

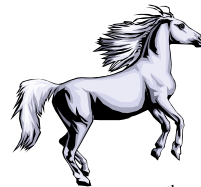
**Andover U.S.D. 385
Elementary Family Handbook
2010-11**

Cottonwood Elementary



1747 N Andover Rd
Andover, KS 67002
316-218-4620

Robert Martin Elementary



2342 N 159th East
Wichita, KS 67228
316-218-4720

Meadowlark Elementary



1411 N Main St
Andover, KS 67002
316-218-4630

Prairie Creek Elementary



654 S YMCA Dr
Andover, KS 67002
316-218-4830

Sunflower Elementary



616 E Douglas
Andover, KS 67002
316-218-4730

Wheatland Elementary



15200 E 21st St
Wichita, KS 67230
316-218-4820

ANDOVER USD 385
ELEMENTARY FAMILY HANDBOOK 2010-2011
District Motto: "Building on the Foundation of Excellence"

DISTRICT MISSION STATEMENT

The mission of Andover Schools is to prepare learners for a lifetime of responsible living and learning in a changing society by creating partnerships, high expectations and meaningful educational opportunities.

Dear Andover Families,

We believe:

- The primary role of the school system is to provide quality instruction
- Excellent teachers are the foundation of quality instruction
- High expectations, structure, discipline, and a safe environment are essential for optimal learning
- Each student can learn, grow, and progress
- Students' physical and emotional needs must be met for maximum learning to take place
- Instruction must include consideration of learning styles, stages of readiness, and cultural background
- Strong home, school, and community partnerships maximize student potential
- The instructional and support programs must be continually evaluated for effectiveness
- Excellent facilities and equipment are important to a quality learning environment
- The goal is to develop successful and productive citizens

On behalf of the faculty and staff, it is our pleasure to welcome you to the Andover Public School district. We are proud to share our schools with you, and are confident that your child(ren) will thrive in our learning community. This Family Handbook has been created in order to share valuable information on a variety of topics. Whether you are new to Andover or a "veteran" family, please take a few moments to review the contents as some material may have been revised for the upcoming academic year.

As you will read later in the handbook, a primary focus of the staff's mission at our district is to help youngsters learn how to learn so that they are able to deal with ambiguity in our ever-changing world. We want to ensure that children not only have a strong foundation in their reading, writing, math, and science skills, but also apply this knowledge in order to solve challenging problems, communicate effectively, and work successfully on teams.

The commitment of the staff of Andover schools' pre-kindergarten through fifth grade elementary program is to provide a quality education with opportunities for all students to develop intellectually, socially, physically and emotionally. As a result of this commitment, during the spring of 2003, all the Andover elementary schools were awarded accreditation status through North Central Accreditation (NCA) and through the state of Kansas. Staff and the Site Councils at each school reviewed building philosophies, developed a new mission statement, and set academic school improvement goals during the 2003-2004 school year. These goals are aligned with the requirements of the federal No Child Left Behind Act and the state accreditation process known as Quality Performance Accreditation (QPA). All Andover schools will follow the QPA plan for accreditation that requires each building to create a school improvement plan and a results-based staff development plan based upon their stated goals. Progress toward these goals will be based upon the progress made on the Kansas State Assessments administered each spring. School improvement is an on-going process that guides the instruction at all elementary schools.

A variety of teaching strategies and resources are used to address QPA requirements which we believe includes maximizing learning and addressing individual student needs. Students are provided a safe, nurturing environment built on respect and the celebration of cultural and individual differences.

Andover Public Schools Vision

Our schools are:

- *Learner Centered*, providing educational opportunities and support that truly serve all learners.
- *Safe*, providing comfortable, non-threatening schools.
- *Caring*, with respect and open communication for all.
- *Goal Oriented*, with high and clear expectations of student and staff performance.
- *Accountable*, with meaningful assessments of both student learning and district performance.
- *Technology Enhanced*, using appropriate tools to improve student learning.
- *Community Involved*, collaborating with parents, patrons, businesses, and other organizations.

A Strategic Plan is developed each year in cooperation with Board of Education members, district office personnel, administrators, and teachers. The Strategic Plan outlines our organization's priorities, missions and objectives. It shows our

district goals and how we're trying to reach them. While not every strategy or program that relates to these goals is listed, this document will help you to understand more about Andover Public Schools and our focus.

Student Achievement

- Goal 1: Improve Student Achievement
- Goal 2: High Quality Instruction

Operations

- Goal 1: Safety and Security
- Goal 2: Effective Fiscal Management
- Goal 3: Effective Use of Technology

Curriculum

In alignment with Kansas State Standards, district curriculum has been developed which includes standards for Language Arts, Math, Social Studies, Science, Technology, Library Media, Visual Arts, Music, and Physical Education. A standard is a statement of what a student should know and be able to do. Basic skills are the essentials that students need to be able to apply in order to attain the defined content standard. Basic skills and standards are reflected in the elementary report cards, which are distributed each 9 weeks.

Within this defined curriculum framework, each school adapts instruction to more specifically meet the needs of the current student population. This causes us to continually reevaluate instructional approaches based on current student population. Special Education Services, Gifted and Talented Programming, 504 Accommodation Plans, and intervention plans are available to further modify curriculum to meet needs of individuals.

Language arts instruction includes reading, writing, speaking, spelling, and listening with an emphasis on connections among the skills. Mathematics instruction emphasizes real-life application and problem-solving skills. Science utilizes an inquiry approach to the study of the natural and physical world as well as practical applications of science and technology. Social Studies instruction examines the interrelationships of people and cultures to historic, geographic, and economic environments. Arts instruction includes the visual and performing arts; instrumental music is offered beginning in grade five. Physical and health instruction emphasizes physical fitness, motor skills, and lifelong habits of healthy living. All aspects of the curriculum make use of information technologies and an extensive media center in each school.

Programs

Students may participate in several activities, including a variety of field trips and assemblies. Our students have access to the Augusta Theatre, Wichita Youth Symphony, Exploration Place and the Sedgwick County Zoo. Students may participate in programs such as: Student Council, Spelling Bee, character or school assemblies, Red Ribbon Week, William Allen White State Book Award, school musicals and an annual book fair.

Recognition

Student recognition plays a role in developing life-long learners and ensuring success for all students. The staff at each building realizes the value of recognizing students for their successes in all areas of education. In our efforts to promote pride and boost self-esteem, the students are recognized for their successes in citizenship, social behaviors, and academics.

Parental Involvement

Children are given opportunities to assume responsibility for their own education and are guided to develop strong study skills, to use time efficiently, and to complete tasks. We value each child's uniqueness and try to build on his/ her strengths. Parents are our partners in the important job of educating the children of this community. Each school has an active Parent Teacher Organization that plans special programs, such as talent shows, school fairs, and cultural enrichment programs that tie in to the curriculum. Each school has Site Council that works as an advisory board to the principal. Opportunities are provided for volunteers to work in the schools. Communication between home and school is vital, and newsletters are provided on a regular basis. Fee-based extended day programs are available.

We hope that you will find any of our elementary schools a most inviting place for your child(ren). We value new ideas and appreciate you taking the time to learn about our schools and our traditions.

