



Cheney Elementary School
100 W. 6th
Cheney, Kansas 67025
316-542-3137 or 877-548-1488 (voice)
316-542-3520 (fax)
Jamie Rumford, Principal
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Cheney Public Schools...
Educating Minds-Connecting Hearts-Touching Lives...
Welcome to Our Family

Dear Students and Parents:

Welcome to the 2012-2013 school year! The CES staff has been preparing for your arrival and they have planned many fun and exciting opportunities for you to learn. We're going to provide you the opportunity to have an extremely enjoyable school year, but it's up to you to put forth your best effort and come prepared to learn every day. I'd like you to know three important guidelines as you begin this school year:

1. The work you do here is important.
2. You can do the work we provide.
3. We will not give up on you.

These elementary school years are important in building a foundation for what you can become in the future and at CES, we want to provide you with the best. Have a great year!

Sincerely,

Jamie Rumford
Principal

Cheney U.S.D. #268 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in the educational programs or activities, which it operates. It operates in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies.

As per Cheney Board of Education policy 01-20, specific complaints of alleged discrimination should be referred to:

Superintendent of Schools
Cheney U.S.D. #268
100 West Sixth
Cheney, KS 67025

Complaints may also be filed with the Office for Civil Rights:

U.S. Department of Education
Regional Office for Civil Rights
10220 North Executive Hills Boulevard
Kansas City, MO 64153-1367

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Faculty and Staff

Jamie Rumford.....Principal
Jeanine Long.....Counselor
Christy Tackett.....Pre-School
Marilyn Dalbom.....Kindergarten
Rachel Beech.....Kindergarten
Sharen Young.....Kindergarten
Kara Cooper.....Kindergarten
Kori Hague.....First Grade
Marilyn Keller.....First Grade
Meg Rice.....First Grade
Wendy Wiens.....Second Grade
Janene McCormick.....Second Grade
Lori Rosenhagen.....Second Grade
Joyce Foley.....Third Grade
Lori Kutilek.....Third Grade
Jenny Murray.....Third Grade
Jennifer Guetterman.....Fourth Grade
Laurel Thisius.....Fourth Grade
Niki Jordan.....Fourth Grade
Rachel Kerschen.....Fifth Grade
Darrin San Romani.....Fifth Grade
Kara Jackson.....Fifth Grade
Amy Meyer.....Elementary Vocal Music
Melanie Amerin-Tolar.....Physical Education
Travis Johnson.....Fifth Grade Instrumental Music
Carla Ewy.....Media Specialist
Nanette Potter.....Reading Specialist

Amber Latta.....Inter-Related Classroom

Classified Staff

Mandi Headley.....Secretary
Pam Tiemeyer.....Reading Express
Kelli Monson.....Reading Express
Alyssa Goode.....Reading Express
Lori Johnson.....Reading Express
Chandra Robertson.....Media Center Aide
Renee Dunn.....Kindergarten Classroom Aide
Sharon Burt.....Kindergarten Classroom Aide
Susan Kohler.....Kindergarten Classroom Aide
Erika Maass.....Kindergarten Classroom Aide
Susan Kohler.....Kindergarten Classroom Aide
Shelby Ontjes.....Pre-School Classroom Aide
Jessa Albers.....School Nurse
Jennifer Bartlett.....School Nurse
Jerry Feese.....Maintenance
Dana Richardson.....Custodian
Darlene Cox.....Custodian
Lisa Terry.....Custodian
Lisa Friesen.....Head Cook
Lori Schneider.....Cook
Barbara Ridenhour.....Cook
Jeanni Miler.....Crossing Guard
Susan Dewey.....IRC Para
Judy Vaughn.....IRC Para
Stephanie Reida.....IRC Para
Amanda Mische.....IRC Para

Special Services---Special Education Cooperative

Kirsten Jones.....Psychologist
Michelle Krueger.....Psychologist Secretary
Angela Baggs.....Speech
Kerry Morris.....Social Worker
Julie Strathe.....Physical Therapist
Renee Jones.....Occupational Therapist
Gretchen Bergkamp.....Gifted

Wording in handbooks needs to be invitational. Develop CULTURE within the comments and terminology of what is being said.

There are three different buildings for a reason. Wording doesn't necessarily have to be the same, but content should be similar.

ATTENDANCE/ABSENCES

When absences are necessary, please call the office at 542-3137 before 8:30 a.m. You may leave a message on our voice mail by dialing extension #2800 prior to 7:45 a.m.

