

FORWARD

The Northeast Elementary Faculty and Administration extend to you a hearty welcome to membership in this student body.

To new students, this handbook will be a guide which will enable you to become quickly adjusted to our school. Returning students will also profit by reading the material contained here in order to better understand the rules and regulations of our school.

NORTHEAST USD 246 MISSION STATEMENT

Northeast Unified School District will educate students to be positive, responsible, inquisitive, determined and goal-oriented.

Students will learn to communicate, to read, to solve problems, and to appreciate art, science and world culture in order to be productive in society.

Northeast Elementary School Mission Statement

Our goal is to provide a respectful learning environment that prepares our students for the future.

Exit Outcomes

Upon completion of the fifth grade students will:

1. Have essential educational skills for a lifetime of learning.
2. Learn to work cooperatively and independently.
3. Experience a sense of self-discipline and responsibility.
4. Strive to develop physical and emotional well-being.

Northeast Unified School District 246, Crawford County, Arma, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.

If you have any questions regarding the above, please contact:

Mr. Mike Philpot, Box 669, Arma, KS 66712
Phone No. 620-347-4116
(Title IX Coordinator and Section 504 Coordinator).

**NORTHEAST UNIFIED SCHOOL DISTRICT 246 IS AN EQUAL
EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY**

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ENROLLMENT

1000 - 1999

1000	Admission of Pupils
1100	First Day of School
1200	Assignment of Students to Classes
1300	School Fees
1400	Student Arrival & Dismissal

1000 - ADMISSION OF PUPILS

Entrance age for admission to the kindergarten is five years of age on or before August 31st of the school year. Kindergarten training is not required for entrance into the first grade.

Entrance age to the first grade shall be six years of age on or before August 31st of the school year.

Students transferring from another state whose entrance age differs from Kansas shall be placed according to previous attendance records.

Birth certificates are required as proof of age for all kindergarten or first grade enrollees who are enrolling for the first time. A state copy of the certificate from the state in which the student was born is the only certificate that will be accepted. Birth certificates presented as proof of age will be returned to the parents after the required data is recorded on the permanent school records. Birth certificates must be turned into the school within 30 days of enrollment in accordance with K.S.A. law 72-53, 106.

Grade placement in the Northeast Unified School District 246 most often will be based upon an examination of previous school records.

Any pupil entering a Kansas school for the first time is required by state law to present certification that he/she has received or is in the process of receiving immunization against polio, mumps, diphtheria, rubella (German measles), measles (rubella), tetanus, and whooping cough. These immunizations shall be in accordance with the immunization schedules of the Kansas Department of Health and Environment. New students shall have until October 1st to complete this immunization procedure, or they will be dropped from school until such time as it is satisfactorily completed. This requirement is waived for pupils whose parents present written statements asking for exception for reasons of health or religious beliefs.

Hepatitis B and Varicella (Chickenpox) immunizations will be required for school entry for Kindergarten students.

In accordance with state law a health assessment must be done within 12 months prior to school entry or by October 1st. The physical form, completed by a physician, must become part of the student's file. This is a requirement for all students entering kindergarten.

1100 - First Day of School

Buses will run Thursday, August 14, 2008. Monday will be a full day of school. A school lunch will be served.

1200 - Assignment of Students to Classes

Elementary students will be assigned to a home room teacher after enrollment. Classes will be balanced in size with an equal distribution of boys and girls in each class.

1300 - School Fees

Kindergarten through Grade Five \$25.00

The purpose of the school fees are to help offset the cost of the supplies used by the students. School supplies are included in the cost of school fees for Kindergarten through Grade Five.

1400 - Student Arrival and Dismissal Times

Students may start arriving at school at 7:30. Students will not be supervised until 7:30 and should not be on school grounds before this time. Elementary students will report to the gym upon arriving at school and supervision will be provided. Elementary students will go to their classrooms at 8:00. Breakfast is served from 7:25-8:00.

School is dismissed at 3:15.

Project Care is in session 3:15 to 5:30.

ATTENDANCE

2000 - 2999

2000 Compulsory School Law

2100 Absences

2200 Tardies

2300 School Activities

2000 - COMPULSORY SCHOOL LAW

K.S.A. -72-1111. Compulsory school attendance. Every parent, guardian, or other person in the State of Kansas, having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years, and has not attained a high school diploma or GED, shall require such child to attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 72-1106, as amended; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

Truancy is defined for this policy the same as in K.S.A. 72-1113 as amended and which follows: 1. "Whenever a child is required by law to attend school and such child is not enrolled in a public or non-public school, such child is a truant"; 2. "Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three (3) consecutive days or five (5) or more days in any semester, or 7 school days in any school year, such child is truant." A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a day without a valid excuse acceptable to the school employee(s) designated by the Board of Education to have responsibility for the school attendance of such a child.

For purposes of this policy, "a significant part of a school day" means "one-half (1/2) or more of the scheduled school day." One half (1/2) of a school day is three clock hours.

For purposes of this policy an "excusable absence" occurs when a pupil misses a significant part of a scheduled school day because of illness, appointments for health care, injury which prevents his attendance, attendance at another educational activity or on a trip approved by the school principal, or other absence the reason for which is acceptable to the principal. "Inexcusable absences" occur when there is no attempt to justify an absence, the reason given is not acceptable to the principal and/or the principal has reason to believe that the excuse offered may not be substantially correct and true.

2100 - ABSENCES

In general, it is the policy of the school to excuse pupils from school for worthwhile reasons and upon the written request of parents. The Principal will determine the importance of the request and shall ultimately decide upon the merits of each case. If absence from school retards the pupil's progress and interferes with his/her school work, then conferences with parents will be held to inform them of these effects on the child's school progress.

Whenever a student is absent from school due to a doctor's appointment, a note from the doctor's office must be brought to the office upon the student returning to school. If a note is not turned into the office within 3 days of the absence, the absence will not be excused.

A student will be counted absent from school if he/she is not present for the regular class schedule, except when on activities sponsored by the school. An excused absence may be allowed for other activities if requested by parents and approved by the Principal.

It is the student's responsibility to make up any work missed due to an excused/unexcused absence.

A certificate for perfect attendance is given at the end of the year to those with no absences.

2200 - TARDIES

Students are expected to arrive at school on time. Students will be supervised starting at 7:30 and may start coming to school at that time. Breakfast is served from 7:25 to 8:00. School begins at 8:05 for elementary students.

Arrivals after the bell rings will be counted tardy. Students with excessive tardies can be considered truant.

A student's late arrival at school before 10:00 will be counted as a tardy. Students arriving after 10:00 will be counted as half day (morning) absent.

Doctor and dental appointments, funerals, and school activities are considered excusable tardies. Prior notification would be appreciated.

2300 - SCHOOL ACTIVITIES

Students who plan to attend a school function are required to be in school the day of and the day after that function unless approval is granted from the Principal.

