

Parent Information Book 2020-2021

FORT RILEY ELEMENTARY SCHOOL

28000 Rifle Range Road

Fort Riley, KS 66442

(785) 717-4450 / (785) 717-4451 (FAX)

Mr. Upham, Principal & Mrs. Burgess, Assistant Principal

School Web Page: <http://fortrileyelementary.usd475.org/>

SECTION A – SCHOOL INFORMATION



Mission Statement

“FORT RILEY ELEMENTARY’S MISSION IS TO DEVELOP A POSITIVE COMMUNITY THAT FOSTERS THE JOY OF LEARNING. WE PRACTICE EDUCATIONAL EXCELLENCE EMPOWERING ALL STUDENTS TO BECOME INDEPENDENT, LIFELONG LEARNERS.”

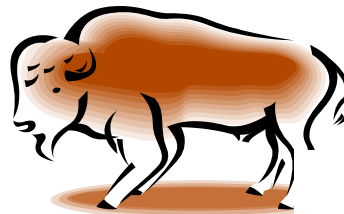
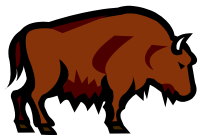
School Creed

**We are the Buffaloes, big and strong;
Run with the wind and strive to belong,
To our motto “We all can achieve,”
We are FRE, and this is our creed!**

MOTTO: Learn all you can learn!

“What did the father buffalo say to his son when he departed for school?”

“BI-SON!”



Submitted by:
Tyler Love
2006

Dear Parents,



Welcome to the 2020-2021 school year. We love how it is the start of a new school year, especially this year. It has been a long 5 months since we saw many of our Buffaloes. It is also exciting to be welcoming many new Buffaloes to the herd. When you leave your children with us, the students will be safe, loved, cared for and offered a fun-filled experience in learning.

Walking down the halls and visiting the classrooms are rewarding experiences. The sight of children working and sharing newfound knowledge is what learning is about. It is exciting to watch our elementary students grow in self-confidence as they learn how to transfer knowledge from familiar to new situations. Children are beginning to learn how their experiences in class apply to their world outside.

As Principals of the school, we are thrilled when students want to share their successes with us. Having the opportunity to listen to children read and write and observe their latest Science and Engineering projects is very rewarding. They are always growing in ability and self-assurance each day and are eager to share their achievements and talents with us.

We enjoy watching the classroom teachers perform their magic each year. Teachers seem to know when to push and when to pull when working with the students. Watching them motivate students through praise and active learning makes us aware of how important they are to our Fort Riley Elementary family.

There is a strong sense of community and pride at our school. Our parents volunteer to assist all staff members. That will look a little different this year. Please ask your child's teacher how you can assist from home. Being a part of the family is priceless. Hope you and your family will join us!

Sincerely,

Kenneth Upham, Principal &
Melisa Burgess, Assistant Principal

ENROLLMENT & DISENROLLMENT

ENROLLMENT PROCEDURES

Enrollment should be done electronically for new and returning students by utilizing the USD475 school district website (www.usd475.org). If you decide to stop in at the school, please stop by the front office and the secretaries will direct you on what procedures to use for enrollment. Enrollment hours are from 8:15 AM – 3:00 PM during school days. Students enrolling prior to 11:00 AM can begin attending class the next day. Students enrolling after 11:00 AM may begin class the second day of school after the enrollment date. This is to ensure that the teacher is prepared to welcome the student(s) to their class.

Please make sure to present the front office with student records upon enrollment or present the office with your child's former school address, phone and fax number so that student records can be requested as soon as possible.

The front office will also need up-to-date information on the military member's assigned unit, rank and work phone number. If military information changes, please inform the front office.

DISENROLLMENT PROCEDURES

When you are informed that you will be moving from the area or transferring to another school within the district, **please notify the office two weeks in advance** of the scheduled move/transfer in order to give adequate time for the processing of school records. Before leaving, all outstanding fees (book rental fees, meal fees, lost or damaged library book & lost or damaged music instrument fees and/or charges for missing or damaged Lenovo laptop computers, chargers and cases, etc.), all library books, class homework books, musical instruments and technology related items be returned prior to moving. The military member of the family must also clear through the Devin Center, located at 123 N. Eisenhower in Junction City. The Devin Center personnel can be contacted at 785-717-4000. They will handle any concerns you may have with clearing and paying outstanding fees with a credit card over the phone or within their office.

