

Delmer Day Elementary  
2009-2010

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**Delmer Day Elementary School**

**STUDENT HANDBOOK**

**WELCOME**

Welcome to Delmer Day Elementary School. We're glad you are here and hope you will make the most of your educational experience. The faculty, staff and administration at Greensburg are dedicated to helping you achieve to your highest ability, and hope that you will be committed to doing your very best.

**MISSION STATEMENT**

Dedicated to the  
Development of high  
Educational  
Standards for success

**PURPOSE STATEMENT**

The purpose of our schools is to ensure that all students achieve defined standards at or above predetermined levels of performance.

**ACCOUNTABILITY STATEMENT**

Students are ultimately accountable for achieving district defined outcomes; parents, teachers, administrators, Board of Education, and the school community are responsible for providing quality instruction, facilities, and support for students to achieve those outcomes.

**ACADEMICS**

**GRADING SYSTEM**

Delmer Day Elementary School will use the following grading system which was adopted as Board Policy on May 17, 1999, beginning with the 1999-00 school year with students in grades 3-6. The traditional 4.00 grading scale will be used to compute grade point averages. All grades reported on grade cards and transcripts will be listed as percentage grades.

A	96-100	C	73-76
A-	90- 95	C-	70-72
B+	87- 89	D+	68-69
B	83-86	D	66-67
B-	80- 82	D-	65
C+	77-79	F	64-0

Students in grades 1-2 are given E for excellent work, S for satisfactory work and U for unsatisfactory work. Kindergarten students' progress is reported through a checklist of skills.

**GRADING PERIODS AND GRADE REPORTS**

The school year will be divided into two semesters. At the end of each grading period a percentage grade and outcomes report (where applicable) will be mailed to parents. Parents will also receive a mid-term grade report at the end of the first and third nine weeks. This report will show final percents and a report of absences. When special circumstances arise, an incomplete grade may be given. All incomplete grades should be made up within five days after the grading period. Any incomplete not made up by this time will need office approval to avoid a grade of "F".

**PLAGIARISM AND ACADEMIC DISHONESTY**

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

## ATTENDANCE

Regular and punctual attendance are directly proportional to good scholarship. It is of great importance that all students attend school as regularly as health will permit. It is difficult for the student, teacher, and parents to maintain the proper interest and morale if attendance is irregular.

### **ATTENDANCE POLICY**

Attendance will be taken each period of the day and recorded in the office. A notice will be sent home to parents when a student reaches a total absence of 10 days. This letter will inform the parent of the attendance problem and will ask for assistance in correcting the matter. A second letter, accompanied by a phone call from the office, will occur when a student reaches 15 days. After missing 20 days, a third letter accompanied by a phone call from the office will occur, notifying the student and parent that they are required to meet with the Board of Education. Failure to appear before the Board of Education for excess absences upon request will result in future absences being counted as unexcused and made up as per attendance contract.

### **ABSENCES**

In the event a student is absent from school, the parents/guardians should call the school office between the hour of 7:30 - 8:30 a.m. All absences, which are not confirmed by a parent, are considered to be unexcused. However, contact with a parent does not ensure the absence to be excused. A student is presumed to be unexcused until his/her parent/guardian notifies the school. After three days, an unexcused absence will not be changed to excused, which will result in a day of in-school suspension for each unexcused absence.

It is the responsibility of the student to obtain make-up work. Make-up work not turned in will be recorded as a "0". Work that was assigned before the absence will be due upon the day the student returns.

### **EXCUSED ABSENCES**

Excused absences may be made up by the student. Although the teacher will assign make up work, it is the **responsibility** of the student to see that it is done. The student shall have two days for each absent day to make up all assignments.

### **UNEXCUSED ABSENCES**

Unexcused absences are given when the cause of absence is not acceptable by the office. Examples of unexcused absences are oversleeping, haircuts, working for hire, leaving the school without permission, or if the proper procedure for an excused absence (period or day) was not followed. An unexcused absence will require the student to serve a day of in-school suspension. Students will be allowed to make up all work missed with no credit given. A student who accumulates more than three days of unexcused absences will require more serious punishment such as suspension or expulsion.