Promotion

3000-3999

3000 Promotion

3000 – Promotion

Northeast Elementary School Mission Statement

Our goal is to provide a respectful learning environment that prepares our students for the future.

Exit Outcomes

Upon completion of the fifth grade students will have mastered the following skills to be promoted to Northeast Junior High:

1. Have essential education skills for a lifetime of learning.
2. Learn to work cooperatively and independently.
3. Experience a sense of self-discipline and responsibility.
4. Strive to develop physical and emotional well-being.

GRADING SYSTEM

4000 - 4999

4000	Grading System
4100	Grade Reports
4200	Academic Awards
4300	Progress Reports

4000 - GRADING SYSTEM

- A. Our grades are indicated by A, B, C, D, and F.
- B. An A is 90-100; a B is 80-89; a C is 70-79; a D is 60-69; and a F is anything below 60.
- C. Our grades rate A as superior, B as excellent, C as average, D as below average, and F as failure.

4100 - GRADE REPORTS

Grade reports will be mailed home at the end of each nine weeks period, usually on Friday following the end of the nine weeks.

Your child's legal name will be on the grade card issued by Northeast.

4200 – ACADEMIC AWARDS

Students excelling academically shall be appropriately recognized for their performance at the building level. Building principals shall plan for appropriate recognition of academic excellence through the provision of awards and programs that recognized the achievements of high performing students and students showing significant improvement in academic skills.

4300 - PROGRESS REPORTS

Progress reports will be mailed home usually after the fifth week of the nine weeks grading period.

We encourage parents to contact the school anytime there is a question or concern about their child's progress.

- A. The district will provide parents and students online access to a tool called Power School. This web-based information tool will allow parents and students with appropriate privacy safeguards, to check on the student's grades anytime over the internet.
- B. These reports to parents are supplemented in several other ways and by several other means – parent/teacher conferences, telephone calls, letters or informal notes, or by means of forms prepared for this purpose. Unsatisfactory work is reported as the need arises, without waiting for the end of the nine-week reporting period.

MANAGEMENT and OPERATIONS

5000 - 5999

5000	Fire Drill
5100	Tornado Drill
5200	Driving Motor Vehicles
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5700	Human Sexuality/AIDS
5800	Hallway Traffic
5900	Ground Rules
5950	Student Planners

5000 - FIRE DRILL

At different times during the school year, the fire alarm is sounded. Each classroom has instructions concerning what to do in case of fire. When the alarm is heard, students are to walk out quickly and orderly.

5100 - TORNADO DRILL

A tornado drill will be held three times a year. Instructions will be given by the Principal/Teacher as to the type of alarm system that will be used and the designated areas of safety (as recommended by the Office of Civil Defense).

5200 - DRIVING MOTOR VEHICLES/RIDING BICYCLES

Students will be permitted to ride bicycles to school for regular classes. Scooters and skate boards will not be permitted.

5300 - BUS RIDER RULES

During the course of regular student transportation in school district vehicles the Board of Education views this service as a privilege extended to students conforming to district rules of conduct.

Previous to loading (on the road and at school):

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are to sit in their seats and face the front of the bus while the bus is in motion.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Absolute quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

After leaving the bus

1. Cross the road, when necessary, after getting off the bus(at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than
The regular bus stops at the home or school unless by proper authorization from the parent or school officials.

Extra-Curricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

NO EATING OR DRINKING OR CHEWING OF GUM ON THE BUS AND NO TOBACCO PRODUCTS OR MEDICATION NOT PRESCRIBED BY A PHYSICIAN.

5400 - BUS DISCIPLINE PROCEDURES

Bus drivers are encouraged to maintain discipline and assure that the students adhere to these rules in the course of their duties. Verbal warnings to students are appropriate when the driver believes they will be effective in correcting misbehavior.

If the bus driver is not successful in correcting misbehavior through verbal prompts and warnings, the driver should contact the rider's parent(s) to seek assistance in correcting the inappropriate behavior.

At such time that a bus driver believes the infraction is serious in nature or continual warnings to a student are ineffective to bring about compliance, the driver will file the appropriate written notice with the building principal. The appropriate building administrator will take the following disciplinary actions:

1. Upon receipt of the 2nd written report within a school year from a bus driver concerning a student, that student will lose transportation services for 3 days.
2. Upon receipt of the 3rd written report within a school year from a bus driver concerning a student, that student will lose transportation services for 5 days.
3. Upon receipt of the 4th written report within a school year from a bus driver concerning a student, the student will lose transportation services for the balance of the current school year.

Should the driver file a report concerning an incident, and that incident occurs en-route to school, that will necessitate loss of transportation services, the parent will be contacted by the Principal. The parent must provide to have their child picked up from school that evening, as the child will be immediately denied transportation services.

Should an incident occur en-route to the student's residence that will necessitate the loss of transportation services, transportation privileges will be extended through the next morning of the next school day, until a written report is filed with the building principal. At that time, the parent will be contacted advising them they must provide to have their child picked up from school that evening, as the child will be immediately denied services.

Should a student's parents be unable to be contacted, and no parent designated emergency contact person is available, or the parents are unable to provide transportation, the student will be provided bus transportation to his/her residence that evening.

The building principal, if student behavior is serious enough to warrant, may bypass any of the above steps and suspend a student's bus riding privileges for an indefinite time after conferring with the parents.

5500 - RIDING THE SCHOOL BUS

Special permission must be received from the Principal before anyone other than the regular riders shall be allowed to ride the respective buses.

Bus students must have a note if they are not going to ride the bus home from school.

5600 - ILLNESS AND MEDICAL EMERGENCIES

In the case of any serious injury or illness, the parent or guardian will be notified as soon as possible.

The Kansas Department of Health and Environment procedures are followed in cases of illness and medical emergencies.

Emergency information is to be completed on school records for every student, with at least two emergency backup telephone numbers included.

At the time of an emergency, the school has the responsibility for:

- A. Initiating the immediate care of the student
- B. Notifying the parent or guardian, or if the parent or guardian cannot be reached follow the directions given on the student's records
- C. In some cases, getting the student under professional care with or without the family's permission

5610 - ADMINISTRATION OF MEDICATION

The district will comply with the current statutes and regulations as defined by the Legislature, Kansas State Department of Education and the Kansas Department of Health and Environment.

To comply with the Nurse Practice Act the following policy is in effect:

- A. When at all possible, medications should be given at home rather than during school attendance hours.
- B. Prescribed medications must be accompanied by a note from the physician and in the original container the medicine came in. We need a note from the parent giving us permission to administer the medication at school. This should include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided. There is an available form.
- C. Any over-the-counter medications may be given at school only if needed in order for the student to remain in attendance. This can be determined by conference between parents and school nurse. A parental permission form must accompany the medication, to include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided.
- D. Medication may be given by delegated school personnel under the supervision of the school nurse. In accordance with Kansas Department of Health and Environment guidelines, the school will allow self-administration of medication to children and youth, provided the proper authorization is on file with the school.