The Andover Elementary Schools do not discriminate on the basis of race, color, national origin, religion, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact: USD #385, Compliance Coordinator, 1432 N. Andover Rd., Andover, KS 67002 (316-218-4660).

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Occasionally throughout this document reference is made to board policy (for example - ING or JVD). This means that information provided is based on excerpts from board policy.

ADVERTISING AND PROMOTION IN SCHOOLS (JKA, JKA-R)

Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community, and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

ANIMALS AND PLANTS IN THE SCHOOL (ING)

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school buses.



Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.

For further details, a complete set of guidelines for bringing animals into the classroom can be found in the approved district science curriculum. It is the classroom teacher's responsibility to ensure compliance with these guidelines.

ASBESTOS PLAN

There is an asbestos plan at the USD 385 district office that is available to review upon request. Each building contains no asbestos or has had detected asbestos properly removed.

ACADEMIC HONESTY

The Andover Elementary schools strive to maintain a quality and fair learning environment. The following instances of academic dishonesty compromise this standard:

- Copying, attempting to copy, or giving answers to another student during an examination.
- Failing to credit the product of someone else's creativity.
- Copying or permitting another student to copy or obtain credit for one's work, (including, but not limited to, homework, papers, project, laboratory report, take-home exam, or in class work) other than for a teacher approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.

If a student is guilty of academic dishonesty, the consequences will be determined on an individual basis. Repeated infractions may result in disciplinary actions including suspension, expulsion, or mandatory reassignment.

ATTENDANCE (JB)

PHILOSOPHY

The Board of Education, administration and staff of USD 385 believe that regular attendance is necessary to fully realize the benefits of the educational opportunity. Students who attend on a regular basis will have a better opportunity to receive instruction that is continual and in a logical progression. The best learning takes place when students are present on a daily basis, contributing through the regular exchange of ideas, and receiving direction under the supervision of a certified staff member.

VALID EXCUSES FOR ABSENCE

The following are deemed as valid excuses for absence within the limits established by the excessive absence policy: personal illness, family illness, death in the family or of friends, doctor or dental appointments, court proceedings, religious observances, school activities, and other absences which are deemed necessary by the parents/guardians and approved in advance by the administration. For recording purposes, please send a note with your child or call the school office if he/she is absent or late to school. Office personnel or the School Messenger system will call each day to check unverified absences. The school nurse may communicate with parents/guardians when a child has been absent 3 or more consecutive days.

If a notice is not received, the absence will automatically count as unexcused within 5 days. For recording purposes, absence from school for more than one hour will be recorded as 1/2 day absence. Any absence for more than three hours will count as a full day absence.

UNEXCUSED ABSENCES FROM SCHOOL

A student is unexcused when he/she is absent without a valid excuse for absence. When school is in session, leaving without receiving permission from the office will be counted as unexcused. Examples of unexcused absences (this is not intended to be an all inclusive list): hair appointments, oversleeping, miss the bus, working on homework or skipping school. Students who have an unexcused absence will lose credit for all work assigned during the time missed. Students who skip school or arrive late for unexcused reasons may be required to make up time in accordance with the building practice.

TRUANCY

If your child is sick, we do not want them coming to school, but the State of Kansas mandates that regular attendance at school is imperative. Please be advised that if a child has 3 consecutive days of absence, and you have not informed the school, it is considered truancy. Five **unexcused** absences in a semester or 7 days in a school year is considered excessive and it may be reported to SRS (Social and Rehabilitation Services) so proper action can be taken.

EXCESSIVE ABSENCE

Students will be limited to 10 excused absences per semester. Each day your child is absent from school, it does count toward the 10 day limit. If your child does reach 10 days of absence, in order for any further absences to be excused, the absence must be verified by your physician or approved in advance by the administration. Exceptions: 1) students who are hospitalized; 2) students who are suffering from a long term illness while under the care of a licensed physician (long term illness is defined as an illness which keeps a student out of school for at least 4 consecutive days); 3) students who contract normal childhood health problems for which the state requires exemption from school such as chicken pox, measles, head lice, etc.

PROCEDURE FOR EXCESSIVE ABSENCES

When a student has a total of 7 days of absence, a written communication will be sent to the home stating the number of days missed and the consequences for continued absenteeism. Should the student reach 10 days of absence, a parent/guardian conference may be scheduled to discuss the attendance requirements for the remainder of the semester. Excessive unexcused absences will be reported to SRS (Social Rehabilitation Services).

DOCTOR AND DENTAL APPOINTMENTS

To be excused, all doctor and dental appointments after the 10 day limit, must be verified by an appointment card or a doctor's excuse. Every effort should be made to insure that the student does not continue to miss the same class period for these appointments. In most cases students will be excused for a maximum of 1/2 day for these appointments.

TARDIES

A tardy is arriving to school after the designated start time. If a student is tardy, he/she must check in through the office to get a pass to enter class. Tardiness will be monitored for intervention to include possible disciplinary action as determined by the administrator.

VACATIONS

All vacations must be prearranged with the office at least 5 days prior to the student leaving. The vacation will be excused only in as much as it falls within the 10-day absence limit. Any days which exceed the 10-day limit will be counted as unexcused. The parent will be responsible for notifying each teacher. It is the responsibility of the parent to make sure that the student completes all assigned work.

SCHOOL SPONSORED ACTIVITIES

All absences which result from students participating in school sponsored activities will be excused. These absences do not count toward the 10-day limit. Students who miss classes for school sponsored activities need to make advance arrangements with their teachers for make-up work.

MAKE-UP WORK

In general, two days are given to complete daily work missed due to each day of excused absence. For an extended illness the student will be limited to 5 school days following his or her return to make up work missed. Exceptions to this guideline can be made through special arrangements with the teacher or the administration. No make-up work will be allowed for unexcused absences. Tests which have been scheduled in advance and long term assignments must be completed upon arrival back to school. Homework assignments may be requested by phoning the school when the student has been absent for 2 consecutive days. Please make this request early in the morning to ensure the teacher ample time to gather these materials for your child.

BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS / ROLLER SHOES

All bicycles and scooters are to be parked at the bicycle racks on the school grounds. Bicycles and scooters are to be ridden in a controlled and safe manner while traveling to and from school. There will be NO riding of bicycles, roller blades, roller shoes, skateboards, or scooters on the school grounds during the school day. All bikes and scooters on the grounds should be locked and not be left overnight. The district cannot be held responsible for damage to or theft of bicycles.



BOUQUET DELIVERIES

We discourage the delivery of flower, balloon, and cookie bouquets to the school. The bouquets are difficult for students to transport home and often interfere with classroom instruction. If bouquets are delivered to school, they are held in the office until the end of the school day. Parents may be asked to transport the bouquets home if deemed necessary. Bouquets in glass containers and large balloons will not be allowed on the school bus.

BULLYING (JDDC)

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Kansas Association of School Board Definition of Bullying:

1. Any intentional gesture of any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - a. harming a student or staff member, whether physically or mentally;
 - b. damaging a student's or staff member's property;
 - c. placing a student or staff member in reasonable fear of harm to the student or staff member; or
2. Any form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 772-8205, and amendments thereto.