### **Tardy Policy:**

In an effort to emphasize being on time, and being in school, all unexcused tardies exceeding three in a nine-week period carry an after-school detention of 20 minutes.

A student is considered tardy if he/she is not in their seat in the classroom at the bell.

### **PLANNED ABSENCE**

Many times an absence is known in advance. Examples of planned absences are medical appointments, family trips with parents, work for family, and religious activities. All planned absences are excused if approved by the office prior to the absence. Families who know in advance that their student is going to be absent should notify the school office. Whenever possible, all homework should be made up before the day of absence.

### **PERMIT TO LEAVE THE BUILDING**

No student will leave the school grounds during school hours without permission from the office or being accompanied by a teacher or staff member. Any student checking out of school during the day is required to have parental permission in the form of a note or a phone call from their parents before they will be allowed to check-out. Students are required to sign the check-out sheet in the office to be excused to leave the building. Any student who leaves the school without checking out will be unexcused. Students are required to sign the check-in sheet in the office upon returning to school.

## STUDENT CONDUCT/DISCIPLINE

### **DISCIPLINE PROCEDURES**

Any act which violates any student's right to an education will not be tolerated at Delmer Day Elementary School. Disobeying the orders of teachers or other school officials may be grounds for student suspension or expulsion. This insubordination generally involves the willful refusal to obey reasonable directives. When a student repeatedly disobeys a reasonable directive, the student will be suspended for one (1) day for the first offense, a minimum of two (2) days for the second, and a minimum of either long term suspension or expulsion for the third offense.

Teachers are responsible for discipline in the classroom and will make their policies available to all students. Any problem which cannot be solved immediately should be referred to the office for further attention.

In Kansas a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72-8901) authorizes suspension or expulsion for the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- Conduct which substantially disrupts, impedes, or interferes with operation of the school;
- Conduct which endangers the safety of others at school, on school property, or at a school supervised activity;
- Conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- Conduct which would constitute the commission of a felony by an adult under state law;
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school supervised activity;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with school operation;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in substantial and material impingement upon or invasion of the rights of others;

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored events.

### **IN-SCHOOL SUSPENSION (ISS)**

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. The school day for an ISS student runs from 8:00 a.m. until 4:00 p.m. Students will not be allowed to participate in any extra-curricular activity or practice on the day they have ISS. The intent of ISS is to discourage inappropriate behavior. To impress this intent, students may or may not be allowed to do any school-work or other activities while in ISS. Their activity may be restricted to sitting in isolation for the duration of the ISS. Students must pick up assignments in the office at the end of each day they are in ISS and return those assignments the following school day in order to get full credit. Any assignments given to students in ISS will be expected to be completed and turned in by the end of the day in order to receive full credit. Students will lose 10% per day on tests given while the student is in ISS. At the teacher's discretion, test and labs can be made up on the day the student returns to school or before 8:00 a.m. or after 4:00 p.m. each day the student is in ISS. Any assignment not completed will be recorded as a zero or its equivalent. Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.

### **OUT OF SCHOOL SUSPENSION (OSS)**

When the circumstances warrant, a student may be suspended out of school. A suspended student will not attend school activities, come into the school building, or be on school property. Students will be allowed to make up all work during OSS with no credit given. Students will lose 10% per day on tests given while the student has OSS. The suspended student will be required to meet with the principal and/or counselor before being admitted back into school. Parents/guardians may be required to attend.

### **EXPULSION / LONG TERM SUSPENSION**

A student that has been expelled or is put on long term suspension may not enter the school building, be on school property, or attend school activities. A student will receive a zero or its equivalent for the class work they missed during the time they were expelled or suspended. Any student being expelled or put on long term suspension is entitled to a due process hearing in accordance to district policy.

### **OFFICE DETENTION**

The office will occasionally assign detention time as a method of correcting unacceptable behavior. The amount of detention time given is at the discretion of the principal.