Please contact the school nurse if you have questions concerning administration of medication in school.

5620 - HEAD LICE

Schools bring large number of children into daily contact with each other, therefore, they serve as a focal point for the transmission of head lice.

When an infested student is discovered in the classroom the following procedure will be followed:

- A. If the student(s) are bus riders, they will not be permitted to ride the bus until cleared by the school nurse.
- B. When the child returns to school he/she will be checked prior to readmission.
- C. A child with head lice will be excused from school for a 24 hour period. After that time the child must be treated and returned to school to be cleared by the school nurse. After 24 hours if the student is not brought back or is not cleared by the school nurse, the absence will be unexcused.

Please check your child(ren) weekly for head lice. Doing so will help any severe outbreak from occurring.

5630 - INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. School administrators and School Resource Officers retain the authority to override these guidelines when, in the reasonable judgment of the administrator or School Resource Officer, different action is needed to address an immediate threat of injury or damage to a person or to property. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself/herself without the agreement of parent, guardian or representative as to his/her submitting to questioning.

Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request the law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questions of such students, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and Conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

Interrogation of Student During Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Witnesses should be told the nature of the alleged misconduct and the reason for believe that they were witnesses. The principal may have another adult present during questioning of students.

Violations of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his/her rights.

Taking a Student Into Custody

Following interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

If an officer has to place handcuffs on a student, it should be done as discreetly as possible. Reasonable care should be taken to avoid "parading" a student in the hallways or on school grounds. Officers have discretion as to when and where to handcuff a student for the student's safety, the safety of others, and the safety of the officer(s).

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall require the law enforcement officers to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

5700 - HUMAN SEXUALITY/AIDS

In accordance with Kansas law, the Board of Education of Northeast U.S.D. 246 has adopted a policy and curriculum for the teaching of Human Sexuality and Aids. Copies of this policy are mailed to the parents/guardians of those students involved prior to the beginning of teaching of the unit.

5800 - HALLWAY TRAFFIC

Students should make an effort to be quiet in the halls. Conduct yourself in the halls in a way which will be a credit to yourself and your school. Keep to the right side of the hall at all times. Do not run in the hallway at any time.

5900 - GROUND RULES

Students are requested not to arrive at school prior to **7:30 a.m.**

Buses will unload students upon arriving at the school.

Do not leave grounds without teacher's permission. Report to the teacher upon returning.

5950 – STUDENT PLANNERS – 3rd Thru 5th GRADES

Students will be provided a planner at the beginning of the school year. If lost, students may be charged for replacement planners.

DISCIPLINE

6000 - 6999

6000	Discipline
6010	Win Program
6020	Terrorist Threats Policy
6100	In-School Suspension
6200	Out-of-School Suspension
6300	Tobacco Products in Public Schools
6400	Drug and Alcohol Policy
6500	Weapons/Explosives
6600	Dress and Appearance
6700	Electronic Devices
6800	Indecent Exposure Policy
6810	Sexual Harassment
6900	Demonstrations

6000 - DISCIPLINE

Objectives

1. To create the best classroom environment for learning and for teaching.
2. To increase student time on task.
3. To achieve consistency in discipline in the school.
4. To provide students with clear expectations concerning behaviors.
5. To insure optimum home and school communications and cooperation for the benefit of the students.
6. To establish a philosophy of discipline and discipline code for Northeast Elementary School.

Philosophy

USD 246 Northeast Arma is committed to excellence in its school program. Our district considers discipline essential to the educational process.

The district has a strong belief that all students can behave at school, and have the responsibility to control their behavior in a manner that allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community.

The district believes also that student conduct control should be maintained with procedures that will advance the purpose of education while remaining consistent with applicable state law and established Board of Education school policy.

In order to provide students a calm, safe, and secure environment that is conducive to learning, Northeast Elementary schools discipline policy is based on the following concepts:

Students Rights

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will support and model appropriate behavior for students.
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior.

Teacher Rights

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To ask for help from parents, the principal and other personnel when assistance is needed for a student.

Parent/Guardian Rights

1. To receive timely communication regarding their child's progress and programs at school.
2. To be informed about school policies and procedures.
3. To have their inquiries responded to by appropriate school employees.

Each teacher has a discipline plan for his/her classroom that the teacher will send home with the child by the end of the second week of school. There will be consequences for inappropriate behavior and positive behavior will be encouraged and reinforced. The plans of the special area classes are very similar to those of the child's assigned classroom.

Rules have been developed for the areas of the playground, hallways, buses, and cafeteria and are posted in the appropriate places. The bus rules are included in the student handbook.

The Principal's Plan

Whenever a student is sent to see the principal for disciplinary reasons this will be regarded as a serious matter since the student will have received warnings and teacher consequences before being sent to the principal.

The principal will counsel the student and parents will be called. A report will be filled out with copies going to the teacher and a student file. A consequence will be assigned by the principal. The focus is on helping the student to understand that he/she is responsible for his/her behavior, and that there are consequences for unacceptable actions. Consequences are based on the severity of the infraction and may include, but are not limited to: letters of apology, written explanation of the incident and what should be done in the future (student contract), loss of recess, loss of special events such as assemblies and field trips, lunch detention, after-school detention, and in-school suspension. Occasionally, a severe violation of our code of conduct occurs. Fights, speaking back to a staff member, and vandalism are examples of severe violations. If your child is involved in this type of incident, the principal has the authority to immediately assign a more serious consequence such as external suspension. Determining what is fair and effective is the goal in choosing a consequence.

Hall Rules

1. Students will WALK quietly in the halls so as not to disturb other students who are working.
2. Keep hands and feet to yourself and away from student work or other decorations that may be posted or displayed.

Playground Rules

1. Remain in play area designated by the staff member in charge.
2. Keep hands and feet to yourself.
3. Use playground equipment appropriately and safely.

Cafeteria Rules

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when speaking.
4. Keep your eating area neat by cleaning up after yourself.

6010 - The WIN (Work in Now) Project (5th Grade Only)

The goal of the WIN project is to decrease the number of missing or incomplete assignments for our students. When a student fails to submit an assignment due at class time they will be required to finish the assignment before the end of the school day or they will be assigned to WIN until the assignment is completed satisfactorily. If a student is absent from school the day the assignment is due, it will be due the next school day at that particular class. A student will be given WIN if he/she fails to complete an assignment when due at class time. The teacher will notify the office by e-mail and that particular student will need to stay after school and will call home to inform their parent/guardian that they will be staying after school. The student will stay in WIN until the assignment is satisfactorily completed, and then will be free to leave. If the student is a bus rider, they will stay in the room until the activity bus arrives at 5:20. Students with permission from their parents may walk home. **If a student has been reported to have a WIN on the 6th time, they will be required to stay in the WIN program for two (2) hours and do the assignment.** Teachers will withhold the assignment from the student and they may then pick up the assignment from the WIN supervisor. Assignments will be done on paper designated for use in WIN. This will restart at the beginning of each semester.