School vehicle means: any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

BUS PROCEDURES

Bus routes, drivers and the schedules are determined by the transportation director. Any questions regarding busing should be directed to the Transportation Department at **218-4621**.



USD 385 BUS RULES

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Each pupil may be given an assigned seat. Permission to change is given by the school principal and/or the driver.
3. Upon entering the bus each student must immediately sit in their assigned seat and remain seated until the bus has come to a complete stop at their destination.

BUS PROCEDURES continued

4. Outside of ordinary conversation, classroom conduct must be observed.
5. Students are to be **quiet** when the bus stops at all railroad crossings.
6. Students are to assist in keeping the bus clean by keeping waste paper off the floor. Pupils will not be allowed to throw anything out of the windows.
7. No student shall open a window without the consent of the driver. They must also close the window before leaving the bus.
8. Upon entering or exiting the bus, each student having to cross the road will cross in front of the bus, in clear view of the driver, crossing when consent from the driver is given.
9. Each student must see that his/her books and personal belongings are kept out of the aisles.
10. If your child must ride a different bus, or is to be picked up after school, please send a note with your child. No student will be allowed to change schedules without permission.
11. No eating or drinking is allowed on the school bus.
12. No student shall at any time extend his/her head, hands or arms out of the window.
13. Students are not to hit, kick, push, or trip other students.

PROCEDURE IF A STUDENT RECEIVES A BUS CONDUCT REPORT

1. First Report – Warning and a slip sent home to parents.
2. Second Report – A phone call may be made to the parents by the principal. The student may be removed from the bus (discretion of the principal).
3. Third Report - Removal for at least one week from riding the bus (discretion of the principal).
4. Fourth Report - Removal for the semester from riding the bus (discretion of the principal).

COMPLAINTS (KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible level. If parents have a concern about their student, they will:

1. First contact the student's teacher(s).
2. If not satisfied, contact the building principal.
3. If not satisfied, contact the superintendent.
4. If not satisfied, request a place on the board agenda in order to address the board.

Other complaints will be:

1. Referred to the appropriate supervisor or administrator.
2. If not satisfied, contact the superintendent.
3. If not satisfied, request a place on the agenda in order to address the board.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation. Copies of board policies are available in each school office and media center or may be obtained by calling the USD 385 Central Office at 733-5017 or at 1432 N. Andover Rd., Andover, KS 67002.

COMPUTER AND NETWORK POLICY (IIBG, IIBGA)

A. Educational Purpose

The network has been established for educational purposes. The term "educational purpose" includes classroom activities, and career development. A minimal amount of time may be used for personal research that is acceptable to the district technology director or designee, as long as it does not interfere with a person's primary educational responsibilities. The network has not been established as a public access service or a public forum. Andover Public Schools has the right to place reasonable restrictions on the material you access or post through the system. You may not use the network for personal commercial purposes. This means you may not sell, offer, provide, or purchase products or services, for personal reasons, through the network or email. At the discretion of the Technology Director any violations of this policy may result in removal of network and/or internet access.

B. Internet Access

Internet access is filtered and monitored. Currently the district utilizes a proxy server with a filtering service. Monitoring includes periodic checks by district personnel of monitors and printers as well as the proxy server log files. An administrator or supervisor may request Internet filters be disabled during use by an adult, to enable access for bona fide research or other lawful purpose.

The use of e-mail, chat rooms and other direct electronic communication will be used in a lawful, age-appropriate and educational nature. Educational professionals will monitor these communication systems. The district internet filtering software may block non-educational sites that contain chat rooms, online games, blogging, search engines that have inappropriate photos, wallpaper and the like.

C. Unacceptable Uses

1. Personal Safety

Posting of personal or district information is a safety and security issue and should only be done to meet educational purposes approved by district staff. Personal contact information includes your e-mail address, home or mailing address, telephone, school address, work address, etc. Students are to promptly disclose to the immediate instructor, and staff members are to promptly disclose to the immediate supervisor any message received that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a) You will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c) You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d) Do not intentionally download or distribute anything that would be inappropriate or could cause harm. Downloading any information first requires the authorization of the district technology director or designee.

3. System Security

- a) You are responsible for your individual account(s) and should take all reasonable precautions to prevent others from being able to use your account(s). Passwords are not to be shared except when requested by district technology staff and or administrative staff. This includes all networks and/or personal passwords.
- b) You will immediately notify the district technology director or designee if you have identified a possible security or operating problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) Use only software that is approved by the district technology director or designee on all workstations and the network. Other software/disks are not allowed. Loading games or software applications or downloading games or software application information is prohibited unless authorized by the district technology director or designee.
- d) All laptops, palm pilots, or other devices that are owned by the district or Butler County Special Education Cooperative may be connected to the network pending approval of the district technology director or designee. The district technology director or designee must first approve connecting laptops or other devices from other outside sources to the network.

4. Inappropriate Language

- a) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, offensive, prejudicial, or discriminatory language.
- b) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.
- c) You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b) You will not post private information about another person.

6. Respecting Resource Limits

- a) You will not download large or numerous files unless absolutely necessary and with the approval of the district technology director or designee. If approved, you will download file(s) at a time when the system is not being heavily used.
- b) You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- c) You will subscribe only to discussion group mail lists that are relevant to your education or career development as determined by the district technology director or designee.

7. Plagiarisms and Copyright Infringement

- a) You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b) Copyrights will be respected. If you wish to reproduce material that is protected by a copyright you will do so in accordance with the copyright laws. If you have any questions you should ask the building technologist or the librarian.

8. Inappropriate Access to Material

- a) You will not use the network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research, and in the case of a student, it requires parent and teacher approval.
- b) If you mistakenly access inappropriate information, students are to promptly inform the immediate instructor, and staff is to promptly inform the immediate supervisor. This will protect you against a claim that you have intentionally violated this Policy.
- c) The student's parent or guardian should instruct the student if there is additional material that would be inappropriate for the student to access. The district fully expects that the student will follow their parent or guardian's instruction in this matter.

D. Your Rights

1. Free Speech

The network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons.

2. Privacy

The computers, lines, software, files, and anything attached are the property of the district and it is the student and/or staff's privilege to use them. Teachers or building technologists may look at anything put on the computers or network, including any files and/or e-mail.

3. Due Process

- a) The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network.
- b) In the event there is a claim that you have violated the "Computer and Network Policy and/or the District Web Site Policy in your use of the network, you will be provided with notice and opportunity to be heard in the matter set forth in the district regulations.
- c) If the violation also involves a violation of other provisions of the district regulations it will be handled in a matter described in the district regulations. Additional restrictions may be placed on use of the network.

E. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you or anyone else may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the use of the system. Users and/or parents or guardians can be held financially responsible to the district as a result of intentional system misuse.

COUNSELOR

The school counselor provides guidance and counseling services for all students. Classroom visits, small groups and individual counseling are part of the counselor's role. Students wishing to see the counselor should always check first with the supervising teacher. Parents/guardians, students and teachers are always welcome and are encouraged to contact the counselor.

CUSTODY

If you have a court order limiting the rights of one parent/guardian (visitation, custody), the school **must** have a copy of the legal document on file, otherwise we must provide equal rights and access to both natural parents.