## GENERAL INFORMATION

### **BUILDING USE**

The building will be open at 7:30 a.m. each morning and will be closed at 4:45 p.m. each afternoon. All students are to be out of the building at by 3:30, unless under the direct supervision of a staff member.

### **CHURCH NIGHT**

Sundays and Wednesday nights are reserved for the churches. No school activity or practice will be held that requires students to be at school after 6:30 p.m. on Wednesday. It should be understood that emergencies or circumstances beyond the school's control may cause some activity to be scheduled on a Wednesday night.

### **COMPUTERS / INTERNET**

USD 422 and USD 424 have established an Acceptable Use Policy to ensure the proper use of the district's computer and telecommunication resources in an efficient, effective, ethical, and lawful manner. Students will not be allowed computer or internet privileges until the Acceptable Use Policy for USD 422 and USD 424 has been signed by the student, parent/guardian, and is on file at the school office.

### **DAMAGE TO SCHOOL PROPERTY**

Any part of the school building, grounds, or equipment is considered to be school property. Students are responsible for the proper care of all school property including textbooks, library materials, and uniforms. Students will be charged replacement cost for any items which are lost or damaged.

### **FUND RAISERS / MONEY-MAKING PROJECTS**

The building principal must approve any fund raising projects which are associated with any part of Delmer Day Elementary School. Any monies raised become property of the organization and will be secured in the school activity fund.

### **GANGS**

The creation of or membership within any gang will not be allowed at Delmer Day Elementary School. Any symbols, markings, or clothing which represent gangs will not be allowed.

### **HARASSMENT**

Each student enrolled at Delmer Day Elementary School is entitled to an environment without undue duress or harassment. Any student who feels this right has been violated is encouraged to speak with a teacher, principal, or counselor in an attempt to correct the situation. Other authorities will be called if the situation warrants.

### **INCLEMENT WEATHER**

Any cancellation of busses or school will be announced over KWLS radio in Pratt, KGNO radio in Dodge City, and will be posted on all local TV stations. The district also has a school website where notices will be placed. <http://usd422.org> At the website there is also the option to sign up to receive school texts with information about late starts or classes being cancelled.

### **INSTRUCTIONAL MATERIALS**

The cost of the instructional materials is \$25.00 for each student for the year. The instructional material fee is applicable to all students no matter what curriculum is pursued and taken, including experimental, non-textbook, or independent study. Periodicals or other items may be needed for class at an additional cost to the student. Applications for free or reduced textbooks are available in the school office. Certain guidelines are required in order to qualify for this program. Students who enroll late or withdraw from school will be charged or refunded to the nearest quarter. Lost books must be paid for by the student before another book is issued or credit is given for the class.

### **LIBRARY REGULATIONS**

The Library Media Center (LMC) at Delmer Day Elementary School is very proud of the services it has available. Students will be expected to follow the rules and regulations set forth by the LMC staff and administration. These rules will be posted in the library and can be obtained from the LMC staff.

## **BREAKFAST AND LUNCH PROGRAM**

School breakfast and lunches will be served daily in the school cafeteria. The computerized breakfast and lunch accounting system will not allow your child to charge lunches. When your child is out of paid lunches they will be required to bring a sack lunch or an alternative meal will be provided.

A lunch count will be taken each day during the first period. Indicate to your teacher whether or not you plan to eat in the cafeteria that day. Please honor your commitment since the amount of food prepared each day will depend upon this lunch count. Students not indicating lunch, but showing up to eat will go to the end of the line

Applications for free/reduced lunch prices are available in the school office and will be processed by the district office.

## **MALE / FEMALE RELATIONS**

Any act of affection which might influence or embarrass members of the student body or faculty is prohibited. This policy is in effect any time school is in session, on school transportation, or during any school related activity.

## **PHYSICAL EDUCATION**

Each student will be required to furnish gym shoes and any personal items. Students failing to return any equipment issued or causing excess wear will be charged replacement cost.