Excused/Unexcused

Parents are given a 24 hour time period after an absence to excuse the absence. Otherwise, the absence is considered unexcused. As a courtesy, the office will attempt to call parents when students are absent, but parents are responsible for contacting the school in order for absences to be excused.

Students are considered truant when the following occur: three consecutive unexcused absences, a total of five unexcused absences in one semester, or a total of seven unexcused absences in a year. The building principal also has the discretion to not excuse an absence for certain reasons.

When absences due to illness reach a total of 10 for the year, a doctor's note will be required in order to excuse an absence.

The building principal is required to report students who are inexcusably absent from school, or truant, to the appropriate authority. This determination is made solely by the principal. Administration will report to either SRS or the Sedgwick County District Attorney's Office.

Students are required to make up the work they miss when they are absent. If you prefer that your child not participate in a lesson that is against your family views, you may withdraw them from the lesson by giving the office a written statement listing your specific concerns.

SCHOOL TIME SCHEDULE

School begins at 8:00 a.m. and dismisses at 3:10 p.m.

Before School

All students who arrive at school before 7:50 a.m. need to go to the gymnasium. Students in the gymnasium will be monitored by CES staff starting at 7:30 a.m. Students should not be at school earlier than 7:30 a.m.

Breakfast will be served from 7:35-7:50 a.m. for students who participate. Students should enter the building through the gymnasium to go to breakfast. Students not participating in the breakfast program should go to the gymnasium for the morning assembly.

Recess/Lunch periods are as follows:

1 st Grade.....	11:15-12:00 p.m. (lunch first)
2 nd Grade.....	11:35-12:00 p.m. (lunch only)
3 rd Grade.....	11:20-12:00 a.m.
Kindergarten.....	11:55-12:40 p.m.
4 th Grade.....	12:05-12:50 p.m.
5th-Grade.....	12:15-1:00 p.m.

*Recess/Lunch times are subject to change in order to meet student needs.

Students who do not ride the bus are not to arrive at school before 7:30 a.m.

Students are to return home immediately upon school dismissal.

MORNING ASSEMBLY

When the building opens at 7:30, students are to go to the gymnasium for the Morning Assembly. At this assembly, we will talk about quality character traits, say the flag salute (also done in the

individual classrooms), hear the lunch menu, recognize birthdays, and receive other announcements about the upcoming school day or week. Students who arrive at school after 7:30 a.m., but before 7:50 a.m. should still go to the gymnasium for morning assembly. The rest of the school should not be accessed until after the 7:50 bell unless prior approval has been given by a CES staff member.

GRADING SCALE KEY

Kindergarten - 2nd Grades:

H = High Achievement
S = Satisfactory
U = Unsatisfactory

3rd - 5th Grades:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

K - 5th Grade

There may be a need to place a plus (+) or a minus (-) sign at the end of the grade. This means that the student reached the top or bottom end of this grade level.

CARDS CLUB

4th and 5th grade students may be asked to take part in an after school program periodically throughout the school year. CARDS Club gives teachers in these grade levels the opportunity to work with small groups of kids on individual topics they may be struggling with. The school will inform the parents of these students in advance if we recommend keeping them for CARDS Club. If your student attends, he/she will be dismissed from school at 3:25. The buses come back to the elementary to pick up students who stay for CARDS Club.

PARENT INFORMATION

During enrollment, parents will fill out information (phone number, address, email address) for the school to keep on record. This information is important for us to have for making contact home. Please keep your information up to date when changes occur.

PARENT/TEACHER CONFERENCES

There will be two conferences nights scheduled during the school year. The first conference is scheduled at the end of the 1st nine weeks, and the second is scheduled at the end of the 3rd nine weeks. One conference will be scheduled per student. CES will not schedule a separate conference for parents who do not live together. Communication between parents and teachers is encouraged before and after each conference.

PARENT PARTICIPATION

Parents are encouraged to take an active role at Cheney Elementary School. Those wishing to assist in the many aspects of school may call the office to volunteer. Contributing to PALS (Parents Assisting the Local School) is also a great way to assist the school.

PARENT VISITATION

Parents are welcome to observe their child's classroom during the school year. Please contact the school to make arrangements if you wish to observe. Please do not confer with the teacher during the visitation. Teachers are available for a conference before and after school. Please call ahead for an appointment.

SCHOOL VISITORS

All visitors are **required** to check in to the office. In the office, you will receive a *Visitor Pass* to wear. This allows faculty members to know who you are and that you have checked in.