Moving OVERSEAS: If we do not receive a two week notice, your child's record may not be ready & will have to be requested by the new school.

Moving within the continental U.S.: Student records will have to be requested by the gaining school. Please make sure the gaining school sends Ft. Riley Elementary a *Records Request* as soon as possible.

REQUIREMENTS

PE SHOES FOR GYM CLASS

Student gym shoes must be secured with laces or Velcro.

SCHOOL SUPPLY LIST

The school supply list can be retrieved from www.usd475.org. Also, the class supply list can be picked up in the front office. If students have supplies from previous years, please feel free to use those. Parents may want to mark jackets and lunch bags so that they are plainly identifiable with the student's name and teacher.

CLASSROOM ASSIGNMENTS

Each year the topic of teacher requests arises. Ft. Riley Elementary is very fortunate to have an exceptional teaching staff. We have utmost confidence in every teacher and discourage the practice of requesting teachers. If parents have health or learning concerns, they are welcome to make an appointment and visit with the Principal. Every effort will be made to ensure that each child is placed in a classroom that will meet his/her health and learning needs. Every attempt is made to keep class sizes even and to have an equal number of boys and girls in each classroom.

TECHNOLOGY (COMPUTERS)

Students in grades K – 5th will be loaned a One-to-One device to integrate their learning on the computer. There will be a One-to-One Device handbook given out as well as an USD 475 Device Agreement that will need to be read & signed by both the parent/guardian and each K – 5th grade student. The Agreement will need to be returned to the teacher within the first week of school. Students will bring their devices home daily, and bring them back to school the next day.

CONTACTING TEACHERS

Email will be the best and most efficient method of contacting teachers. Teachers may also utilize others options such as Class Dojo, Remind, etc...

PARENT & COMMUNITY INVOLVEMENT

VOLUNTEERING

Please ask your child's teacher how you can assist from home. Being a part of the family is priceless. Hope you and your family will join us!

PARENT TEACHER ORGANIZATION (PTO)

Ft. Riley Elementary PTO exists to promote the welfare of children and youth. The PTO sponsors educational opportunities for our youngsters, family activities, and gifts to the school. All families of students attending Ft. Riley Elementary are members of PTO. Meetings will be held via Zoom and are open to any FRE parent.

SITE COUNCIL

Along with our School Improvement Plan, we also have a Site Council, which all schools are mandated to have by Kansas State law. The purpose of the Ft. Riley Elementary Site Council is to:

- 1) Provide advice and counsel to the school in evaluating performance goals and objectives.
- 2) Help determine the methods, which could be used by the school to meet the goals and objectives.
- 3) Serve as a liaison between the school and the community it serves by collecting and disseminating information about school improvement.
- 4) Provide other assistance that the school may request.

If you are interested in being a member on our Site Council, please contact the Chair-person or a Principal. Meetings will be held via Zoom this year.

ADOPT A SCHOOL – SPONSORING BATTALION

The 2nd Battalion, 34th Armor Regiment is our school sponsor. We have been very fortunate to have developed a collaborative unity between the battalion and this school. In the past they have supported PE fun day, PTO carnival, & other building wide activities.

SECTION B – ATTENDANCE

SCHOOL HOURS

SCHOOL HOURS - 7:45 AM TO 3:00 PM

7:30 – 7:45 Breakfast will be served in the pods and eaten in the classroom.

7:45 AM – Class begins

3:00 PM – Dismissal Bell

****FOR SAFETY/SUPERVISION REASONS, STUDENTS SHOULD NOT ARRIVE EARLY****

STUDENT ARRIVAL

Students getting dropped off by car should be dropped off in the circle drive (Kiss-N-Go Lane). Students should exit the vehicle from the passenger side to avoid passing traffic on the left. Students in grades 4th and 5th can be dropped off by the art room and enter through the rear door in the Purple Pod. The front and rear doors will be **unlocked at 7:30 am** for all students.