DIRECTORY INFORMATION NOTIFICATION

USD 385 reserves the right to release directory information on the students currently and formerly in the district. The categories of personally identifiable information are as follows:

1. The student's name, address, telephone number, date of birth.
2. The student's major field of study.
3. The student's participation in officially recognized activities and sports.

4. The weight and height of members of athletic teams.
5. Dates of attendance.
6. Degrees and awards received.
7. The most recent educational agency or institution attended by the student.

The parent of any student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents wish this information **not** to be released on their child, a written statement should be presented to the principal of the school building where the student attends, prior to the end of the first nine weeks. This notice has been issued to comply with federal mandate.

DISCRIMINATION / HARRASSMENT (KN, GAAC)

1. The Andover USD 385 school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission, or access to, or treatment of students in its programs and activities, whether or not the discrimination occurs on school grounds.
2. In accordance with board policy, sexual and racial harassment will not be tolerated in the school district. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited, whether or not the harassment occurs on school grounds.
3. Any student who believes that he or she has been subjected to harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.
4. Complaints about discrimination will be thoroughly investigated and promptly resolved. Complaints by a student should be addressed to the building principal or the Assistant Superintendent of Schools. Complaints by other persons alleging discrimination should be addressed to the building principal or the Assistant Superintendent of Schools.
5. The process of complaint resolution is addressed in board policy KN. Copies of board policies are available in each school office and media center or may be obtained by calling the USD 385 District Office at 218-4660 or at 1432 N. Andover Rd., Andover, KS 67002.

DRESS CODE

Every student should endeavor to come to school each day in clean, neat, and appropriate attire. Unique, bizarre or extreme garb, hair styles or make-up are out of place at school. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by any student:

1. Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives.
2. Shall not present a physical safety hazard to self, students, staff, and other employees.
3. Shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
4. Shall not imply gang membership or affiliation by written communication, marks, drawings, paintings, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

The school's responsibility is to provide the very best education for each student. We hope that every student and every parent/guardian will help us to achieve this goal. Challenging the school's staff with extreme dress habits does not provide the attitudes that are necessary for full educational growth.

1. All wearing apparel that advertises products dealing with alcohol, tobacco, drugs, or suggestive slogans are **unacceptable**.
2. Shoes or sandals will be required.
3. Hats, visors, and sun glasses are **unacceptable** wearing apparel in the school building.
4. Clothing, make-up, hair styles, etc. which presents a clear and present danger of distraction to the educational process is not permitted.
5. To address conditions of extreme heat, school activities, and other special events, teachers and administrators will determine when special dress codes are in effect.

Parents/guardians of students not conforming to regulations will be notified and appropriate action will be taken.

DRUG FREE SCHOOLS (JDDA)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

Student Conduct: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to any one of more of the following sanctions:

1. **First offense-** A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from all student activities for a period of not to exceed 45 days.
2. **Second Offense-** A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program (Names acceptable programs are on file with the building principal).
3. **Third and Subsequent Offenses-** A student who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;
 - b. Suspension from participation and attendance at all school activities for the year,
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. 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 shall be the responsibility of 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 contract persons for the program is on file with the board clerk or school counselors. Parents or students should contact the directors of the programs to determine the cost and length of the programs. (JDD) A copy of this policy shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

ELECTRONIC DEVICES

At school, no electronic devices may be used without staff authorization, nor should they be used to take pictures, recordings, or videos of others unless it is an authorized activity directed by a staff member. Electronic devices, including cell phones, that cause a disruption to the educational setting are not acceptable and will be confiscated from students and returned only when a parent or guardian comes to the school to claim the item. Student cell phones are not to be used in the school building during school hours. The use of school phones can also fall under restrictions against harassment intimidation, bullying and academic dishonesty.

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

If USD 385 needs to announce the closing of some or all schools in the district for any emergency reason (including weather disruption, fuel problems, etc.) district personnel will use School Messenger, an automated phone message system, which calls all phone numbers listed in PowerSchool. The media outlets listed will be notified. Generally the decision to close will be made by 6:00 a.m. In the event school is closed, cancellation would apply to any scheduled event for that day to include evening programs or activities, conferences, or meetings scheduled before or after school. If school remains open, parents who choose to keep their children at home should notify the appropriate school to request an excused absence. In the event the school day would need to be shortened due to bad weather or emergency, an announcement will be made over the designated radio/TV stations to inform the parents.

TV Stations	KSNW Channel 3;	KAKE Channel 10;	KWCH Channel 12			
Radio Stations	KEYN 103.7 FM	KMXW 92.3 FM	KRBB 97.9 FM	KYQQ 106.5 FM		
	KFTI 1070 AM	KDGS 93.9 FM	KFDI 101.3 FM	KTHR 107.3 FM		

KNSS	1330 AM	KICT	95.1 FM		
KFH	1240 AM / 98.7 FM	KZCH	96.3 FM	KHCC	90.1 FM
KZSN	102.1 FM	KFXJ	104.5 FM	KFBZ	105.3 FM

INCLEMENT WEATHER PROCEDURE

In the event severe weather conditions are present or forecasted for our area, the district policy for dismissal and event cancellation is as follows:

1. Under a Tornado Watch (conditions are favorable for tornado or severe weather), weather information will be monitored in the district and building administrative offices. School will be conducted as scheduled. Activity schedules will be considered by the building administrators following consultation with weather departments of the National Weather Service or media.
2. Under a Tornado Warning (tornado may be imminent), students will proceed to designated positions at the direction of school staff. Schools will not be dismissed and students will not be released until the warning has expired. No buses will begin their route or activity runs.
3. If a Tornado Warning is received while route buses are operating, the driver will take students to an appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus and will have students lie in a ditch, on their stomachs, with their arms over their heads, until the emergency has passed. All Andover Public Schools buses will maintain radio communications with the buildings and the transportation department.

If parents have additional questions regarding severe weather procedures, please contact your building principal or the district office.

If there were to be a disaster during school hours, parents will need to do the following:

1. DO NOT GO TO THE BUILDING UNLESS DIRECTED TO DO SO.
2. Listen to the School Messenger phone system, radio or television for instructions on where and when to pick up your child (the release center).
3. Bring legal form of identification in order to sign out your child.

ENROLLMENT FEES

Book rental fees for grades K-5 are determined each year by the Board of Education. Students enrolling after the first nine week period will pay a prorated portion of this amount. Those qualifying for free or reduced lunches also qualify for waived enrollment fees. The Early Childhood role models students and All Day Kindergarten students will be assessed an additional tuition fee, to be determined annually by the Board of Education.

ENROLLMENT REQUIREMENTS

Kindergarten requirements:

1. Kansas law states that a student must be five years of age on or before Aug. 31st of the current school year.
Exception: If student has been previously enrolled in a kindergarten program in another state.
2. Proof of identity (i.e. birth certificate, records from previous school).
3. Copy of Official State Birth Certificate.
4. K.C.I. (Kansas Certificate of Immunization) green form, or alternate immunization record, must be signed by doctor or designee.
5. If under the age of 9 years at time of enrollment, the Health Examination Report (dated within the past 12 months), must be signed by a doctor. If previously attended a Kansas school, make arrangements for this report to be forwarded within 30 days.
6. Pay enrollment fees.
7. Pay food service fees (snack milks, breakfast, and lunch).
8. Parents need to sign and turn in the one-page Student Health History Form and Kansas Certified Immunization.