Visitors such as friends, cousins, and little brothers or sisters of students are discouraged from visiting classrooms. The teacher may allow these visitations on an individual basis, but only for short periods of time and never for the entire day.

TELEPHONE CALLS

Students are allowed to call home for urgent reasons only (i.e., forgetting lunch money, illness etc.). Students must have homeroom teacher's permission to use the telephone. Parents should make sure children have instructions on where to go after school, particularly on days of inclement weather. It is very difficult for the office to deliver the many messages received on such days.

LEAVING SCHOOL PREMISES

On school days, once students arrive at school, they are not allowed to leave the school premises without permission from the office. Those who go home for lunch must have a lunch permission slip, available from the office and signed by their parents. One slip at the first of the school year will be valid for the remainder of the school year.

BICYCLES

Children who ride their bicycles to school are to observe the following rules:

1. Bicycles will be parked in the bicycle rack near the corner of Fifth and Adams Street or in the bike rack on the east side of CES gym.
2. Due to safety issues in the past, Kindergarten students are not to ride bicycles to school.
3. Bicycles are to be walked on to and off of the school grounds. School grounds are to be exited and entered only at a crosswalk.
4. Bicycles are to be taken directly to the parking area and parked; riding around on school grounds is not allowed.
5. The following bicycle safety rules are to be followed by students before they get to school grounds:
 - a) Bicycles are to be walked on sidewalks.
 - b) Bicycles are to be ridden only in the streets.
 - c) All traffic rules are to be obeyed.

Failure to abide by these rules can result in loss of privilege to ride bicycles to school.

PLAYGROUND

There shall be no playing on school property before 8:00 a.m. Students are not to go to the playground directly after school as no supervision is available on school property after 3:10 p.m.

SAFETY

Children being dropped off or picked up after school or children not riding the bus are to cross the streets at the corners. Parents are encouraged to pick children up on the south side of the school building to prevent potential accidents. **PLEASE DO NOT ALLOW CHILDREN TO CROSS IN THE MIDDLE OF THE STREET.**

The area just south of the parking area near the front doors to the school is a fire lane and must be kept open at all times. People picking up children are not to park or wait on children in that area.

SCHOOL PARTIES

There are four school parties during the school year: Halloween, Christmas, Valentine's Day, and Spring. The Cheney PALS will be in charge of organizing these parties. The classroom teacher, through the room parent, may organize the spring party. Parents attending the parties are asked to leave their pre-school children at home or make other arrangements for them. Cheney PALS does provide babysitting for those working at the parties. The teachers have found that the presence of pre-schoolers distracts from the effectiveness of the parties. All parties will take place during the last hour of the day.

Birthday parties or invitations are not to be distributed during school hours unless approved by the classroom teacher involved.

BREAKFAST/LUNCH PROGRAM

The cafeteria breakfast/lunch program is open to all children attending Cheney Elementary School. The fee schedule is:

Breakfast

Grades K-5	\$1.15 each
10 Breakfasts	\$11.50
20 Breakfasts	\$23.00
Adult	\$1.55

Lunch

Grades K-5	\$2.10 each
10 Meals	\$21.00
20 meals	\$42.00
Adult lunches are \$3.20 each.	
Extra milk is \$.35 per carton for all grades.	

It is recommended that students buy 10 or 20 meals or milks at a time. Maximum lunch charges per student will be ten. A special thanks in advance to those parents who pay their child's lunches/milks regularly and promptly. Students who eat lunch at home must have a form, signed by the parent, giving permission to eat at home. Forms are available at the office. Free and/or reduced lunch application forms are also available in the office.

Unless there are medical reasons documented by a physician, students should not bring soda pop to drink with their lunch. Students bringing sack lunches should bring their drink in a thermos bottle unless they purchase milk from the school.

Special milk for pre-school, Kindergarten and first grade "refreshment time" may be purchased by semester at a flat fee of **\$21.75** for pre-school, and \$31.50 for Kindergarten and 1st grade, regardless of when paid. All monies for special milk should be paid no later than the first day of school, or on the first day of the second semester.