## **SCHOOL BUS SERVICE**

Bus service is provided to students living in the rural areas. Students are encouraged take advantage of this opportunity.

## **STUDENT DRESS**

- Dress Code:

Simplicity, cleanliness, neatness and good taste are the basic qualities for proper school/ activity dress. Personal appearance of students should reflect pride in themselves and their school. At all times, it shall be the responsibility of the faculty and administration to determine appropriateness of dress for school-related activities. Student attire must meet the following guidelines:

1. Skirts, dresses, and skorts may be no shorter than 2” above the knee. Shorts must have a minimum 5” inseam. Any holes in jeans will be considered unacceptable unless below the length requirement. There may be selected styles that meet these criteria that will be considered unacceptable (i.e. slits in dresses and skirts).
2. Shirts, blouses, and dresses must be fitted under the arms, covering undergarments and camisole. Tank tops straps less than 1” in width, halter-tops, spaghetti straps, strapless tops, or off-the-shoulder tops will not be allowed. There may be selected styles that meet these criteria that will be considered unacceptable.
3. Shirts and blouses will be long enough to cover mid-section skin when students’ elbows are raised to the level of their shoulders. Shirts worn under other shirts must remain tucked in at all times.
4. No garments considered underwear should be seen.
5. Jackets, belt buckles, t-shirts, sweat shirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is considered inappropriate, suggestive, offensive, or obscene (including, but not limited to clothing which contains information about alcohol, drugs, profanity, sexual connotation or innuendo, or gang affiliation).
6. Hats, sunglasses, or headgear of any kind may not be worn inside USD 422 and USD 424 buildings during the school day or school activity (school, cafeteria, and gym). Also, any student participating in a school-sponsored event or activity will not wear hats within any school building. Students not participating in the event or activity may wear appropriate hats (excluding stocking caps and "do-rags") at away activities if that school or facility allows hats to be worn in the building.

**Adopted 2-14-05**

Attire will be assessed by every 1<sup>st</sup> hour teacher and throughout the day (including after school activities) by all faculty and staff. All violations will be referred to the office. The following consequences will occur to students who fail to follow rules #1 through #5 above.

1<sup>st</sup> Offense: Student will be sent home to change and will have a 30 minutes detention.

2<sup>nd</sup> Offense: Student will be sent home to change and will have a one hour detention.

Subsequent Violations: The student will be asked to leave the activity, receive one day of ISS, and the student will be banned from the activity for the remainder of the year.

The following consequences will occur to those students who fail to follow #6 above:

1<sup>st</sup> Offense Hat will be taken away for the rest of the school year.

2<sup>nd</sup> Offense The student will be asked to leave the activity and the student will receive one day of ISS.

Subsequent Violations The student will be asked to leave the activity, receive one day of ISS, and the student will be banned from the activity for the remainder of the year.

**Adopted 2-14-05**

### **TOBACCO, ALCOHOL, OR DRUGS**

The student's use of, possession of, or being under the influence of tobacco, alcohol, or drugs is absolutely prohibited. This rule applies anytime school is in session, on school transportation, or during any school related activity. Students involved in the use or possession of tobacco, or involved in the use, possession, or under the influence of alcohol, or drugs may be suspended or expelled from school.

### **USE OF TELEPHONE**

No student will be called from class for telephone calls except in the case of emergencies. The office will occasionally take messages and notify the student during a passing period. Students may use the telephone in the office if permission is granted by one of the office staff. No long distance calls are to be made without permission.

Cell phones/beepers are not to be used in school. Students having a cell phone/beeper must keep them in their locker. Students caught talking on a cell phone or text messaging during school will have their cell phone confiscated.

First offense Cell phone returned to student's parent and 30 minutes detention after school.

Second offense Cell phone returned to student's parent and 1hour detention after school.

Third offense Cell phone returned to student's parent and 1 week of 30 minutes detentions after school.

Subsequent offenses Cell phone returned to student's parent and 1 day of In-school suspension.

