

Cheney Elementary School Student Handbook 2015-2016

P.R.I.D.E.



PRIDE is a word that has been adopted by USD 268 to lead the district in a positive direction for improving school climate. It was established through a collaboration between students and staff. When used as an acronym, ***PRIDE*** exemplifies the foundation of our selected core values we want all students and staff to exhibit.

P – Perseverance **R – Respect** **I – Integrity** **D – Dependability** **E – Empathy**

These values will guide every aspect of school life. Students and Staff will be expected to use P.R.I.D.E in their interactions with others as well as within their academic studies and extra-curricular activities. USD 268 will continue to focus on these character pillars putting them into practice by our words and actions. As an educational system, our goal is to help students reach their fullest potential. Cardinal “PRIDE” plays an important role in becoming a successful person, student, and member of society.

**Cheney USD 268.....Educating Minds --- Connecting Hearts --- Touching Lives
“Welcome to Our Family!”**



Cheney Elementary School
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Cheney, Kansas 67025
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316-542-3520 (fax)
Sherri Conrad, Principal
sconrad@usd268.org

Cheney Public Schools...
Educating Minds-Connecting Hearts-Touching Lives...
Welcome to Our Family

Dear Students and Parents,

Welcome to the 2015-2016 school year! ***Birds of a Feather That Flock Together Will SOAR*** is our school-wide theme for this year! Our staff is committed to working together to build a solid foundation of skills that equips students to not only transfer these essential skills from the classroom to real-life experiences, but encourages students to soar with success!

Looking forward to the 2015-2016 school year, I anticipate our students and teachers becoming well-versed in all of the transitions we have embraced.

- Our P.R.I.D.E. statement continues to keep us consistent with expectations.
- The district construction projects are in full swing. We are anxious for you to come and see our renovations.
- Our standards have clarity and our teaching staff has come up with outstanding learning opportunities for students to learn them.
- Students will engage in weekly STEM (science, technology, engineering, and math) activities in the Discovery classroom.
- Art class has been lengthened to allow all students to be exposed to Spanish on a weekly basis with Mr. Shue.
- Technology upgrades are a “regular routine” and have become integrated seamlessly into the curriculum. We are 1:1 in third-fifth grade. Students in grades PreK-2 share 20+ iPads within their grade level.
- This will be our third year implementing a new structure to teaching reading that has allowed us to see outstanding individual gains in individual reading levels.

The purpose of this handbook is to guide and inform you of policies for our building that were approved by the Board of Education for Cheney U.S.D. 268 at the July 13, 2015 board meeting. Children at Cheney Elementary School come first. The success we achieve is due to the highly qualified staff that is devoted to implementing effective teaching practices and providing creative and innovative experiences to not only improve student learning, but also prepare them to be college and career ready. Please refer to this handbook when you have questions on any practices at CES. If it does not provide you with the information you are looking for, contact the building administration. Have a great school year!

Sincerely,

Sherri Conrad,
CES 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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Cheney Elementary Faculty

Certified Staff

Sherri ConradPrincipal
Jeanine Long.....Counselor
Christy Tackett.....Pre-School
Rachel Beech.....Kindergarten
Kara Cooper.....Kindergarten
Michelle Thomas.....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
Paula Sears.....Third Grade
Lori Kutilek.....Third Grade
Jenny Murray.....Third Grade
Niki Jordan.....Fourth Grade
Ashley Oliver.....Fourth Grade
Laurel Thisius.....Fourth Grade
Kara Jackson.....Fifth Grade
Rachel Schmidt.....Fifth Grade
Darrin SanRomani.....Fifth Grade
Nanette Potter.....Reading Specialist
Isaac Shue.....Art Education
Amy Meyer.....Elementary Vocal Music
Melanie Tolar.....Physical Education
Carla Ewy.....Media Specialist
Travis Johnson.....Fifth Grade Instrumental Music