TEXTBOOK RENTAL

The rental fee for textbooks is \$100 for Kindergarten and \$70.00 for grades 1-5. The policy for refunding fees when students withdraw during the school year is as follows:

- Withdrawal during first nine-weeks: 75% refund
- Withdrawal during second nine-weeks: 50% refund
- Withdrawal during third nine-weeks: 25% refund
- Withdrawal during fourth nine-weeks: No refund

For students enrolling after the beginning of the school year, the enrollment fees are prorated as well:

- Enrollment after the first nine-weeks: 75% of the enrollment fee
- Enrollment after the second nine-weeks: 50% of the enrollment fee
- Enrollment after the third nine-weeks: 25% of the enrollment fee

ELEMENTARY BAND

Fifth grade students have the privilege of playing in the elementary school band. This is an elective activity and if a student chooses to participate, he/she must remain in band for at least the semester grading period. Even then the student may discontinue only after the parents and band director or principal have conferred and are in agreement that this is the best course of action. A student does not have the option of discontinuing band at his/her own volition.

COUNSELOR

Children and families today are facing challenging times. The Board of Education made a commitment to help students be more successful in school by providing support to them through a counseling program. The Cheney Elementary counseling program was added in 1989 to help develop well-rounded citizens that can successfully function in our rapidly changing society.

The counseling program at Cheney consists of classroom guidance, individual counseling, and group counseling with students. The counselor listens to student concerns, helps parents understand their children, teaches about consequences, and refers students to other agencies. She will then consult with parents, teachers, administrators, and other school staff members and community agencies.

Counselors create a positive school climate by coordinating school activities, which enhance positive attitudes, cooperation, and citizenship. They work on committees and teams such as the preassessment team and the school improvement team to address the needs of students.

Elementary school counseling goals include:

- To help children understand themselves and others.
- To prevent problems from developing.
- To teach children coping skills.
- To help identify children with special needs.
- To provide crises intervention.
- To provide career education.

SCHOOL NURSE---HEALTH

A school nurse is employed by USD #268 and provides care for the elementary, junior high, and high school. She is headquartered in the elementary school and can be reached by radio when not in the building. In addition to performing health nurse duties, the nurse will be available by appointment for consultation with parents, students, and teachers.

- **Screenings:** The nurse will also oversee a 1) hearing and vision screening for grades pre-K – 3 and all odd number grade levels every year; 2) vision tracking assessment as needed; 3) height/weight screening every year. Parents will be notified of vision and hearing results only upon failure.
- **Fever:** Any child with a temperature of 100.4 or more should not be sent to school. If a child develops a temperature of 100.4 or more during the school day, or is otherwise ill, arrangements will be made to have a parent or guardian take the child home. Following an illness, the child is not to return to school until he/she has been symptom and fever free for a 24-hour period. If a child is ill and has missed 3 or more days of school, a physician note may be required to return to school. Sick children are not allowed to leave the school unless a parent, relative, or other authorized person accompanies them. Exceptions to this rule will only be made upon parent's request at the immediate time of the incident.
- **Vomiting and Diarrhea:** If a child vomits or experiences diarrhea while at school, arrangements will be made to have the parent or guardian take the child home.

- **Rashes:** If a student has a rash suspected of being infectious or contagious, he/she will be excluded from school until an evaluation is made by a physician. He/she may return to school with a release from a physician.
- **Head Lice:** The following regulation will be followed as per the Kansas Department of Health and Environment: K.A.R. 28-1-6 (1) Pediculosis: Students infested with lice shall be excluded from school or child care facilities until treatment with an antiparasitic drug is initiated.
- **Injuries:** For minor injuries, first aid is administered by the nurse, teacher, principal, secretary, aide; or in some instances by the child himself.
- **Medication:** Prescribed medication may be given at school by the school nurse or nurse-designated person, and then only upon request from parent/guardian and a physician. Prescription medication must be brought to the school in the original prescription container and must have an affixed pharmacy label with dosage recommendations.

Over-the-counter medication may be taken at school only with parental permission. A "Request to Administer Medication at School" form, which must be filled out by parent/guardian for ALL medications, may be obtained from the school nurse's office.

- **Restrictions:** If a child comes to school with a disability that will prevent him or her from participating fully in the daily activities, including outdoor recess or P.E., a note should be brought from the parents and in some instances the physician.
- **Office Visits:** If a student makes repeated visits to the nurse's office in one day, the parent will be notified of the student's complaint and nurse's assessment.
- **Immunizations:** Students' immunization records are monitored by the nurse for compliance with state requirements. Information on Immunization requirements can be found at <http://www.kdheks.gov/immunize/schoolInfo.htm>.

INCLEMENT WEATHER

Parents should listen to the following stations to receive announcements of school closings during inclement weather:

TELEVISION
 KAKE, Channel 10
 KTVH, Channel 12
 KSN, Channel 3

RADIO
 KFDI (AM 1070/FM 101.3)

Parents should tell their children in advance where to go in the event school dismisses early because of bad weather.