### **VENDING MACHINES**

A drink machine is installed for student use. The following regulations apply to the use of these machines:

1. Drinks will be purchased and consumed after school only.
2. All trash generated from the vending machines will be disposed of in the wastebaskets. Failure to keep the halls clean will result in the machine being turned off.
3. Gum is not allowed in the school.

### **VISITORS TO THE SCHOOL**

All visitors, youth and adult, must check with the office before going to any other part of the building. Any student guest must be approved through the office at least one day prior to the visit. All visiting students will follow the same policies as DDE students.

## **WEAPONS POLICY**

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.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 School Days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board Policy JDC (probation). Students violating this policy shall be referred to the appropriate law enforcement agency (ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device (any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices).

## **SUCCESS OF PROGRAMS**

In order for any program to be successful, it takes the cooperation of the entire group. No one individual can make the program a success. There is only one boss and that is the coach or sponsor. If you cannot follow his/her instruction or direction, you are detrimental to the program and it will function better without you. The sponsor may require extra work from you in addition to the above policies. If you cannot live with this and cannot accept the sponsor as boss, it would be best for all concerned if you would separate yourself from the activity. Honesty, fairness, punctuality, and loyalty are all necessary in order to have a successful activity program and we expect these qualities in all students involved in activities.

## **TRANSPORTATION ON ACTIVITIES**

There are many advantages to be gained from the association the students and sponsors have in going to and from events.

1. All team and organization members will be expected to ride the transportation provided by the school district.
2. No coach or sponsor will release a student from school transportation unless directly released to the parents.
3. Any exception to the above policies must be approved at least one (1) day in advance by the principal and the coach/sponsor.
4. Any student not following the transportation rules will be subject to a one activity suspension.

## **CONDUCT WITHIN THE SCHOOL AND CLASSROOM**

If you expect to represent this school in extra curricular activities, your conduct at school must be above reproach.

1. Any student that is put on suspension from school will also have one activity suspension from any activity in which they are involved.
2. Any misconduct while involved in any activity will result in a one activity suspension; or if ruled severe by the sponsor and administration, will result in suspension for the season.

## **LEAGUE AFFILIATION**

Greensburg is a member of the Southern Plain Iroquois Activities Association (SPIAA). The following schools comprise the SPIAA:

Ashland	Ingalls
Bucklin	Meade
Fowler	Minneola
Greensburg	Mullinville
Pawnee Heights	Haviland
South Central	Jetmore
Spearville	South Gray

## **ACTIVITY TRANSPORTATION**

Transportation will be provided by the district for all extra-class activities. Students must observe the rules and regulations adopted by the Board governing student transportation. Students will also be subject to the school's behavior code while riding the school bus. All such rules shall be published a least once a year or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. Students violating these rules will be reported to the school administration who can deny pupils the privilege of riding the bus. (Authorized by K.S.A. 8-579 and 72-628; effective 1-1-72; adopted 9-17-71.)

## **NON-DISCRIMINATION STATEMENT**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district's programs and activities is prohibited. USD 422 Superintendent, 600 S. Main, Greensburg, Kansas 67054, (620) 723-2145 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

### **ANNUAL NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD # 422. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if
  - a. we have your prior written consent for disclosure
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without consent is permitted by law
3. The right to request that our educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 422 has failed to comply with FERPA'S requirements.
5. The right to obtain a copy of USD # 422's policies for complying with FERPA. A copy may be obtained from Darin Headrick, Superintendent, 600 S. Main, Greensburg, KS. 67054.

For purposes of FERPA, USD # 422 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD # 422 at Greensburg Junior High School on or before August 15, 2009. If a refusal is not filed, USD 422 assumes that there is no objection to the release of the directory information designated.

**HANDBOOK AGREEMENT**

The Staff at Delmer Day Elementary believe that students achieve at a higher rate when parents are actively involved in their education. Therefore, we ask that you review this handbook with your child and, together, sign this agreement.

I read the handbook and understand the rules and policies stated therein. I agree to support the teachers and staff in order that Delmer Day Elementary will be a safe, secure and positive environment for learning.

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Student

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Parent