6020 TERRORISTIC THREATS POLICY

Philosophy

It is the School District's aim and desire to provide for its students and staff a safe and secure environment, with reasonable efficiency, and with due respect for privacy when warranted, in which the students can mature into persons of strong character and integrity.

Terroristic Threats

A Terroristic Threat directed to any student, teacher, administrator, other staff member, or any facility of the School District property or in connection with school sponsored field trip or activity, will not be tolerated.

The phrase "Terroristic Threat" shall include any conduct involving verbal assault or the use of language which threatens or implies direct bodily harm, injury, or death or damage to property, or any indirect comment which implies that such harm or damage may or will occur, and includes the possession of any concealed weapon or the brandishing of any weapon or any instrument that could be used to inflict such harm or damage, specifically including but not limited to any rifle, shot gun, pistol, billy club, bat, knife or blade (but shall not include a standard type of pocket knife with a blade of less than two and one-half inches (2.5") in length.

Reports to Authorities

Any employee of the School District who observes, hears, or learn of any Terroristic Threat promptly shall report the incident to the building principal. The principal promptly shall report the incident to the Superintendent of Schools. Upon receipt of a Terroristic Threat, the Superintendent shall direct and oversee a preliminary internal investigation of the incident and the context in which it occurred. If such preliminary investigation substantiates the existence of a Terroristic Threat, the Superintendent promptly shall report the incident to the appropriate authorities for investigation. Discipline for violation of this policy against Terroristic Threats shall be administered by the administration of the School District fairly, objectively, and impartially, with due consideration of the age and level of maturity of the student involved. When the Terroristic Threat is made or involves a student in the elementary grade but does not involve the possession or use of a weapon, the Principal shall (I) hold a conference with the student(s) in order to make out the incident a learning opportunity for the student; and (II) shall hold a conference with the parents or guardians to discuss the severity of the conduct and concerns about the incident.

When the Terroristic Threat is made by or involves a student in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves only a comment made in jest, the Principal shall (I) place the student on in-school suspension for one (1) to three (3) days, and shall hold a conference with the parents or guardians prior to allowing the students to return to classes. When the Terroristic Threat is made by or involves a student in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves more than a comment obviously made in jest but does not involve the possession or use of a weapon the Principal shall suspend the student for three (3) to (5) days, shall provide to the students and his or her parents or guardian written notice of the grounds for suspension, and shall afford the students an opportunity for hearing in accordance with applicable law. The student and his or her parents or guardian shall be

required to attend a conference with the Principal and agree to such terms of supervision as may be imposed by the Principal prior to the student being allowed to return to classes.

Any time the Terroristic Threat involves the possession or use of a weapon, the Principal shall suspend the student for five (5) to ten (10) days, and shall schedule a formal hearing to determine whether or not the student shall be suspended for an extended term or expelled from school in accordance with applicable law, and shall provide the student and his or her parents or guardian with written notice of the formal hearing and the grounds for the suspension or expulsion.

6100 - IN-SCHOOL SUSPENSION

An in-school suspension may be used as a means to allow a student to maintain his/her school work while on suspension. It is the intention of the in-school suspension to restrict the activity of a student from the general student body. It is hoped the in-school suspension will be used for most major school violations, taking away the attitude that a suspension is a vacation. The Principal has the prerogative of changing an in-school suspension to an out-of-school suspension should circumstances change.

A student in in-school suspension will be isolated from all other students during the school day and will not be allowed to participate in activities outside of school hours or attend and/or participate in activities or assemblies during school hours.

A student will be provided with all subject assignments and work may be made up during all in-school suspensions. A student in in-school suspension will be considered present for attendance purposes and must be supervised by certificated personnel at all times.

6200 - OUT-OF-SCHOOL SUSPENSION

Any student may be sent home for misbehavior of sufficient reason by the Principal. Suspension will be for such time as the Principal or Superintendent determines necessary for proper adjustment. A conference between the pupil, his/her parents and school officials may be necessary so that a proper understanding is reached concerning the pupil's continued attendance, subject to K.S.A. 72-8901 thru 72-8906.

For out-of-school suspension, homework will be available to the student by the end of the first full day of suspension. It is the parent's responsibility to obtain the homework from the office. Homework not turned in to the appropriate teachers upon returning to school shall be recorded as zero credit.

6300 - TOBACCO PRODUCTS IN PUBLIC SCHOOLS

KSA 72-53, 107 prohibits the use of tobacco products in any school buildings and states that no board of education of any school district shall allow any person to use tobacco products in any school building. Furthermore, the Northeast U.S.D. 246 Board of Education prohibits the use of tobacco products in all district owned buildings and vehicles.

6400 - DRUG AND ALCOHOL POLICY

The Board of Education and educators recognize the illegal use of drugs and alcohol as being detrimental to the positive development of the students. The school's primary role in this area is to educate students concerning the hazards of drug and alcohol use.

All Northeast U.S.D. 246 personnel and students have the responsibility to report to the Principal observed use or knowledge of any chemical substance. These chemical substances include any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, solvent, or narcotic device.

Students shall not unlawfully manufacture, distribute, possess, use, or be under the influence of any chemical substance:

- A. On or adjacent to the school grounds or school property;
- B. Off the school grounds at a school activity; or
- C. Upon arrival at school or a school function.

(1) First offense - With the first violation of this policy, the student will be suspended from school for 5 days and can be subject to long term suspension or an expulsion hearing. The expulsion hearing will include a discussion of a recommendation that the student receive an evaluation and any necessary counseling from a professional chemist dependency counselor prior to re-admittance to school on a probationary status. If at anytime a student fails to make satisfactory progress in a program, the expulsion will be re-imposed.

(2) Second Offense – A student who violates the terms of the policy for the second time shall be expelled from school for the remainder of the school year and will not be allowed to participate in or attend any school activities during the expulsion.

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

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

6500 - WEAPONS/EXPLOSIVES

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

If you have knowledge of weapons violations and wish to remain anonymous, you may report it by calling the Kansas School Safety Hotline at 1-877-626-8203.

6600 - DRESS AND APPEARANCE

Dress, personal appearance and hygiene are necessary for an orderly education atmosphere. Students are expected to be well groomed and neatly dressed at all times. The following guidelines will be used.