If school should be called off while students are in the building, the Power Announcement Calling System will be used to notify all parents. The CES office needs to know how to contact you during the school day. Please keep your phone numbers updated with us at all times.

SCHOOL BUS DISCIPLINE

Appropriate behavior on a school bus is essential. Students must understand that disobeying the driver is as serious as disobeying the classroom teacher. Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient

reasons for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the students transported.

BUS REGULATIONS AFTER SCHOOL

1. Bus riders should go directly to their bus.
2. No playing outside of buses.
3. Once bus riders are on the bus, they are not to leave the bus unless given permission.
4. All students will abide by rules and requests given by CES staff members on duty at the bus stop.

BUS REGULATIONS

A school bus driver has a difficult job with a tremendous amount of responsibility. It is essential that they are able to carry out their responsibilities without distraction to driving. All students riding the bus must know the following:

1. The driver is in charge of the pupils and the bus. Students must obey the driver promptly.
2. The driver may assign a seat to each student. Each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened, if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time---the bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember that your safety is in his/her hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw wastepaper or other rubbish on the floors of the bus. Help keep your bus clean and sanitary at all times.
8. Students must not at any time extend arms or head out of the bus windows.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. The use of profanity and obscene language or gestures is not appropriate on the bus.
13. Students must board the bus at the proper loading area near the elementary school. They are not to go to CMS/CHS to board the bus on their own will.

TRAVEL TO ACTIVITIES

Anyone riding the school transportation to an activity will be expected to return the same way. The only exception to this would be if the sponsor releases the student to his/her own parents. Communication from the parents before the bus leaves will be necessary.

Students using school transportation are expected to follow the following bus rules:

1. The driver is in charge of the students and the bus. Students must obey the driver and the sponsor promptly and cheerfully.
2. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
3. Outside of ordinary conversation, classroom conduct is to be observed.
4. Students must not throw waste paper or other rubbish on the floor of the bus.
5. Students must not at any time extend arms or head out of the bus window.
6. Students must not try to get on and off the bus or move within the bus while it is in motion.
7. Any damage to the bus is to be reported at once to the driver.
8. The back door of the bus is for emergencies only.
9. Students must keep quiet at all railroad crossings.

10. Sponsors and students should board the bus as soon as possible after the activity.
11. Students violating these rules will be reported to the school principal who can deny the student bus-riding privileges.

SPONSOR'S RESPONSIBILITY

1. Observe students for any problems they are causing.
2. Take charge and discipline any students causing problems.
3. Tell students the departure time for the return trip home.
4. Know how many students are on the trip and do a head count at departure.
5. Please follow any special instructions given by the bus driver.
6. Please respect the state law and the school policy of no glass containers, and no sunflower seeds on any bus or van at any time.
7. Make sure that all students take their belongings off the bus with them.

LEAVING AN ACTIVITY

When students attend an activity, they will be expected to stay until the activity is over. Any students leaving an activity before it is completed will not be readmitted to the place of the activity. Leaving the activity either at home or away could cause one to forfeit the right to attend school activities, either at home or away.

STUDENT APPEARANCE

Parents are expected to use good judgment in sending children to school dressed properly. The following guidelines will enable us to maintain an educational atmosphere:

1. Shoes are to be worn at all times.
2. Shirts and tops shall meet the top of jeans, slacks, skirts or shorts.
3. Any writing of profane or questionable nature is not permitted.
4. Shorts will be permitted except during the months of November through February.
5. Hats should be removed upon entering the building, unless teacher approval has been given.
6. Any item of apparel may be considered unacceptable if it causes a disruption or interruption among students or staff. The principal and/or teacher will advise the student.
7. Changing of clothing at school will not be permitted.

Students should wear clothing that sufficiently covers the body and does not draw undue attention to the individual. If a clothing issue arises, parents will be notified and students will be asked to change their appearance by wearing clothing over their clothes, turning a shirt inside-out, or wearing a clothing article provided by the school.

STUDENT MANAGEMENT POLICY

Students are expected to:

1. Walk in the hallways quietly.
2. Keep hands, feet and other objects to themselves.
3. Respect school personnel by using Mrs., Ms., or Mr. and by speaking appropriately to them.
4. Respond with respect to an adult's request to follow school rules.
5. Respect school property.
6. Use appropriate language and gestures at all times.

Student misbehavior will be dealt with on an individual basis at the discretion of the attending teacher.