Classified Staff

Eileen Sagner.....Secretary
Bonnie Young.....Reading Express
Jeannette Landwehr.....Reading Express
Kelli Reno.....Reading Express
Lori Johnson.....Reading Express
Erika Maass.....Classroom Aide
Chandra Robertson.....Media Center Aide
Kim UppendahlClassroom Aide
Sharon Burt.....Classroom Aide
Susan Kohler.....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
Barry Jenkins.....Custodian
Karla Dick.....Head Cook
Christy Cantrell.....Cook
Heather Watson.....Cook
Jeanni Miler.....Crossing Guard
Melissa Shoemaker.....IS Para
Stephanie Reid.....IS Para
Jennifer Taylor.....IS Para
Ashley Hollenbeck.....IS Para
Alissa Jones.....IS Para

Special Services---Special Education Cooperative

Kerri Weber.....Psychologist
Michelle Krueger.....Psychologist Secretary
Brooke Winter.....Instructional Support Classroom
Angie Boone.....Instructional Support Classroom
Angela Baggs.....Speech
Kerry MorrisSocial Worker
Julie Strathe.....Physical Therapist
Renee Jones.....Occupational Therapist
Gretchen Bergkamp.....Gifted
Dave Weldon.....Adaptive Physical Education

ATTENDANCE

ABSENCES:

Regular attendance in school is important to ensure academic success in classroom work and the establishment of personal habits, which are related to success in life. Therefore, all students are expected to establish and maintain regular attendance in school. Cheney Elementary is considered a full-time school and all students enrolled are expected to attend at full-time status for their particular grade level. Exceptions for part-time attendance for made only for full-time students in local schools sharing our resources with reading intervention and band. Each enrolled students' attendance should be accounted for and excused every school day.

When absences are necessary, parents should 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 7:30 A.M. Parents are given a 24-hour time period after an absence to excuse the absence. 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.

ABSENCES are UNEXCUSED when students have no written or phoned excuse from a parent/guardian, have reasons, which are unacceptable or have not received prior approval for a planned absence.

Daily attendance of students in the elementary school will be determined by school clock hours. Students reporting to school with an excused absence **before 9:00 A.M.** will be counted tardy, but on the daily attendance roll as being at school for a full day. Students reporting to school with an excused absence **after 9:00 A.M.** will be counted on the daily attendance roll as being absent for one-half day.

Excused Absences

1. Personal illness and professional appointments. Documentation of appointments should be submitted to the office within 48 hours of the absence.
2. Serious illness or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observances.
5. Participation in a district-approved or school-sponsored activity.
6. Other absences, which are deemed necessary by the parents and approved in advance by the administration.

Unexcused Absences

Absences for reasons other than those listed above are generally considered unexcused. The building principal also has the discretion to not excuse an absence for certain reasons. An excused or unexcused absence means work missed will be made-up; however, it is the responsibility of the student to seek out this work from their teachers. Teachers will have make-up work

ready at the conclusion of the school day. The principal and secretary will review attendance records regularly.

Absences (excused or unexcused) in excess of **seven days per semester** are considered excessive. Any unexcused tardy that is **15 minutes** or longer will be recorded as an unexcused absence. If a student has in excess of **seven** absences **per semester**, an Attendance Review Committee consisting of administration, counselor, teacher(s), parent(s), and/or student, may convene to review the attendance of that student. Criteria for convening this committee will include academic standing, participation in class and social adjustment/relationships. If a review hearing is convened, an attendance contract may be written. A physician's statement may be required for extended or chronic absences.

Truancy-State Truancy Regulations

Kansas Statutes Annotated 72-111 and 72-113 clearly state that the Board of Education has a legal duty to adopt rules for determining valid excuses for absenteeism to comply with State statutes. Schools are required BY LAW to report all truancy violations to the Department for Children and Families (DCF, formally SRS). The statute states, 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, whichever comes first.**

USD 268 complies with the state truancy statute described above. Students/and or parents in violation of this statute will be reported to DCF. Parents will receive written notification if their son/daughter is in violation of this law.

If parents prefer that their child not participate in a lesson that is against family views, withdrawal from the lesson will be excused by giving the office a written statement listing your specific concerns.

TARDY:

Teachers are expected to maximize the use of their instructional time with students. When students are consistently tardy, the tardiness interferes with the student's progress in school, disturbs others, and can develop undesirable work habits.