First Grade – Fifth Grade requirements:

1. Kansas law states that a student must be six years of age on or before Aug. 31st of the current school year.
Exception: If student has completed kindergarten in an accredited school.
2. Proof of identity (i.e. birth certificate, records from previous school).
3. K.C.I. (Kansas Certificate of Immunization) green form, or alternate immunization record, must be signed by doctor or designee. If previously attended a Kansas school, make arrangements for form to be forwarded within 30 days.

4. The Health Examination Report (dated within the past 12 months) must be signed by a doctor, if under the age of 9 years at time of enrollment. If previously attended a Kansas school, make arrangements for report to be forwarded within 30 days.
5. Pay enrollment fees.
6. Pay food service fees (snack milks @ certain grade levels only, lunches, breakfasts).
7. Parents need to sign and turn in the one-page Student Health History form and the Immunization statement.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days from the day the District receives a request for access.
2. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent/guardian of eligible student believes is inaccurate or misleading.
4. Parents/guardians or eligible students may ask Andover Public School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
5. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian of eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue, SW, Washington, DC 20202-4605.

FIELD TRIPS



Field trips will be of an educational nature and a parent consent form will be available to sign at the time of enrollment. The classroom teacher will notify parents/guardians of planned field trips. School buses will be used to transport students on field trips. Parents/guardians who are assisting as chaperones, are not to bring other children.

FOOD SERVICE PROGRAMS

LUNCH, BREAKFAST AND MILK ACCOUNTS

A computerized lunch accounting system is in use in the cafeteria. Students are to take any money for lunches, breakfasts, or snack milk to the school office. Please send money in an envelope marked with the child's name, grade, teacher's name, and the amount enclosed. Please do not send cash or a check that is not in a marked envelope. This will help the kitchen manager in getting the items posted to the correct accounts.

The computer will print out lunch notices for accounts at \$50.00 and below. These notices are printed each Thursday and will be sent home with the students. Parents/guardians will be notified when this will have to occur. If you have any questions concerning food service, please call **218-4603**.

If you wish to come and have lunch with your child, you may pay for your lunch in the cafeteria at the time you go through the line with your child. **Guest meals cannot be charged to student accounts.** Please call the school office by 9:00 a.m. to order a lunch.

HOT/COLD LUNCHES

USD 385 provides an excellent school hot lunch program. Students may also purchase milk or juice in the cafeteria. Monthly menus are published in your student's newsletter and are also available on the district web page, www.usd385.org.



FREE AND REDUCED MEALS

Free and reduced meals are available to qualifying households. An application may be obtained at any time during the school year from the school or district offices. Federal guidelines require verification of income.

BEVERAGES

Payment of milk will be drafted from each student's food service account. Students are allowed to purchase one additional beverage during lunch at the standard cost. **Once an account falls to \$0.00, no additional lunch or snack beverages may be purchased.** Students on the Free/Reduced lunch program are required to pay for snack milks. For nutritional reasons, it is requested that students **DO NOT** bring soda pop or energy drinks for their lunch.

BREAKFAST PROGRAM

Breakfast is available to all students each day before classes begin. Students desiring breakfast must go directly to the cafeteria upon arrival to school. Those qualifying for free or reduced lunch would also qualify for free or reduced breakfast. The breakfast fee will be deducted from the student's food service account.

"OUT" FOR LUNCH

If you take your child out to lunch, please come to the office and sign him/her out before going to the classroom. The students should be checked back into school **within their lunch period** by signing him/her in through the office.

SNACKS AND BEVERAGES

Students may bring food and beverage items for mid day snacks in the classroom. Parents are urged to promote snacks supportive of the district's wellness policy. It is requested that students do not bring soda pop and energy drinks.

FUND RAISING (JKB)

Fund-raising is the process of securing revenue, supplies, or equipment to supplement and/or enhance approved school sponsored clubs, activities, or programs. Student fund-raising should not interfere with the educational mission of the school nor adversely affect the instructional program of the school. Fund-raising activities must be such that it is not likely to create a poor public relations image for the district. Proposed fund-raising activities shall be submitted for review on a fund raising application. The application will include specific purposes of the activity and should be submitted four weeks prior to the fund-raising event. All fund-raising activities and projects for all sports, activities, and clubs must have the approval of the building principal. Events that are anticipated to raise more than \$5,000 will be forwarded to the Superintendent of Schools by the building principal for approval. Fund-raising activities are to be approved prior to the event being organized and conducted. Building administrators will provide the district office a calendar of scheduled fund-raising activities for the year by September 1 of each school year, and provide monthly updates for additions and changes.

Parents should be notified in advance of the nature of the fund-raising activity and the purpose for which the activity is being held. Students are to be given the opportunity not to participate in the activity without penalty. Door-to-door fund-raising is discouraged for elementary school students unless the student is to be accompanied by an adult. Results of fund-raising activities will be reported to the building administration and the district business manager.

Valid purposes for fund-raisers include:

- Raising money or items for school or school related activities (groups raising funds for out-of-state trips are limited to one trip every two years),
- Raising money or items for non-profit charitable organizations, and
- Raising money or items for families or groups in need.

Fund-raising organizations approved to solicit on behalf of the schools include:

- Student organizations or activity groups,
- Students on behalf of school projects for charitable groups or purposes, and
- School supportive organizations such as booster clubs, foundations, site councils, PTOs.

Parent support groups shall provide a list of expected fund-raiser activities for the building administration to place on the calendar and approve. Outside organizations desiring to sell products at a school activity must obtain approval from the school administration.

Information on fund-raising activities may be sent home only for activities involving USD 385 sponsored groups, local civic groups, and nonprofit organizations that are not promoting a religious belief. Information on requests for fund-raising activities for other groups may be made available in school offices as determined by the building administrator.

GRADING SYSTEM



The grading system is designed to enhance instruction and assessment. The curriculum has been written to include all state and national standards and the students are assessed on how they perform on the curriculum. In recognition of the multiple learning styles of the students, a variety of assessments are administered. These include parent-teacher conferences, checklists, observations, rubrics, percentage scales, student work samples, etc. For students in grades 3-12, Powerschool passwords are provided so that students and parents may view student grades anytime. It is the students' responsibility to complete and turn in their work each day with encouragement from parents and teachers. Assignments which are late may receive 10% deduction daily from the total grade, not to exceed 50%.

HEALTH

IMMUNIZATIONS (JGCB)

All students enrolling in any school in the district shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. A copy of this policy and the applicable state law shall be distributed to the students or their parents on or before May 15th of each school year. The superintendent shall annually issue a news release each August explaining the required immunizations and booster shots. Parents may delegate in writing, their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law. **At the beginning of a school year, school boards shall provide information on immunization applicable to school age children to parents and guardians of the students in grades 6 through 12. The information on immunizations shall include:**

1. A list of sources for additional information; and
2. Related standards issued by the national centers for disease control and prevention.