1. Shoes with leather, rubber, or foam soles will be worn at all times. House shoes are not appropriate.
2. No hats or headbands during normal school hours. No “do rags” at anytime.
3. Appropriate outer attire will be worn to school. Tops should be modest and extend beyond the waistband.
Pants should be modest and torn garments that draw attention to the body should not be worn. The principal shall make the final decision about appropriate dress. The Board of Education supports the principals as final judges about the interpretation of appropriate and modest dress.
4. No item of clothing can have drug/alcohol symbols, words, or pictures. No sexually suggestive wording, pictures, or symbols will be allowed.
5. Body piercing, other than earrings, must be discreet.
6. Pajamas or pajama pants will not be considered appropriate for school.
7. Sagging clothes which reveal underclothes are not allowed.
8. Unnatural hair coloring (green, blue, fuchsia, etc.) is not allowable.
9. Student may wear shorts of appropriate length.
10. No dangling chains.
11. Heli shoes or any other brand of shoe that has built in wheels will not be allowed in school.

If not corrected, students who violate the policy will be confined to the office until parents can pick them up or until the student receives permission to leave. Students absent because of dress code violations will be counted unexcused.

The Board reserves the right to make additions to the dress code if the students abuse the freedom granted by the above code.

6700 – ELECTRONIC DEVICES

The following are not allowed to be used during normal school hours without staff permission: pagers and beepers, cellular phones, CD players or radios. If these items are brought to school and are lost or stolen, USD 246 will not be liable.

6800 - INDECENT EXPOSURE POLICY

Any student or students or any school personnel who are found guilty of indecent exposure on the school grounds, at any attendance facility, on any school vehicle, or at any school-sponsored activity in the presence of any other person will be suspended for five days from school and will be subject to expulsion from school and/or released from employment.

6810 – Sexual Harassment

Words and actions directed toward a person's sex, age, religion, or ethnic origin are not allowed. Neither is any type of initiation. Students who violate this policy will be subject to appropriate disciplinary action which may result in suspension or expulsion from school.

6900 - DEMONSTRATIONS

Any student who shall take part or participate in any fashion in any demonstration not authorized by the Superintendent of Schools during school hours or on school premises shall be subject to suspension from classes. The suspension from classes for such action shall be for a period of not less than three days nor more than five days on any occurrence. The student shall be reinstated only upon the request of his/her parents, who shall appear with the student before the Superintendent of Schools in order that the parents can be given the full details concerning the suspension.

Reoccurrences of violations concerning demonstrations shall be considered a basis for pupil expulsion; such action shall be taken by the Superintendent after the matter has been reviewed by the Board of Education acting as a committee of the whole. Suspension subject to K.S.A. 72-8901 and 72-8906 as amended by the 1982 Kansas Legislature.

ACTIVITIES and ORGANIZATIONS

7000 - 7999

7000	Field Trip Permits
7100	Parties and Refreshments
7200	Christmas and Valentine Exchange
7300	Equal Access Policy

7000 - FIELD TRIP PERMITS

Any student participating in a school activity, involving a trip away from school on foot or in a vehicle, must have a trip permit form signed by a parent or guardian on file at school. Field trip forms will be provided at enrollment.

7100 – PARTIES AND REFRESHMENTS

Class time is not to be used for parties or refreshments unless approved by the Administration.

7200 - CHRISTMAS AND VALENTINE EXCHANGE

Exchange of names for Christmas and Valentine gifts is optional.

Price of gifts is decided upon in each room.

7300 - EQUAL ACCESS POLICY

A student or a group of students who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which the meeting is to be held. The application shall state:

1. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has/have voluntarily initiated the meeting.
2. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.
3. If a non-school attendee is to be in attendance, his/her name and address must be furnished and the organization with whom he/she is affiliated, if any. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.
4. The name and address of the faculty monitor and affirmation that the faculty member is not directing, conducting, or controlling the meeting.

The principal shall approve the meeting if the application is filled out and if he determines that:

1. The meeting is voluntarily and student-initiated.
2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
4. Employees of the district are present at religious meetings in a non-participatory capacity.
5. Non-school persons are not directing, controlling or regularly attending the activity.

6. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
9. No employee will be compelled to attend a meeting if the contents of the speech at the meeting is contrary to his/her beliefs.
10. All forms should be completed and submitted to the building administrator for approval prior to the meeting time.
11. A copy of the application is filed in the Superintendent's office.

SUPPORT SERVICES

8000 - 8999

8000	Library Rules
8100	Technology Use Terms and Conditions
8200	Textbooks
8300	Lost and Found
8400	Telephone
8500	Hot Lunch Program
8510	Breakfast Program
8520	Milk Program
8600	Cafeteria Rules
8700	Counselor
8800	School Nurse

8000 - LIBRARY RULES

1. One of the Library Media Center's (LMC) primary purposes is to provide students with a quiet, pleasant environment to pursue information searches, study, read quietly, browse for books, and use computers. Therefore, it is important that we talk only when it is necessary; and that we use soft voices. Students who do not comply with this, will be asked to leave the LMC.
2. Any LMC materials taken from the LMC must be checked out. Materials taken without being checked out will be considered stolen.
3. Materials will be returned when due.
4. Students with overdue or lost materials will return the materials or pay the replacement cost before they will be allowed to check out other materials or use the LMC computers for pleasure.
5. One student to a computer unless the students bring a written memo from a teacher or a member of the LMC staff gives special permission.
6. Students with research and/or word processing for class assignments will be given priority should there be a conflict over use of computers.
7. Students will sign up to use the LMC computers before their study periods.
8. So that all students may have equal access to the LMC and the computers, students are limited to 15 minutes in the LMC each day unless doing research for class assignments, word processing for class assignments or taking Accelerated Reading tests.
9. Computer chairs are to be kept by the computer to which they belong.
10. Students are to take pride in keeping the book and magazine shelves in correct order so that materials can be easily found.
11. A student who wishes to sign up for a computer to use Linkway or CD-Rom disks for pleasure must first present to the LMC staff a signed release from his/her instructors that assignments have been completed satisfactorily.
12. If a student needs a back issue of a magazine, he/she is to notify a member of the library staff. If all members of the staff are busy, please put your name on the printout and leave it on the checkout desk.
13. Some of the most popular magazines and books are kept beside the librarian's door. Please ask for these materials. These materials must be checked out before you leave the checkout desk.
14. Students are responsible to allow sufficient time to return materials and chairs to their correct locations, dispose of any waste papers such as computer printouts, and check out any materials they are taking with them before leaving the LMC.

8100 – Technology Use Terms and Conditions

Access to a variety of technology is available to Northeast students and staff. Our goal in providing this access is to promote educational excellence in the district by facilitating resources, sharing innovations and communications.

The purpose of this policy is to ensure that use of technology is consistent with our stated mission, goals and objectives. Such technology includes but is not limited to multimedia tools, computer network, and online access. The smooth operation of technology relies upon the proper conduct of the students and staff. The following policies are provided so that students and staff are aware of their responsibilities. If users violate any of these guidelines, they will face either restricted use, or be denied access.

GUIDELINES

TECHNOLOGY:

1. All copyright laws must be obeyed. Users will respect the legal protection provided by copyright license to programs, books, data, article, photography, artwork, etc. No plagiarism is allowed.
2. The school assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer.
3. Users are subject to all State and federal laws.
4. Physical or electronic tampering with technology is not permitted.