Students are considered tardy when they are not in their classroom by the time the 8:00 bell rings. Students must check-in at the office if they arrive at school after 8:05.

If the student is tardy for more than **15 minutes or more** into the school day, it will be left to the discretion of the principal whether or not it is an excused or unexcused absence.

When tardy notices total **five (5) during a given grading period**, the parent of the child will be called by the principal in an effort to resolve the issue and make-up class time missed. When tardy notices reach **ten (10) during a given grading period**, a parent conference will be requested with the principal.

Any further tardy notices will be reported to DCF, the Sedgwick County District Attorney's Office, and/or the local police.

Parents will receive a daily notification through PowerSchool if their student is tardy.

BICYCLES

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

1. 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.
2. Bicycles are to be taken directly to the Parking area and parked; riding around on school grounds is not allowed.
3. 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.
4. Due to safety issues, Kindergarten students are not to ride bicycles to school unless accompanied to and from school with an adult.
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.

*Skateboards, scooters, and heales (shoes with rollers) use fall under the same rules as bicycles.

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.

BUS REGULATIONS AFTER SCHOOL

1. Bus riders should go directly to their bus. permission.
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 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.

BREAKFAST/LUNCH PROGRAM

The cafeteria breakfast/lunch program is open to all children attending Cheney Elementary School. Extra milk is \$.35 per carton for all grade levels.

<u>Breakfast</u>		<u>Lunch</u>	
Grades K-5	\$1.15 each	Grades K-5	\$2.35 each
10 Breakfasts	\$11.50	10 Meals	\$23.50
20 Breakfasts	\$23.00	20 meals	\$47.00
Adult	\$1.60	Adult lunches	\$3.40 each

LUNCHES:

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. 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 \$24.00 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.

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.

CLASS SPLITS

Class splits and student placement in a class is at the discretion of the building principal. Students are placed in classes based upon student needs. It is expected that each teacher in any given grade level will provide the same learning opportunities

and educational experiences for all students. Requests from parents will not be accepted in the process of placing students in a classroom. Exceptions to this will be made for students being retained or students who have siblings in the same grade.

CODE OF CONDUCT

Classroom Behavior:

Every child is entitled to learn with as few disruptions as possible. It is important to remember that we are in the business of educating our youth, and occasionally they make inappropriate choices or decisions. Youngsters need to have an opportunity to learn from their mistakes. The discipline philosophy at CES supports opportunities to develop self-discipline. Self-discipline is acquired through specific expectations at school and home. It is our belief that children need to be given opportunities to change behavior prior to adult intervention, whenever possible. Students may be given the opportunity to reduce their consequence by correcting their behavior and working through the process with staff and administration. Each student is responsible for respecting the authority of all staff members, following school-wide and individual classroom expectations and exhibiting behavior that does not interfere with the rights of others.

It is the responsibility of each and every student to understand the expectations of the classroom teachers and act accordingly. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this, the teacher will have the maximum opportunity to use the time available for schoolwork. Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken

STUDENTS ARE EXPECTED TO DISPLAY P.R.I.D.E.

- P**- Perseverance: listen to directions, follow directions, and stay on task
- R**- Respect: respect self and others to maintain a safe and positive learning environment and reinforce social skills
 - Keep hands, feet, and other objects to self.
 - Respect school property.
 - Respond with respect to an adult's request to follow school expectations.
 - Respect school personnel by using Mrs., Ms., or Mr. and speaking appropriately to them.
 - Walk quietly in the hallway.
 - Use appropriate language and gestures at all time
- I**- Integrity: take responsibility for own action
- D**- Dependability: complete work on time, think and work independently, and work well with others
- E**- Empathy: show compassion and understanding of others

Consequence possibilities when a student chooses to break a school-wide expectation:

1. Conference with the teacher to resolve the behavior.
2. Parent contacted by note, email, phone call or conference.
3. In restroom or hall: Loss of privilege to leave classroom unsupervised.
4. On the playground: Loss of privilege; remain quietly in designated timeout area.
5. In the lunchroom: Loss of privilege to eat with other students; remain quietly in designated timeout area (office, for example).