Students should go directly to their classroom. Students eating breakfast will get their breakfast in their grade level pod. **Parents are urged to adjust the time of departure from home so as to ensure students arrive at school at the proper time.** Please be patient as all students will need to have their temperature checked upon arrival. **Refer to our Re-entry Plan for more details on arrival.**

PLAYGROUND

Students may not play on playground equipment or “run and chase” on school grounds before school. In the event of a continuing problem before school, the student(s) will be referred to the Student Support Monitor or Principal and parents will be contacted.

STUDENT DISMISSAL

Students will be dismissed at 3:00 PM. Students not picked up after dismissal may be declared “Children in Need of Care” by the Military Police. Designated staff members will accompany students to the bus pick-up area located in the back of the school for those students who ride the bus. Those students who are picked up in the front of the school will be escorted by their teachers down the sidewalk out front and dropped off to their respective parents/guardians. To keep the traffic flowing, please remain in your car and pull as far forward as you can (leave no gaps). **Refer to our Re-entry Plan for more details.**

Students that walk home will be released to walk home by way of using the sidewalks provided throughout the school grounds and within the housing area. Inquiries about bus routes or about delays in students’ arrival home after school should be directed to the Junction City Transportation Office at (785) 762-2219.

The school staff makes every effort to ensure student safety during dismissal. Therefore, parents must send a note to the teacher & front office notifying there will be a change in the child's mode of transportation from school. **If there is a change in bus assignments, parents must obtain permission from Junction City Transportation and a principal.** If your child rides the **SAS BUS**, please be sure to call SAS and inform them of your child's change in transportation as well. CHILDREN WILL BE SENT HOME ON THEIR REGULARLY ASSIGNED BUS UNLESS A NOTE OR PHONE CALL IS RECEIVED. PLEASE NOTIFY THE FRONT OFFICE BY **2:00 PM** IF YOU PLAN TO CHANGE YOUR CHILD'S MODE OF TRANSPORTATION FOR THE DAY. *THANK YOU!*

No vehicles should not be left unattended in the circle drive/Kiss-N-Go lane. If you are needing to exit your vehicle, please park in a designated spot in the parking lot and cross using one of the crosswalks.

WALKERS

Students are to always use the sidewalk for safety. Students are not allowed to come early or stay late to play on playground equipment or on school grounds. Walkers will enter the building by going through the Pod Doors at the rear of the building. **Please refer to our Re-entry Plan for more details.**

TRANSPORTATION

BUS PROCEDURES

Expectations of proper conduct while on the bus may be found in the district handbook, or by going to www.usd475.org.

ABSENCES

Parents' first responsibility is to get their children to school. It is difficult for teachers and students to make up for days absent. Illness should, generally, be the only exception. Taking students out of school as a treat or reward is discouraged. Education is a costly privilege. Each day is vital!

If your child is absent, please call the school office as soon as you are aware that they will be absent.

See district handbook for more information on excessive absences and the state mandates for attendance and truancy.

Extended absences are discouraged and are considered unexcused absences. We urge parents to communicate the value of education to their children by demonstrating the importance of school attendance.

There is a form available in the front office that needs to be completed and turned in to the office prior to any planned extended absence.

TARDINESS

Getting to school on time is an important responsibility of parents and students. Our teachers use the first few minutes of every day to complete necessary routines. Often teachers use time early in the day for review and practice exercises to reinforce prior concepts. Please, don't deprive your child of these valuable educational experiences.

If a student reports to school after 7:45 AM, or leaves school after 11:25 AM, he/she is considered tardy and need to be signed in/out by an adult at the front office.

LEAVING SCHOOL DURING THE DAY

When students need to leave the school before the regular dismissal time, they will be dismissed through the front office. Parents are asked call, or ring the doorbell to request their child be dismissed. School staff will sign them out and walk the student to their parent/guardian. Students may not be dismissed directly from the classroom, playground or café.