COMPUTER NETWORK/INTERNET:

1. Users are responsible for good behavior on the school computer networks.
2. Users are expected to abide by generally accepted rules of network etiquette and proper conduct themselves in a responsible, ethical, and polite manner while online.
3. Users are not permitted to use the system for commercial purposes, political lobbying, or product advertising.
4. Users are not permitted to transmit, receive, submit, or publish any viruses or defamatory, inaccurate, abusive, profane, sexually oriented, threatening, offensive, or illegal material. If you happen by accident/mistake, etc. to get into an inappropriate area, let your teacher and Building Technology Coordinator know immediately.
5. Security is a high priority, and one should not attempt to assume computer identity of another person. DO NOT use another's password or give your password to another. Attempts to logon as someone else will result in immediate loss of privileges. If you

discover a security problem, notify the Building Technology Coordinator. Do not demonstrate the problem to another student.

6. The Building Technology Coordinator and the Network and System Administrator reserve the right to review files and messages.
7. Student use of chat rooms, streaming media (videos and audio), social networking websites such as myspace, and on-line games are prohibited. Teachers may obtain authorization from the principal for use of these sites as part of their curriculum.
8. Food or drink are not allowed near any computer.
9. Students have a menu of programs appropriate for their class work. Under no circumstances should students attempt to access programs not on their menu or compromise the computer network.
10. Students are not to attempt to access another person's work. They may not copy from, alter, or even just "peek" at another person's file(s).
11. Students may not use the computer lab(s) unless a teacher or paraprofessional is present.
12. Personal (non-school owned) computers are not allowed access to the school network/Internet without permission from the Building Technology Coordinator.

CONSEQUENCES

Access to technology is a privilege, not a right and as such, entails, responsibility. Inappropriate use will result in suspension or cancellation of privileges. The principal will deem what is inappropriate school use.

Depending on the severity of failing to obey these policies, the following disciplinary actions can result:

1. Loss of privileges for a period of two weeks to the remainder of the school year.
2. Having lost privileges, a student who is enrolled in a class that requires technology use will have to make arrangements with their teacher to fulfill their class obligations.

8200 - TEXTBOOKS

Textbooks are furnished without cost to all students. These books are checked out at the beginning of school and checked back at the close of the school year. Students are held responsible to return such books in as good shape as they were received, allowing for a reasonable amount of wear due to use. These books are issued by each teacher to his/her class. If books are lost or mutilated, the student must pay a prorated cost for the book.

8300 - LOST AND FOUND

All articles found in corridors, halls or on the school grounds should be promptly turned in to the Principal's office. One may get his/her property upon identification if he/she will call at the Principal's office.

8400 – Telephones

The school district telephone system is primarily intended for use by the staff. Student use of the district telephone system will be limited. Teachers, administrative staff and building secretaries may use their discretion in allowing students to use the phone system for legitimate educational purposes.

8500 - HOT LUNCH PROGRAM

School lunch records are kept on computer. Students may pay in advance as much as desired.

Students can have a negative balance of no more than \$10. When the balance reaches this negative amount they will be served an alternate lunch till the balance is paid.

Lunches for Grades 1-5 will cost \$8.50 per week (\$1.70 per day).

We will have a closed noon hour.

8510 – BREAKFAST PROGRAM

Breakfast records are kept on computer. Students may pay in advance as much as desired. The cost of breakfast is \$5.00 for a week for grades K-5.

8520 - MILK PROGRAM

Children can purchase extra milk for lunch from Ala Carte. Ala Carte milk will cost \$.35 per ½ pint. Ala Carte purchases can not be taken out of meal account.

Bottled water can be purchased between 7:25-8:05 AM for classroom use. Price of bottled water is \$1.00.

Kindergarten will be served juice in the afternoon with their snack. It is the responsibility of the parent to pay for juice.

8600 - CAFETERIA RULES

1. Students are to come in an orderly and quiet fashion.
2. Students with sack lunches are to go immediately to their table and sit at the end the table.
3. Students going through the serving line are to take all the food they want to eat and be seated. Students will not be allowed to return to the serving line for more food. Students will be allowed to return to the serving line for more condiments after everyone has been served.
4. Some food items on the serving line are limited - Please observe the rules and take only the amount that is allowed.
5. Do not share food taken from the main line or Ala Carte line.
6. When going to a seat go as far as possible, do not leave empty spaces.
7. Please keep your feet on the floor, not on the seats.
8. If you drop utensils, please pick them up but do not use them. Please ask the lunchroom aide if you may have clean utensils.
9. Please clean up the area where you are seated.
10. Do not hold up serving line to wait on friends, you will be asked to move on and be seated.
11. Parents are always welcome to eat lunch with their child. Please contact the office or your child's teacher the morning you wish to have lunch.

8700 - COUNSELOR

The school counselor assists students with academic, social, and developmental guidance to help all students work to their potential and achieve success. The counselor believes all students are unique individuals worthy of giving and receiving respect, and should be given the opportunity to learn to their best ability. Referrals are done by school staff, students, and parents. Parent involvement is encouraged. Parents are invited to contact the counselor with any concerns and/or requests for assistance regarding their child.

8800 - SCHOOL NURSE

The school nurse provides for wellness screening and interventions to help students to be as healthy as possible. Screenings include: vision, hearing, scoliosis, head lice, and infectious disease, growth and development, and immunization compliance. Prevention education is included. Parents are encouraged to contact the school nurse with any questions or concerns they may have.

COMMUNITY RELATIONS

9000 - 9999

9000	Visitors
9100	Gifts
9200	Invitations to Private Parties
9300	Rules for Gym Use
9400	Grievances
9500	Parent-Teacher Organization
9600	Northeast District Site Council Bylaws
9700	Family rights and Privacy
9800	Special Education Services
9810	Student Improvement Team (SIT)
9900	Northeast Elementary School Faculty and Staff

9000 - VISITORS

Parents of students are welcome at the school at any time. A permit and name tag must be obtained from the office of the Principal when entering the school. For a conference with a teacher, a parent should plan to come to the school immediately after classes are concluded or during a teacher's planning period. This can be arranged by calling the secretary at 347-8461 for an appointment.

Visitors will not be allowed to visit any classrooms during the school day because of the disruption to the learning environment.

Once school begins, all doors are locked except the doors under the canopy.

9100 - GIFTS

Pupils are discouraged from giving of gifts either collectively or individually to teachers; and teachers, likewise, are to be discouraged from receiving such gifts.

9200 - INVITATIONS TO PRIVATE PARTIES

Invitations to parties will not be handed out at school unless they go through the office and everyone in the class receives an invitation.