The superintendent **or designee** may exclude students who fail to provide documentation as required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak. Each building principal shall forward evidence of compliance with the immunization law to other schools or school district, when required, by such schools or the student's parents/guardians.

STUDENT IMMUNIZATION

All Kansas school children are required by law to have a complete immunization series. The immunization record must be signed by a physician, his/her designee, or a health department designee, and can be transcribed by the school nurse. Required immunizations for school entry can be found on the reverse side of the KCI (Kansas Certificate of Immunization) form, which may be used.

If your child should be exempt from immunizations, you must provide a signed affidavit. Both the affidavits and the KCI's can be obtained from your physician, the health department, or are available through the school nurse's office. If you are transferring from another school, please have the previous school forward immunization records. Immunizations are available through the Butler County Health Department at a reduced fee, for those who qualify.*

*All kindergartners will be required by state law to present written proof of **Hepatitis B, Varicella, DPT, MMR, and Polio** vaccinations.

PARENTS/GUARDIANS OF EXEMPT CHILDREN ARE HEREBY NOTIFIED THAT EXEMPT CHILDREN SHALL BE EXCLUDED FROM SCHOOL IN THE EVENT OF AN OUTBREAK OR SUSPECTED CASE OF A VACCINE-PREVENTABLE DISEASE.

HEALTH ASSESSMENT

All Kansas school children up to 9 years of age are required to have a physical examination before attending school. The physical must be current and signed by a licensed physician or health department designee. USD 385 Health Services prefer the physical to be recorded on a Kansas Health Examination Report form which is available in the school offices and/or health rooms. If you are transferring from another school, please have the previous school forward the physical. If you are transferring from another state and your child is under 9 years of age, a current Kansas health exam is required.

HEALTH INFORMATION (ECA)

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

MEDICATIONS

Medications will be given at school only with a written note from the parent/guardian **and** doctor. This must be updated every year in order for the nurse to administer the medication. If your child will be taking medication regularly at school, please see the school nurse concerning school policies regarding medications. The school WILL NOT provide students with over the counter or prescription medications. This includes Tylenol, cough medicines, inhalers and cough drops.

SCREENINGS

A vision screening test is provided for children in ECSE, TMH, K, 1, 2nd and 4th grades. Children in other grades may be referred by their teacher, parent/guardian or the nurse. If your child appears to be having a vision problem anytime during the school year, please notify the nurse.

A hearing screening is provided for children in ECSE, TMH, K, 1st, 3rd, and 5th grade, and children in other grades if referred by their teacher, parent/guardian, or the nurse. If a vision or hearing problem is noted, parents/guardians will be notified of the necessary referral via telephone or mail.

Dental screening is provided for all students in grades K-5. If your child is taken to the dentist, please return a dental card to the nurse or school secretary.

COMMUNICABLE DISEASES

Please report all communicable diseases, including cases of strep, pink eye, chicken pox, head lice and fifth's disease to the office. If your child is absent from school due to a communicable disease, he/she may be required to have a doctor's permit to return to class and/or be readmitted by the school nurse.

ILLNESSES

If your child has a fever of 100 degrees or above, or has vomited in the past 24 hours, please do not send him/her to school. Students with these symptoms need to be at home so they can recover. Sending the child to school needlessly exposes other children to germs. You will be contacted to pick your child up from school if he/she has a temperature of 100+ and /or is otherwise ill.

Students should not return to school until 24 hours after a fever breaks, vomiting has ceased, or until 24 hours of antibiotic therapy treatment is completed.

FIRST AID

First aid will be given for minor injuries only. If injuries are serious, the parents/guardians will be contacted, but if we are unable to reach them, the student will be taken to the hospital at the expense of the parents/guardian. If a child becomes ill at school, parents will be called. **Please be sure your correct emergency, work and home phone numbers are reported to the school office.**

RECESS / P.E. EXCUSES

Outdoor recess is strongly encouraged for ALL children. If a health condition necessitates your child to remain inside at recess, you must send a written excuse for the first day. After that, please call the school nurse to discuss the situation. If your child must miss P.E. classes two or more days, he/she MUST HAVE A WRITTEN REQUEST FROM THE DOCTOR.

HOMework (IHB)



The use of homework as a means to discipline students is prohibited. Homework shall be assigned on an as needed basis and shall never exceed students' capacity to complete within a reasonable time.

LATCHKEY

The YMCA will provide children with quality before and after school care. Fully qualified Latchkey staff provide strong leadership and consistency. The staff's goal is to make children feel good about his/her accomplishments through positive interactions. The Latchkey leader/child ratio is maintained at one instructor per ten students.

Andover sites for the latchkey program are evaluated annually. This is a licensed child care center for school age children which will run from 6:30 a.m. to the start of school and from school dismissal to 6:00 p.m. Program information and the fee schedule is available to parents/guardians at enrollment or throughout the school year. For Latchkey information, parents/guardians may call any Wichita branch YMCA .

LOST AND FOUND



Please write your child's name on coats, lunch boxes, school supplies and other personal items. Students finding lost articles should take them to the designated lost and found area. Valuable items found should be brought to the office. Unclaimed items will be donated to charity at the end of each semester.

PARENT COMMUNICATION

DAILY ASSIGNMENT NOTEBOOK

Assignment notebooks are issued at some grade levels at the beginning of the school year. Students will learn to record daily assignments and to carry this book from class to class and home. The assignment notebook will assist each student in developing good work and study habits and will serve as a daily communication between school and home. In the event students misplace their assignment book they will be expected to purchase a new one at the school office. In the interim, students will be required to record daily assignments. This will assure that the communication between school and home will continue.

NEWSLETTERS

An administrative parent newsletter is sent home on a regular basis. These newsletters will inform parents of upcoming events and general school information.



SCHOOL MESSENGER

At times, the automated phone messaging system may be utilized by the district or school for important updates or messages. The phone system will call parent/guardian numbers that are listed in Powerschool.

PARENT TEACHER ORGANIZATION

Each elementary school has an active Parent Teacher Organization (P.T.O.) where parents and teachers work together to achieve the most positive learning environment for the children of the district. There are many programs sponsored by the P.T.O. and these programs are dependent upon parent and teacher time and talents. We hope all parents will take an active interest in their parent organization. Special programs will be presented throughout the year for parents/guardians.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact the teacher for a conference at any time there is a concern. Conferences will be scheduled by the teacher whenever deemed necessary by the teacher and/or parents and should include the teacher, the parent(s)/guardian(s), and sometimes the student. If there is a concern about what is going on in your child's class, please contact the teacher FIRST!

POWER SCHOOL



The PowerSchool *Guardian/Student* system is intended to provide parents, students and teachers with a tool to communicate student performance. It is a Web based application that may be accessed from anyplace the parent/guardian or student can access the Internet. To bring up the Guardian Web Login page go to our website: www.usd385.org and click on the PowerSchool "Public" icon or view a demonstration video, at <http://www.usd385.org/vnews/display.v/SEC/Podcasts>.

