult sponsor. Eating or drinking on the bus is discouraged.

Non school age children and post high school adults cannot ride the school bus on an activity trip without the prior approval of a school administrator and the bus driver. Students riding a bus other than their regular route bus, or requesting to be let off at a destination other than their regular destination must have a note from parents, approved by the office and presented to the bus driver. Students without a note, or a parental call requesting the office to issue such note, will not be permitted to make any change in their normal bus schedule. If a birthday party, 4-H

meeting, etc., will necessitate more than one extra rider, the bus driver is to be given 24 hours notice.

MISCONDUCT of a student on a bus could result in the removal of the student from the bus. In compliance with the Unified District No. 448 School Board Policy, the following procedure will be used:

MINOR INFRACTIONS Conference with the student and a written notification to the parent of the effect of future infractions.

Second offense Removal from the bus for five (5) school days. Mandatory notification of parents before the next school day, written notice within 24 hours, and a mandatory conference with the parents informing them when the student may ride again and conditions governing reinstatement on the bus.

Third offense Removal from the bus for the remainder of the semester or 45 school days, whichever is longer and a mandatory conference with parents.

MAJOR INFRACTIONS *First Major Infraction:*

Minimum discipline: Removal from bus for one week and a mandatory conference with parents.

Maximum discipline: Removal from the bus for the remainder of the semester or 45 days, whichever is longer, and a mandatory parental conference.

Second Major Infraction: A second major infraction would result in removal from the bus for the remainder of school year and a mandatory parental conference.

Any infraction of school policy, which occurs on the bus, may also result in additional penalty.

Example: Smoking on the bus would result in removal from the bus AND short term suspension from school. THESE POLICIES WILL BE STRICTLY ENFORCED!

TRANSPORTATION SAFETY AFTER SCHOOL GUIDELINES

- All bicycle riders are to exit the school grounds to the south (Harvey Street). Bicycles are to be walked on the sidewalks. Students are encouraged to wear safety helmets. K-1 students must have an older sibling or parent riding or walking with them.
- Students are to cross the streets only in the white, painted crosswalk areas
- Walkers, bicycle riders, and those picked up by parents may leave the building only after buses have departed.
- Students who live south of Center Street should use the crossing guard's services located on the Maple and Center Street intersection before and after school.
- Parents are encouraged to observe all traffic signs and safety regulations, i.e., stop signs, no U-turn intersection, cross walks, and parking signs.

VISITORS

Parents of students attending Inman Elementary are encouraged and invited to visit school and become acquainted with our programs. All visitors **must notify the school office of their arrival by signing in and out at the office**. Persons requesting to relay messages or leave items for students, teachers, or other employees are to stop in the office to make arrangements. Students will not be permitted to bring visitors, other than parents to school without prior approval from the principal and teacher.

WEAPON POLICY

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

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to

1. Any item being used as a weapon or destructive device;

2. Any facsimile of a weapon;
3. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
4. The frame or receiver of any weapon described in the preceding example;
5. Any firearm muffler or firearm silencer;
6. Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
7. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
8. Any bludgeon, sand club, metal knuckles or throwing star;
9. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
10. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner or Juvenile Justice.

WEATHER: SCHOOL CLOSING

The decision to close school is generally a difficult one to make. In one area of the district roads may seem open and passable while in another part they may be unsafe for bus transportation. One of the major problems that must be considered is whether to dismiss early when road conditions are deteriorating. If and when school is dismissed on short notice some children may be left unattended because their parents work. This fact must be heavily considered along with the road conditions when we are deciding if school should be dismissed early. It is best when the decision to close school is made the night before, however we realize this is usually not possible. On mornings when weather and road conditions are poor and you are uncertain about the dismissal of school, turn to one of the radio stations listed below. We will try to notify these stations by 7:00 a.m. if school will be canceled or if bus routes will run at a later hour. Please do not call school personnel unless it is absolutely necessary, due to their need to communicate with other staff. The radio stations will be the FIRST to be notified.

Each family needs to plan for such an occurrence as school closing. Work out a plan of supervision for your children that is to be followed if you are not at home and school is dismissed early. The primary concern in transporting students is safety.

Announcements regarding school closing due to bad weather will be made on the following stations:

McPherson	KBBE-FM	96.7	Hutchinson	KHCC	90.1
Hutchinson	KWHK	1260	KSNW	television channel	3
Hutchinson	KWBW	1450	KAKE	television channel	10
Hutchinson	KSKU-FM	106.1	KWCH	television channel	12

If there is no announcement prior to 7:00 a.m., you may assume that school will be in session.

WITHDRAWAL POLICY

The school should be notified in advance when a student will be withdrawing. A student letter for the new teacher will be prepared with information on subjects, etc., which will help the student in adjustment to a new school. All accounts are to be paid in full and all library books returned.

STAFF CONTACT INFORMATION:

Cindy Bledsoe	2 nd Grade	cbledsoe@usd448.com
Abe Brensing	Art	abrensing@usd448.com
Sheri Bryan	Kindergarten	sbryan@usd448.com
Jan Chapman	Resource Teacher (K-4 th)	jchapman@usd448.com
Jenise Ediger	6 th Grade	jediger@usd448.com
Abby Epp	3 rd Grade	aep@usd448.com
Paul Erickson	Principal	perickson@usd448.com
Sandy Erickson	Speech/Language	serickson@usd448.com
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Kim Herron	6 th Grade	kherron@usd448.com
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Jill Robb	4 th Grade	jrobb@usd448.com
Roxie Sneath	Preschool	rsneath@usd448.com
Lisa Stoss	Title 1	lstoss@usd448.com
Deb Stucky	Nurse	dstucky@usd448.com
Dixie Swisher	Counselor/P.E.	dswisher@usd448.com
Scott Taylor	Band	staylor@usd448.com
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Kayla Woods	Kindergarten	kwoods@usd448.com