9300 - RULES FOR GYM USE

1. Do not use street shoes on the gym floor.
2. Do not take food or drink in the gym.
3. Non-school groups need to:
 - A. Get permission from the principal or superintendent to use the gym.
 - B. Have someone be responsible for the building and that person should be school personnel.

9400 - GRIEVANCES

Grievances and complaints which may be filed by the public against any employee of the school system shall be submitted in writing to the building Principal and every effort will be made to settle the grievance or complaint at this level. If it cannot be done, it shall then be submitted by the Principal to the Superintendent of Schools, who shall submit the same to the Board of Education, together with his comments and recommendations concerning such complaint or grievance.

Appeals to the Board of Education on grievances or complaints received from the public shall, in all instances, be filed with the Superintendent of Schools; however, the party filing the same may mail copies directly to the members of the Board of Education. No appeals or grievances or complaints shall be discussed by or with the Board members

except at a duly convened meeting of the Board of Education, which shall act upon such matters as a committee of the whole.

9500 - PARENT-TEACHER ORGANIZATION

The Northeast Elementary and Junior High Parent-Teacher Organization (PTO) was initiated during the 1982-1983 school year. Its objective is to promote communications among teachers, parents and students and to provide help whenever and wherever needed. Various activities will be scheduled during the school year and money-raising projects will be planned. All parents of elementary and junior high students are invited and encouraged to participate in the PTO.

9600 – NORTHEAST JUNIOR HIGH SCHOOL SITE COUNCIL BYLAWS

The name shall be the Northeast Elementary School Site Council.

PURPOSE

The purpose of the Northeast Elementary School Site Council shall be to:

1. Provide advise and counsel to the school in evaluating state, school district and school site performance goals and objectives.
2. Help determine methods which should be employed by the school to meet the goals and objectives.
3. Provide ongoing support for the students and staff of the school.

REPRESENTATION AND MEMBERSHIP

The School Site Council is required by Kansas law to have the following groups represented:

1. The principal
2. Teachers
3. Other school personnel
4. Parents of pupils attending the school
5. Other community groups
6. Students

The School Board required that a parent from each community (Arcadia, Arma, Franklin, and Mulberry) be a member of the site council. Community and business leaders should also be representative of the district's demographics. The Board further requires that under-represented populations (parents of students with disabilities, parents of children at-risk and students themselves) be represented on the site council.

At least fifty-one percent of site council membership must be made up of parents, students, business and community leaders who are not or have not been employed by the district, or have immediate relatives who are employees.

SELECTION PROCEDURES

Initially council members shall be identified by the building administrator, who shall recommend their appointment to the superintendent and board of education. The board shall approve all appointments.

TERMS OF SERVICE

All appointed members of the council shall serve three-year terms. The length of terms will be staggered. No limit shall be set on the number of terms a member may serve.

Membership on the council shall terminate when a member:

1. No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only).
2. No longer holds a teaching position at the school (teaching position only).
3. No longer holds the principal's position at the school (principal position only).
4. Has missed three consecutive scheduled meetings without proper notice to the chair.
5. Submits a letter of resignation to the chair.

If a vacancy exists, the chair (or principal) shall recommend an appropriate representative to the board. If approved, the person shall finish the remainder of the term. If the recommendation is not approved by the board, the board may direct the superintendent, the council chair or a building principal to present another recommendation.

A copy of the site council positions, approved membership and terms of service shall be submitted to the School Board annually in September with the site council's August minutes.

OFFICERS

The officers of the Northeast Elementary School Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership in the first meeting of each academic year.

At no time shall these positions be held exclusively by all educators or parents.

DUTIES OF OFFICERS

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the principal in planning and directing the council's activities.

The chair, in consultation with the principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least five days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

1. Keeping an account of the proceedings and transactions of all council meetings.
2. Providing a copy of the minutes to the council members and clerk of the board within 7 days of each meeting.
3. Preparing any official correspondence the chair may request.
4. Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, and the annual school report and the current council guideline.
5. Maintaining a list of council members with current contact information, including e-mail addresses.

MEETINGS

The council shall meet at least six times per school year (preferably once each month during the school year) in the Northeast Elementary School on the dates established at the first meeting of each school year. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called in August.

Six council members shall constitute a quorum. (A quorum must be present to conduct business.)

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than six days before the meeting date.

REPORTS

The council shall report to the board at least six times a year. Reports (meeting minutes are acceptable) shall be written and filed with the clerk of the board. The board may invite some or all of the members to discuss the reports. After the board accepts each report, copies shall be shared with the principal and staff.

The council shall report to the Kansas State Board of Education if required.

LEGAL DUTIES

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board.

Site councils shall comply with all applicable conditions of the Kansas Open Meetings Act and the Kansas Open Records Act.

TRAINING

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all council members. Council members should attend training workshops sponsored by the district and, if the board approves, are

encouraged to attend training sessions sponsored by other agencies. Training expenses may be paid by the board.

AMENDMENTS

These guidelines shall be reviewed annually; any recommended changes approved at a council meeting shall be forwarded to the superintendent. The superintendent shall consult with the board president on when to place the recommended changes on a regular board meeting agenda. If the recommended changes are approved by the board, they shall become effective immediately and shall be filed with the clerk.

9700 - FAMILY RIGHTS AND PRIVACY

The Board of Education of Northeast Unified School District 246 has adopted the following policy relating to the Educational Rights and Privacy Act of 1974. The board designates the building principals as the custodians of student records and has charged them with the duty of complying with all parts of the act.

A. The student records that are of concern are those records that become a part of a student's cumulative records, which would be compiled from teachers' grades and comments made for future educational reference, and the record that would be kept on permanent file at a school or might be transferred if a student would change schools for attendance purposes.

B. Individuals who may have access to student records without consent of parent or eligible student are:

1. School officials, including teachers, within the educational institution.
2. Officials of other schools or school systems where students are seeking enrollment. Parents should be notified of transfer and may receive a copy if desired, and have an opportunity for a hearing to challenge content.
3. Authorized representative of:
 - a. Controller General of United States
 - b. Secretary of Health, Education and Welfare
 - c. Administrative head of education agency
 - d. State educational authorities
 - e. In connection with student's application for financial aid
 - f. Organizations conducting studies for education agency for the purpose of developing, validating, or administering tests or programs
 - g. Accrediting organizations
 - h. Parents of students over 18, if parents claim student as dependent for income tax purposes
 - i. In an emergency, to appropriate persons, if knowledge of the information is necessary to protect health or safety of the student or other persons

C. Schools may make directory information available without parental or student consent. Directory information shall be such general information as is used in programs for athletics or other award programs and information in the school annual. The parents should be notified in a general announcement about the

use of this type of information. The release of this general type of information shall be released until such time a parent or an eligible student registers a complaint, and it will not be released on that particular student without prior consent.