Items to be considered:

- Please be patient when waiting for grades to be submitted. It is not realistic to expect teachers to enter grades the same day an assignment was due.
- Teachers are expected to have grades in every two weeks.
- Changes in your child's grade may seem to occur rapidly. The grade book instantly recalculates the overall grade based on every assignment entered. Please contact your child's teacher if you have concerns.
- Teachers use different grading techniques, policies, and codes. Please check with the teacher if you are unsure of the grading policy or if a code is unclear.

WEBSITE

The district provides current information and calendar events for the public at www.usd385.org.

PARTIES

Organized fall and spring classroom parties are planned by the P.T.O. room parents. A classroom winter party is planned by the teacher. The purpose of classroom parties is to allow students the opportunity to celebrate special occasions but should not interfere with the instructional environment of the school. Classroom parties shall not exceed one (1) hour.

For the Fall Costume Parties, participating students should bring their costumes to school in a sack. Costumes will be put on prior to each classroom's party and should be something that is easy to put over the child's clothing. Please use discretion when choosing your child's costume. Students are not permitted to bring or wear masks, make-up, or any scary, or ghoulish costumes. Students are also not allowed to bring any type of play weapon. If you do not want your child to participate in a Fall Costume Party, please notify your child's teacher, so that they can plan an alternate activity for your child.

Students may celebrate their birthdays in the classroom, but parents must contact the classroom teacher regarding appropriate time and treats. If the treats provided require napkins, cups, plates or eating utensils, it is the responsibility of the parents to provide these items.

PARTY INVITATIONS

Party invitations may not be distributed in the classroom unless every child in the room will receive one. We recommend mailing the invitations if not all children are invited.

PERSONAL PROPERTY

It is strongly recommended that students not bring unnecessary personal items to school, unless they are for show and tell or the adult supervisor has given permission. Unnecessary personal items disrupt the learning environment and may be lost or stolen. Students will not be permitted to have radios, CD/cassette players, tape recorders, I-Pods, MP3 players, etc. in class unless approved by school administration. Students may bring cellular telephones to school; however, the cell phone must remain in the student's backpack until the end of the school. Any cell phone and/or other communication device that is not kept in a student's backpack will be taken from that student and given to the administration, who will contact the parents. Violators of this policy may be subject to disciplinary action which may include the loss of cell phone privileges. Personal items are the responsibility of the student. It is suggested that items be permanently marked with the student's full name.

PROPERTY AND TEXTBOOKS

Students should take pride in their school. There will be NO marking in books, on desks, chairs, or walls. In the event textbooks, library books or school property is lost, damaged or destroyed the student and parent are responsible for its repair or replacement.



RECESS



All students have recess. The number of recesses will vary by grade level. Outdoor recess is preferable and we encourage all students to go outdoors, but if weather is prohibitive, recess will be indoors in the classroom. Dress your child appropriately during the cold weather months. They should wear heavy coats or jackets, gloves or mittens, and/or hats. During the winter months, the school guidelines for outdoor activities are as follows:

1. Students are allowed limited time outdoors when the wind chill is 21-35 degrees.
2. No outside activity is allowed when the wind chill factor is 20 degrees or less.

If your child must miss outdoor recess for two or more days, he/she **MUST HAVE A WRITTEN REQUEST FROM THE DOCTOR**

SAFETY AND SECURITY

The district shall make reasonable efforts to provide a safe environment for student and employees.

CRISIS PLAN

In support of student safety, the district has established school emergency procedures when dealing with specific emergencies. These procedures will be reviewed with staff at the beginning of each school year. Guidelines on how emergencies are to be handled will also be provided and posted in each room. Staff are required to discuss with students at the beginning of each year, when and how to inform certified staff of any concerns that might jeopardize safety to self or others.

DRILLS

As required by law, staff and students will have a fire drill each month and tornado drills three times during the school year. Crisis drills will also be practiced periodically.



SCHOOL SAFETY HOTLINE

A statewide school safety hotline has been established that is staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report "impending school violence." Student calls will be received by a single statewide highway patrol dispatch center, then, transferred to local law enforcement who will relay information to the local school administrator. The toll-free Kansas School Safety Hotline number is **1-877-626-8203**.

SEARCHES

Principals are authorized to **search students and property** if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness. The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to lockers, pockets, purses, shoulder bags and book bags. The principal shall attempt to call the students parent(s)/guardian(s) and may call law enforcement.

STUDENT BEHAVIORS

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators are required to notify all other school employees when they have knowledge of the following student behaviors:

1. the identity of any student who has been expelled for conduct which endangers the safety of others;
2. the identity of any student who has been expelled for commission of felony type offenses;
3. the identity of any student who has been expelled for possession of a weapon;
4. the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

SUSPENSION & EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

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

WEAPONS

Possession or use of a dangerous weapon (knife, gun, etc.) or use of a weapon on school property or at school functions is prohibited. A student who brings or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon or a weapon on school premises before, during, or after any school sponsored activity, regardless of where held, is subject to administrative, legal action (local law enforcement) and/or social services.

Possession of a firearm or replica firearm, as covered by this policy, 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 JDC (Probation). An elementary school pupil who is found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the district. The age of the student and the nature of the violation should be considered in determining appropriate disciplinary action.

SCHOOL TELEPHONE

Primary use of the school telephone is for school business. Student use of the phone will be restricted to NECESSARY calls approved by the teachers or the school secretary. All plans concerning after school activities should be arranged by the child BEFORE coming to school. Students cannot be called out of class for a phone call unless it is an emergency. If you need to get a message to your child, please leave a message with the secretary. The message will be given to the student before the end of the day so classroom teaching is not interrupted.

SITE COUNCIL (IB)

A site council shall be established in each building in the district. Each council shall be responsible for providing advice and counsel for evaluation of state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school site to meet these goals and objectives. The membership of each council shall include, at a minimum, the building principal, and representatives of:

1. Teachers and other school personnel;
2. Parents of pupils attending the school;
3. The business community;
4. Community leaders.

SMOKING ON SCHOOL GROUNDS

The use of tobacco products in any form is prohibited in all district buildings owned, leased or rented by the district. The use of tobacco products in any form is **prohibited on all school property**.

SPECIAL PROGRAMS

ENGLISH LANGUAGE LEARNER (ELL)

Kansas Sate ELL/Bilingual Program Requirements:

The district uses a home language survey to identify students who may be limited in their English language proficiency. Any student who has a primary or home language other than English listed on their survey will be given either the Language Assessment Scale (LAS) or the Kansas English Language Proficiency Assessment for Placement (KELPA-P) to determine their current level of English language proficiency. These assessments are normed on limited English proficient students, and they are used to determine the student's proficiency levels in the areas of reading, writing, listening and speaking.

Any student who is identified as being limited in their English language proficiency will be offered services through our district's English Language Learner (ELL) program. Parental permission is required for participation. Goals will be set for each individual student participating in the program based on the following information: assessment data, native language ability, and past school performance. All students who are identified as limited in their English language proficiency, whether they participate or do not participate in the district's ELL program are required to take the Kansas English Language Proficiency Assessment (KELPA) each spring. This test is given as a result of the No Child Left Behind Legislation and is used to measure adequate yearly progress of our students' performance.