SECTION – C

STUDENT MANAGEMENT & CLASSROOM SAFETY

STUDENT & SCHOOL MANAGEMENT

PLAYGROUND RULES

Teachers will inform students of the rules on the playground. Students are to play in a safe manner. Karate kicking, play fighting and tag are not acceptable recess activities. School staff will monitor the playground while in use by students. **Toys or equipment are not to be brought from home without teacher permission.** If toys are brought from home, such as hand held video games they will be taken and held in the office until picked up by a parent/guardian. The school is not responsible for the loss of the item. Please encourage children to leave all toys at home.

RECESS & EARNED TIME

Students receive approximately 20 minutes of recess each day prior to eating lunch. Students are afforded the opportunity to “earn” additional minutes of time during the day to have a morning and/or afternoon break.

In order for a child to stay inside during recess, that child must have a note from the doctor. Students will be expected to go outside for recess on days the temperature (with wind chill) is above 20 degrees Fahrenheit. Also, students will proper clothing (boots and gloves) will be allowed to play in the snow during recess when appropriate.

HALLWAY RULES

Students will walk quietly, keeping to the right while keeping their hands, feet and other objects to themselves.

DRESS CODE

A student’s personal appearance is the responsibility of the parents and the student, but becomes the responsibility of the school when the mode of dress or personal grooming habits are disruptive to the functioning of the school and/or other individuals as determined by teachers. Students should present themselves neatly and well-groomed.

Students are not allowed to wear:

1. Clothing that is inappropriate such as: midriffs, fishnet shirts, spaghetti straps, halters, tube tops or tops without shoulder straps and “sagging” pants.
2. Garments with inappropriate, abusive, crude, profane, obscene language, references to alcohol, drugs or tobacco products.
3. Sunglasses (unless approved by the school nurse).
4. Hats, scarves, picks, bandannas are not allowed to be worn in the building. The staff has the right to pick up these items.
5. The wearing of heavy coats in the classroom is discouraged. Coats may be subject to search at any time.
6. Appropriate footwear must be worn at all times. Please remember to have students wear gym shoes on P.E. days.
7. Administrators reserve the right to make decisions concerning appropriate dress.
8. Skate Shoes are not to be worn to school.

STUDENT SUPPORT MONITOR & STUDENT BEHAVIOR

The purpose of having a Student Support Monitor (SSM) is to help reduce classroom disruptions. Students whose behavior disrupts the learning of others and who fail to respond to teacher requests will be sent to the Student Support Monitor's office. The SSM will speak to the student and develop a plan of action. The SSM will determine if the student's behavior and/or attitude have changed from unacceptable to acceptable. If the behavior/attitude has changed the student may return to class. If a student is sent to the Student Support Monitor's office more than once or refuses to cooperate with the SSM he/she will be referred to the Principal. The Principal will determine if the student will remain in school, or will need to be sent home for the remainder of the day.

BUFFALO PRIDE (SCHOOL-WIDE BEHAVIOR PLAN)

This behavior plan is based on the Positive Behavior Intervention Plan (PBIS) approach. This is an approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. "The defining feature of a proactive school wide discipline plan is the focus on school wide behavior expectations" (Colvin, 2007, p.56). We will be emphasizing the life skills of Perseverance, Respect, Involvement, Doing What is Right, and Effort. These life skills form the acronym P.R.I.D.E. and this will be the school wide reminder of how we should conduct ourselves daily. Students will work individually, in teams and as a whole class to earn school wide incentives that encourage these five attributes.

POSITIVE BEHAVIOR SUPPORT

Positive Discipline is based on mutual respect. If a student chooses to misbehave, the teacher uses proximity as a first attempt to get the student back on task. The conversation between the student and teacher is private.

CLASSROOM & SCHOOL SAFETY

BICYCLES, SCOOTERS and SKATEBOARDS

We encourage students to ride their bikes and scooters to school. We ask that only students in 2nd – 5th grade be allowed to ride their bikes to school unsupervised. No scooters or skateboards are to be brought into school. Students will place their bikes or scooters in their designated bike rack closest to the back door that they enter for school. For safety reasons, all wheeled devices should be walked on school grounds.