D. Rights of parents under the act:

1. Parents use here includes natural parents, adoptive parents or legal guardians of the student.
2. The parent has the right to inspect and review educational records of their child within 45 days of requesting date.
3. The parent has a right to have a copy of student records, with the cost of reproduction being paid by the parent.
4. The parent has the right to a hearing to challenge the content of their child's educational record, to insure that the records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student. The parent may request that information be inserted which would explain the content of the record.
5. The parent has the right to have the student's educational record explained and interpreted.
6. The parent has the right to give prior consent before the institution can release the student's educational record. The written consent must include the following:
 - a. Specific record to be released
 - b. Reason for release
 - c. Name of the party or agency to whom the record will be released.
 - d. Notification to parent that they may receive a copy of record being released, if a copy is desired.
7. The parent should be notified of transfer of student records and the right to challenge the content of the record to be transferred.
8. The parent has the right to notification of receipt of subpoena of student records prior to institution compliance with subpoena.
9. The parent has the right to notification of a request of judicial order by the custodian or educational record to the court.

E. Rights afforded students under the act:

1. The student is any person who is attending or has attended the educational institution, and with respect to whom that institution maintains educational records or personally identifiable information.
2. The student acquires all rights afforded parents when he/she attains the age of eighteen years.

3. The student has the right to have his/her physical or mental record reviewed by a physician or appropriate professional of the student's choice.
4. If the student's legal guardian is an institution, a party independent of the institution shall be appointed pursuant to state and local law to give a written parental consent required by the Act.

F. Duties of the educational institution

1. The educational institution is any public or private agency or institution which is a recipient of funds under any federal program for which the U. S. Commissioner of Education has administrative responsibility.
2. The institution shall provide notice, at least annually, to the parent of eligible students of the rights afforded them by the Act. This shall be done in the student handbook that is edited and published at the beginning of each year. It shall provide all pertinent information as is required by the Act.

The school will maintain a record of the request and legitimate interest of requesting party in obtaining the educational record. The school should include information to the receiving party about not releasing the information to a third party without written consent.

3. The school shall provide the parent or eligible student with a hearing when requested by them to challenge the content of the student's educational record. The following steps should be taken in setting up and conducting and hearing:
 - a. Hearing will be conducted in reasonable length of time after it is requested.
 - b. The hearing should be conducted and the decision rendered by an official who does not have a direct interest in the hearing outcome.
 - c. The parent or eligible student should be allowed to present relevant evidence.
 - d. The decision be rendered in writing and within a reasonable time after the hearing concludes.
4. Northeast U.S.D. 246 will not be responsible for notifying the parent or student each time school records are sent to another educational institution.

9800 - SPECIAL EDUCATION SERVICES

Unified School District #246 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

These services are provided to our students through membership in the Southeast Kansas Interlocal #637. Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth.

Acquisition of these services through an interlocal is necessary due to reasons of small incidence of exceptional children, economy in providing the services and the ability to serve the varying needs of these children.

For information regarding these programs, services, and procedures for referral for comprehensive evaluation for the exception child, please call the USD 246 Board of Education Office or the Director of the Southeast Kansas Interlocal, 400 N. Pine, Pittsburg, Kansas 66762, phone 620-235-3180.

9810 – Student Improvement Team (SIT)

The Student Improvement Team (SIT) at Northeast Elementary is a group of teachers, the student, parents and sometimes other support personnel, that meet together to help students reach greater level of achievement through problem-solving and the coordination of resources.

Student Improvement Teams (SIT) include a student's teachers, the principal, the counselor and other members that come on an as needed basis. These may include the school nurse, the school psychologist, or others.

During the Student Improvement Team process at Northeast Elementary, information is gathered to facilitate the team in making decisions based upon data. The data collected may include:

- Observations
- Interviews- students and parents
- Work samples
- Grades
- DIBEL's reading reports
- Kansas Assessment scores
- Attendance
- Behavior reports

Teachers, parents, and students can all request assistance by the Student Improvement Team (SIT) process. After a student's initial meeting and the writing of a Student Improvement Plan; the student's progress is periodically monitored to make sure they are progressing in the right direction. Additional meetings will be scheduled when needed.

9900 - NORTHEAST ELEMENTARY SCHOOL FACULTY AND STAFF

Lawrence Hill, Principal

Rhonda Fincher, Assistant Principal

TEACHING STAFF

Jill Ashbacher Homeroom 1B
Judy Bache Elementary P.E.
Becky Cobb Homeroom 1A
Donna Fleury Title Reading
Paula Fleury Homeroom 1C
Susan Herrell Homeroom 4B
Jeana Kotzman Homeroom 3A
Lacey Likely Homeroom 2A
Steve Mahnken Homeroom 5A
Shari Miller Homeroom 5B
Kerry Newman Homeroom KB
Alicia Nunn Homeroom KC
Forrest Parr Instrumental Music Grade 5
Lori Pommier Elementary Vocal Music
Kathy Puckett Homeroom 4A
Deborah Schaub Title Math
Melissa Sisney Title Reading
Stephanie Underwood Homeroom 4C
Debbie Vanderpool Homeroom KA
Annie Varsalona Homeroom 2B
Amy Wade Homeroom 4D
Shane Wade Homeroom 3B

SUPPORT SERVICES

Amy Christman Library Media Specialist
Norma Hiatt Guidance Counselor & School Nurse
Lea Ann Franklin Special Education
Karen Knaup Guidance Counselor

OTHER SUPPORT STAFF

Evaughn Boswell Food Service Director
Shelly Burns Nurse's Aide
Diane Cameron Systems Operator
Brenda Cavin Teacher Aide
Pam Courtney Elementary Library Aide
Sherry Crepinsek Junior High Secretary
Amy Evans Sp. Ed. Aide
Allen Gesslein Bus Driver
Wilma Gesslein Bus Driver
Lynn Giordano Cook
Carl Goodwin Maintenance Director/Transportation Director
Dawna Gorentz Cook
DeAnne Harryman Bus Driver
Debbie Hency Title I Aide
Dennis Hensley Custodian/Bus Driver
Roger Horn Bus Driver
Jon Jones Bus Driver
Mary Jones Library Aide
Cindy Keith Sp. Ed. Aide
Hugh Lenne Custodian
Dianna Morrison Bus Driver
Marilyn Neil Cook
Michelle Robinson Elementary Secretary
Jeff Sigmon Custodian/Bus Driver
Twyla Simons Sp. Ed. Aide
Craig Stewart Custodian
Brad Swezey Maintenance
Tina Valenzuela Teacher Aide/Project Care Assistant, PTO
Chris Wilson Resource Officer
Joe Williford Custodian/Bus Driver
Marie Williford Teacher Aide, Project Care Manager
Carolyn Wood Head Cook

PRE-SCHOOL STAFF

Brenda Kness Lead Pre-school Teacher
Carissa Lindbloom Lead Pre-school Teacher
Kimberly Balk Pre-school Aide
Theresa Hurd Assistant Pre-school Teacher
Betty Rons Pre-school Aide