READING AND MATH ASSISTANCE PROGRAMS



Andover elementary schools provide reading and math assistance to children who have consistent problems in these areas. The needs of all children are assessed in order to determine who may need these services. An active parent/guardian involvement component is an important aspect of this assistance. Participation in these programs is based upon present placement criteria and parent/guardian notification.

SECTION 504

The school district has responsibilities under Section 504 of the Rehabilitation Act of 1973 which include the obligation to identify, and evaluate students' eligibility under Section 504, and if the student is determined to be eligible, to afford access to appropriate educational services.

The Student Based Support Team will schedule meetings to evaluate students' eligibility as needed for Section 504 and ADA protection. The intent is to have every child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate.

SPECIAL EDUCATION

USD 385 is a member of the Butler County Cooperative. On occasion, school testing is completed to determine if a student qualifies for a special education program.



Timeline for initial special education evaluation

There is no longer a specified timeline for the initial evaluation itself. However, state regulations specify several time requirements that must be completed within 60 school days unless an agency can justify the need for a longer period of time or has obtained written parent consent for an extension of time. The 60-school-day timeline begins when the agency receives informed written parent consent, continues through gathering the evaluation data and determining eligibility, and ends when Individualized Education Plan services are implemented (should the student be found eligible for special education).

- STEP 1:** A referral is made by the parent/guardian or school personnel to the Student Based Support Team. A REFERRAL DOES NOT AUTOMATICALLY RESULT IN TESTING. An Initial Pre-assessment Form is completed. If vision or hearing results are unavailable, screening is completed.
- STEP 2:** The first pre-assessment meeting held with school personnel is scheduled within 30 days of the referral. The team discusses concerns and previous interventions tried and the level of success for each intervention. Additional interventions are then recommended to be tried for at least 30 days. An observation is also assigned.
- STEP 3:** The second pre-assessment meeting is scheduled after the 30 day trial of new interventions. Success or failure of interventions is reviewed. Observation results are shared. If interventions were successful, testing is not recommended. If interventions were unsuccessful, and there is evidence the student is a special education candidate, then an evaluation is recommended.
- STEP 4:** If an evaluation is recommended by the team, parent permission is requested and the student is then evaluated within 60 days after parent/guardian permission is received.
- STEP 5:** The evaluation is completed. A meeting is held with the parent/guardian and selected staff to discuss test results and possible eligibility for special education. If the student does not qualify, the team discusses what the classroom teacher and other school personnel can do to meet the needs of the student. If the student did qualify, the team develops an Individualized Educational Plan and discusses possible alternative classroom interventions.

Special Education services provided by Butler County Special Education Coop include:

1. Learning Disabled
2. Educable Mentally Handicapped
3. Functional Applied Academics
4. Severely Mentally Handicapped
5. Hearing Impaired
6. Gifted
7. Emotionally Disturbed
8. Speech / Language
9. Occupational Therapy
10. Physical Therapy
11. Other Health Impaired
12. Homebound students - Students unable to attend school because of prolonged illness or injury
13. Early Childhood Special Education

STUDENT BASED SUPPORT TEAM

On occasion, classroom interventions may not be enough to meet the needs of a student. When this occurs, the classroom teacher, or parent may refer the student to the Student Based Support Team (SBST). The Student Based Support Team will work to protect and foster an environment which is conducive to learning through consistent programmed prevention, early identification and intervention.

Student referrals are made through a referral sheet obtained in the office. The Student Based Support Team meets as needed to review cases. Teachers and/or parents are involved throughout this review process as the team offers intervention strategies and support for the child. The Student Based Support Team has the following goals:

1. To serve as a pre-assessment team, which evaluates academic needs.
2. To teach students to resist alcohol and other drug use and to cope with the use of alcohol and other drugs by others.
3. To assist teachers in coping with disruptions in the learning environment.
4. To recommend interventions/strategies to address concerns.
5. To provide appropriate referrals.
6. To evaluate student academic placement, which may include retention or double promotion.
7. To nurture the home/school connection, strengthening communication and mutual support.

TRANSFER GUIDELINES (JBCBBA)

Students shall be required to attend the school designated for the attendance area in which the student resides. Under exceptional circumstances a student may be permitted to transfer to a school outside of the student's attendance area.

1. Transfers Based Upon Exceptional Circumstances

- a. A request for transfer of a student from one school to another may be made based upon exceptional circumstances and for justifiable reasons. Such a request shall be considered on the basis of (1) special needs and interests of the student, (2) efficient utilization of staffing and facilities of the affected schools, and (3) K-5 child care, if verified, and (4) other valid reasons as determined by the superintendent.
- b. A request for transfer under this provision may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must receive approval of the sending school principal, the receiving school principal and the superintendent.

2. Procedure for Transfer

- a. A request for transfer for the succeeding school year must be submitted to the superintendent's office on forms provided by the school district, on or before May 1.
- b. The superintendent of schools shall notify the requesting party of the district's decision by June 15. A copy of each approved transfer will be provided to the sending and receiving schools.
- c. If a request for a midyear transfer is initiated, such request shall be made through the appropriate building principals.
- d. Requests for transfers must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
- e. Transitioning 5th graders and 8th graders are expected to enroll in the secondary school designated for the area in which they reside.
- f. Parents who change residency (within district boundaries) during the school year may request their students: a) enroll in the attendance center designated for the area in which they reside; b) finish current semester or school year in the current attendance center; c) request a transfer for an attendance center (following district transfer guidelines); or d) students who are second semester juniors may complete their senior years in the current attendance center.
- g. A student who has been granted a transfer must submit another transfer request to return to their home attendance area. Unless substantial cause can be shown, transfers to return to the home attendance area school shall not be approved during the same year for which the transfer was granted.

3. Superintendent's Authority

The Board of Education authorizes the superintendent to transfer a student from the assigned school to any school in the district whenever such transfer is determined to be in the best interests of the student and the district. The superintendent is authorized to adopt and implement rules, guidelines and procedures concerning transfer of students in order to fulfill the purpose of this policy and to ensure fair and reasonable assignment of students throughout the school district.

4. Transportation

As a condition for approval of any request for voluntary transfer the requesting party shall be required to sign a transportation waiver form provided by the school district on which it is acknowledged that any right to free transportation that a student may otherwise have by reason of board policy or state statute is waived.

5. Eligibility – Activity Exceptions

- a. Any student who transfers to a school outside of the student's attendance area or residence shall be subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the board of education.
- b. For the 2001-02 school year, all students with earned eligibility at Andover Middle School or Andover High School will retain eligibility at any of the four USD 385 secondary schools based upon district assignment policies.
- c. Any administratively initiated transfer of a student shall not result in the loss of KSHSAA eligibility pending completion of Form T-E.

WELLNESS POLICY (JGCA)

Andover Public Schools USD #385 is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Andover Public Schools USD #385 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, healthy professionals, and other interested community members will be engaged in developing, implementing, monitoring, and review district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served during the school day will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean and safe.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs, and related community services.

VISITORS

Parents/guardians are welcome on campus or in classrooms. Please make arrangements in advance with the teacher to avoid any classroom interruption. Visitors and volunteers DO need to check in at the office when entering the building, and they need to secure a name tag.