PETS

The Kansas Department of Health and Environment has defined strict guidelines pertaining to the topic of animals on school grounds. We understand that children like to bring pets for “show and tell”; however, we abide by the guidelines. Please do not bring any type of animal on school grounds without prior approval of the principal. It is a district policy that under no circumstances should a pet be on school grounds before or after school.

SECTION – D **CURRICULUM, HOMEWORK, ASSESSMENT, EXCEPTIONAL** **STUDENT SERVICES & SPECIAL PROGRAMS**

CURRICULUM

READING PROGRAM

USD 475 will use *Wonders* reading curriculum in grades PreK-6. *Wonders*, a comprehensive PreK–6 literacy solution, is designed to meet the challenges of today’s classroom and reach all learners. A wealth of research-based print and digital resources provide unmatched support for building strong literacy foundations, accessing complex fiction and nonfiction texts, writing to sources, and building social emotional learning skills. Whether in the core classroom, an English language learner, or benefiting from intervention support, *Wonders* provides students equity of access to rich texts and rigorous instruction. <https://www.mheducation.com/prek-12/program/microsites/MKTSP-BGA07M0/resources-parents.html>

MATH PROGRAM

Ft. Riley Elementary is raising the Mathematics achievement levels of all students. The district uses Eureka Math for math instruction. FE and the district put a focus on the development of effective tools, resources, and professional development to support teachers in raising the level of student performance. Our teachers have been training and collaborating with other professional organizations and school district leaders to build a shared understanding of the instructional shifts and their implications for curriculum, assessment, and professional development. Parents can go to <https://greatminds.org/math/parents> for more information.

INTEGRATED LIBRARY

We have an integrated library program at Ft. Riley Elementary, which means the teachers meet with the library media specialist to plan and implement cross-curricular lessons. Students are allowed to check out books as often as needed.

The student will be responsible for the care of the book(s). If a book is damaged, destroyed or lost the student will be charged a library fine. All library fines will have to be paid as soon as possible. Please stop in & pay at the front office or with the library staff.

PHYSICAL EDUCATION (PE)

The main objective of PE is to make physical activity fun for all students and to assist all students with advancing their basic motor skills and sporting skills. Students should wear clothing that allows for a wide range of motion. Dress for physical education also includes the required tennis/athletic shoes. These are defined as regular laced/Velcro-strap athletic shoes that provide proper support, cushioning and traction for safety. A separate pair does not need to be purchased if the child's every-day tennis shoes meet the above requirements. Girls should wear slacks, shorts or tights under their dresses.

Children that have a health concern that may interfere with physical activity or are under the care of a physician, are asked to have a written document from the doctor if restrictions are recommended concerning physical activity.

MUSIC

Vocal music is offered to all students in K – 5th grade. The music curriculum consists of developmentally appropriate experiences leading to clearly defined skills and knowledge. The program is designed to actively involve each student of all learning modalities.

HUMAN SEXUALITY

All school districts in Kansas are required to offer a comprehensive K - 12 program in human sexuality and AIDS education.

The goal of the health education program is to provide a curriculum which will give students knowledge about themselves, about current health research, and about appropriate health practices to help them make decisions, form attitudes, and shape behaviors which will have a positive effect upon others, and upon their environment.

As a parent, you are encouraged to review and acquaint yourself with the district curriculum and this can be found at www.usd475.org. Please contact a principal or the classroom teacher if you wish to see this material or discuss specific objectives that concern you. You may choose to ask that your child be excused from this curriculum and if this is the case, we also ask that you write a note to excuse your child from this particular curriculum and turn the note into the teacher. If you do not contact the school, we will assume you do not object to your son and/or daughter taking part in this curriculum.

HOMework

The question of the role of homework and its impact on the family often results in different points of view. Some parents feel that schools do not assign enough homework. They expect more homework so they can help their children be more successful in school. They want to help reinforce the basic skills and develop good study habits. Some parents believe that homework assignments often conflict with other family priorities. Their children are often involved in after-school activities such as sports, religious instruction, private lessons, scouts and/or other organized activities. Each family must confront the issue and determine where homework requirements fit into the family's lifestyle and values.

Parent support of homework is an extremely important factor in building positive attitudes and successful study habits.