Consequences when students choose to break a school-wide rule:

1. In restroom and hall: Loss of privilege to leave classroom unsupervised.
2. On the playground: Loss of privilege; remain quietly in designated timeout area.
3. In the lunchroom: Loss of privilege to eat with other students; remain quietly in designated timeout area (office).

The following misbehavior will result in severe consequences:

1. Fighting or any action/threat that is done with intent to harm or intimidate another person.
2. Stealing or destroying property.
3. Defiance of authority or disrespect toward an adult.
4. Continuous disruptive behavior or any behavior that keeps a classroom from functioning.

Consequences for severe misbehavior:

1. Student will be sent immediately to the principal with an explanation from the staff member.
2. The principal or student will contact parents.
3. Student, parent, teacher, and/or principal will determine the consequences.
4. A discipline referral form may be completed as a communication tool for parents. This form should be signed by the student, parent, reporting teacher and principal (Appendix A) and the school will keep documentation of the incident.

Student Restraint

Cheney Elementary School has a team of staff members trained in Mandt Restraint Techniques. In the rare event that student safety is in jeopardy, some students may need to be physically restrained. Restraint will only be used for safety and will never be used for discipline.

Other school rules

1. If the wind chill drops to 20 degrees or lower, recess will be held indoors.
2. Equipment and toys should not be brought to school unless a teacher allows it. The school is not responsible for lost, stolen, or broken items.
3. Student lockers will not have locks on them. They are strictly used to store coats and school bags.
4. Profanity and obscenity are prohibited.
5. Students should not bring dangerous objects to school such as knives and weapons or explosives and incendiary devices. **Students possessing such dangerous objects could be expelled up to 186 school days. (Board Policy JCDBB)**
6. No tobacco, alcoholic drinks, or dangerous drugs shall be brought to or used upon school grounds (Appendix B).
7. Tackle games are not allowed.
8. Throwing of dangerous objects is not allowed at school; this includes rocks, clods, snowballs, etc.
9. Students are discouraged from bringing cell phones to school. In the case that one is needed for after school communication to a parent, approval must be made with the classroom teacher. The teacher may require that the student allow her to hold the phone until the end of the day to prevent disruption during school hours.
10. Skateboards and heales (shoes with wheels) are treated like bicycles. They may be ridden to school, but students are not allowed to ride them on the sidewalk. Students will not be allowed to use them in the building or for recess unless allowed by a teacher for class or reward.

Appendix B

ALCOHOL/DRUG/DRUG LOOK ALIKE POLICY (sale/distribution/use or possession) (BOE Policy JDDA & JDDA-R)

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. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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 will be reported to the appropriate law enforcement officials, and will be subject to the any one or more of the following sanctions:

- 1st offense –
 - Up to and including long-term suspension
 - Suspension from all student activities for a period not less than one month

- 2nd offense –
 - Up to and including long-term suspension
 - Suspension from all student activities for a period not less than one semester or four months
 - A student placed on long-term suspension under this policy may be readmitted on a probationary status if the students agree to complete a drug rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

- 3rd and subsequent offenses –
 - Up to and including expulsion from school for the remainder of the school year
 - Suspension from participation and attendance at all school activities for the school year
 - 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 will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

ANTI-BULLYING POLICY FOR CHENEY ELEMENTARY SCHOOL

Statement of Intent

The faculty of Cheney Elementary is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

What Is Bullying?

According to the Kansas Department of Education, "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it 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:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) Damaging a student's or staff member's property;
- (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) Any other form of intimidation or harassment prohibited by any policy of USD 268.

Bullying occurs when a person willfully and repeatedly exercises power and control over another with hostile and malicious intent.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet ,such as email & internet chat room misuse
- Mobile: threats by text messaging & calls

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. School employees are mandated reporters and their highest priority is the safety and welfare of children. You can also report bullying at stopbullying@usd268.com on our school web site. All emails will be kept confidential when possible. If the reported abuse is an act of violence, legal authorities may be contacted for further investigation.

Objectives of this Policy

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.

- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted in extreme cases
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behavior

Outcomes (with reconciliation of pupils being the goal)

1. Notification of parents of both bully and victim.
2. The bullying party will be asked to amend the situation.
3. Repeated offenders may have consequences such as meeting with the principal, participating in peer mediation, or participating in small group or individual counseling.
4. In serious cases, ISS or OSS will be considered

- 5 . After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use various methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behavior contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up and participating in role-plays
- having discussions (class meetings) about bullying and why it matters
- school/community training