It is evident that student, teacher and parent needs and expectations vary. Therefore, flexibility must exist in the assignment of homework. Time requirements are difficult to establish because of the wide variation of reading and work speeds represented in any group of students. There should in general be an evolutionary growth in student homework requirements between grades K – 12 and consistency should be maintained throughout the school.

Beyond these guidelines, but in keeping with the positive role that homework should provide, the following parameters are established as general guidelines (rather than as limits or requirements) in terms of the time spent by students at Ft. Riley Elementary.

- In grades K – 1st, homework* should not normally exceed an average of 10 – 20 minutes per day.
- In grades 2nd – 3rd, homework* should not normally exceed an average of 20 – 30 minutes per day.
- In grades 4th – 5th, homework* should not normally exceed an average of 30 minutes per day.

* Homework given by teachers will either be to reinforce a skill, complete assigned work, or to read a book.

We encourage you to help set aside ample time in which your child can complete his/her homework. We also suggest that parents use this as a time to become familiar with the material your child is reading and/or studying in the classroom. It will also be a time he/she might work to improve a skill in which there is a difficulty.

Requests for extended amounts of homework, due to an extended absence for such purposes as emergency leave, will be handled by the individual teacher.

Contact the teacher by email or send a note to the teacher. In some cases, it will be impossible to give advance lessons.

If a child is to be gone for one school day and parents wish homework for the child, we suggest that you notify the teacher in advance by sending in a note with your child or contacting the teacher by email. This will give the teacher an opportunity to have the assignment(s) ready prior to day of absence.

ASSESSMENT

REPORT CARDS

Report cards will be issued four times during each school year at nine-week intervals. Report cards will either be sent home with students, or distributed at parent/teacher conferences at the end of a nine-week period. Parents may update information and check other school related information throughout the school year through their child's Skyward Family Access account. Please stop in the front office for logins & passwords if you have forgotten them. If you have questions/difficulties with the account(s), please call the front office.

STATE REPORT CARD

For a link to the State Report Card for USD 475 visit <http://www.usd475.org>. To access a direct link to the State Report Card for Ft. Riley Elementary and USD 475, you may access this website: <http://intranet.usd475.org/school/sv/default.aspx>

ACCELERATED READER

- 1st – 5th will be recognized each quarter for making their quarterly accelerated reading goal set by the teacher, parent and student. At the end of the year, the top three students with the most points of each grade level will be recognized.

INDIVIDUAL STUDENT SUPPORT

MULTI-TIER SUPPORT SYSTEM – (MTSS)

MTSS is a system of prevention and intervention for all students. MTSS is a continuum of increasingly intense, research-based interventions provided to students that helps them learn by responding to their academic and/or behavioral needs. It includes ongoing monitoring of the effectiveness of the interventions provided. The outcome is to ensure that each student is challenged to achieve to high standards both academically and behaviorally.

SPECIAL PROGRAMS

SCHOOL AGE CENTER (SAC)

The School Age Center (SAC/SAS) runs a before and after school program utilizing components of 4H and Boys and Girls Club of America (BGCA), providing a safe, inviting and fun atmosphere which inspires good character, self-growth and a love of learning. To find out more information contact SAC at 785-239-9220.

SECTION – E **SCHOOL GUIDELINES**

FOOD SERVICE

****All students currently have access to a free breakfast and lunch for the 2020-2021 school year.****

Ft. Riley Elementary school offers a breakfast and lunch program. Students may eat school lunch, or bring a sack lunch from home. Free and reduced-price lunches are available through the Kansas Child Nutrition Program. To see if you qualify for this program please stop in the front office, pick up & fill out an application. The food application will be processed within 24 – 48 hours. If you have questions concerning this program, please contact the Food Service Secretary in the front office. For school lunch/breakfast pricing, please refer to the district handbook.

All children participating in the lunch program will be issued a student ID number (SID) that will be utilized when they eat meals. The child will retain this number for their entire school career while in the USD475 school district and are asked to memorize their student ID number. The student will enter their SID into a computer during their breakfast & lunch meals. With this student ID system (SID), the number will act like a bank account, adding to the account every time money is received and subtracted from the account each time the child uses the SID for a meal. If you ever question an account balance, please call the Food Service Secretary in the front office.

BREAKFAST

Breakfast is served daily from 7:30-7:45 am daily. Students who choose to eat breakfast will have their account charged each time they eat.

LUNCH

Students will eat lunch daily at their designated time. Students ordering a school lunch will have their account charged each time they eat. Students bringing a

home lunch should make every effort to bring a nutritional lunch. Drinks should be no/low sugar (no soda/energy drinks). Students may purchase a milk to go along with their home lunch.

We ask that you please send meal **account money (cash) or a separate check for meals in an envelope with the student's name, grade, teacher & amount annotated on the outside of the envelope. Checks or money orders for meal payments should be made out to "Ft. Riley Elementary". The child should give the envelope to the teacher upon entering the classroom in the morning. Payments may also be made online through Skyward Family Access.**

CAFÉ PROCEDURES

At Ft. Riley Elementary we attempt to make lunch as pleasant and as welcoming as possible for all students. Students are asked to use quiet, inside voices and only talk to the people at their table. Children will have 20 minutes to eat their lunch. If the child arrives late after having been to an appointment and it happens to be during lunchtime and they have not eaten prior to returning, the child may be allowed time to eat their before going back to class. The café supervisor will dismiss the classes appropriately. Students are expected to observe recognized table manners. For sanitary and safety reasons, students are asked to be careful about keeping their hands to themselves. They are not to trade food or to put their hands on another student's tray. All food must be eaten in the café unless it is repacked and placed in a closed lunchbox. No soda is allowed with sack lunches. We are not able to heat any food items for students as we do not have the necessary heating equipment. Café procedures will be explained by teachers and café aides and will be posted in the café as a reminder to all those who eat within the café.

If a student chooses not to follow these procedures the following steps will be taken:

- The café aide will privately ask the student to stop the unacceptable behavior.
- If a student chooses to continue the behavior, the child will be asked to take his/her tray to a separate table. Depending on the severity and/or consistency of the problem, the café supervisor/student support monitor will counsel the student and determine if any action is required.
- If a student is repeatedly disruptive, parents/guardians will be notified.

Preceding lunch, the students have a 20-minute recess. Students are required to follow normal recess rules during this time. Café aides have the same authority to maintain safety and orderliness as a classroom teacher would have and must be shown proper respect at all times.

FOOD

Students may not bring gum, candy or soda into the building or onto the school grounds unless specified by the teacher or a special building-wide activity.

TELEPHONE CALLS & CELL PHONE/SMART WATCH USE BY STUDENTS

Devices must remain turned off and in a book bag during school hours. The school will not be responsible for damaged, lost or stolen cell phones. Students are not allowed to text, message, or make phone calls during the school day. Misuse of devices may result in the device being confiscated and held in the office for parent pick-up.

Student use of the school phones will be limited to emergency use and school business. Parents are encouraged to not call and ask to speak to their child during class time unless it is an emergency. Messages may be left with the front office secretaries and will then be given to the student/teacher at their next break.

STUDENT PERSONAL ITEMS

Personal toys, sports equipment and/or electronic devices should not be brought to school unless the student is given special permission from the teacher for Show and Tell or Star Student. If items are brought to school, the classroom teacher or principal may take them for safekeeping. Your cooperation will help avoid problems with loss or damage of items for which we cannot be responsible. Items will be returned to the student/parent according to the agreement made at the time the item is taken.

LOST & FOUND

All items unclaimed are located in the front, foyer hallway just outside the nurse's office. Please check the lost and found regularly for possible missing items. All left over items will be donated at the end of each semester.

SECTION – F **HEALTH SERVICES & SCREENINGS**

OVERVIEW

The health services are provided by a registered nurse who conducts activities which are designed to improve and correct/inform the school population of practices or programs recommended by the district, or required and suggested by the Kansas Department of Health and Environment. The nurse's office is located within the front office of the school building in room A114. If you need to contact the nurse with any concerns or with regard to any questions, please phone the nurse or contact the nurse by email. **For more information, including when students should be kept home due to illness, please refer to the district handbook.**