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.

Procedures for dealing with severe misbehavior:

1. Student will be sent immediately to the principal or administrative representative with an explanation from the staff member who witnessed the incident.
2. The principal or student will contact parents.
3. Student, parent, teacher, and/or principal will determine the consequences.

Consequence possibilities for severe consequences:

1. In-School Solutions– partial or full day
2. Out-of-School Suspension
3. Expulsion

Student misbehavior will be dealt with on an individual basis at the discretion of the attending teacher and/or building administrator.

EMERGENCY SAFETY INTERVENTIONS (ESI)

USD #268 is committed to limiting the use of Emergency Safety Interventions, such as seclusion, and restraint, with all students. All employees are encouraged to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

“Emergency Safety Intervention” (see K.A.R. 91-42-1) is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. “Seclusion” requires all three of the following conditions to be met: 1) the student is placed in an enclosed area by school personnel; 2) the student is purposefully isolated from adults and peers; and 3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area. “Chemical Restraint” refers to the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. “Mechanical Restraint” refers to any device or object used to limit a student’s movement. “Physical Restraint” refers to using bodily force substantially limiting a student’s movement. “Physical Escort” is the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. “Time-Out” refers to a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 1. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 2. Any device used by law enforcement officers to carry out their duties
 3. Seatbelts and other safety equipment used to secure students during transportation.

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation should include the following:

- Date and Time of Intervention
- Type of Intervention

- Length of time the intervention was used
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a bi-annual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances. District administration shall also report ESI data to the state department of education as required.

USD #268 encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before addressing it with the Board of Education. In the event an issue is resolved informally, the administrator will provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the BOE and provide a copy to the state department of education. If the issues are not resolved, the parents may submit a formal written complaint to the BOE by providing a copy of the complaint to the clerk of the BOE and the Superintendent. Upon receipt of a formal written complaint, the Board President shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a BOE member, school administrator, or Board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended course of action to the BOE in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the State Board of Education.

Harassment

Harassment is defined as disturbing, pestering, or troubling repeatedly. This can occur verbally, physically, socially, emotionally, electronically, or sexually. Instances of harassment will be treated as bullying (Appendix B) and the perpetrator will be prone to consequence, while the victim will be supported as needed.

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 counselor provides all students equitable access to a quality developmentally appropriate and comprehensive guidance counseling program focused on academic success, personal and social development and career and college guidance. These services are provided through the four program components of guidance curriculum, individual planning, responsive services and support services. Delivery of these services may be provided through individual and group activities as well as through classroom and assembly participation.

Essential Job Duties and Responsibilities include:

- Provides guidance curriculum to help students develop their full potential.
- Delivers developmental units including planning, organizing and teaching for group classroom and school wide guidance.
- Provides responsive services to individuals or small groups on academic and personal issues.
- Provides an individual planning system to guide students toward acquiring self-

- responsibility.
- Assists students in the acquisition of study skills, academic opportunities and benefits.
- Provides system support to strengthen the efforts of teachers, staff, parents and other members of the community.
- Communicates parent education opportunities; provides staff development for educators; facilitates school improvement planning.
- Performs related duties as assigned. (Based upon the definition provided by the American School Counseling Association).

DRESS CODE

Parents are expected to use good judgment in sending children to school dressed properly. 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.

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 clothing that doesn't sufficiently cover the body, as deemed inappropriate by school personnel, will not be allowed.
4. Any writing of profane or questionable nature is not permitted.
5. Shorts will be permitted except during the months of November through February.
6. Hats should be removed upon entering the building, unless teacher approval has been given.
7. 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.
8. Changing of clothing at school is not permitted, unless approval is given by school staff.

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.

FUNDRAISING

PALS (Parents Assisting Local Schools) and STUCO are in charge of most of the fundraising at Cheney Elementary School. There are multiple methods of fundraising done by PALS throughout the school year that benefit our school. Most of the fundraisers held by STUCO go to help others outside of our school and community. It is our goal NOT to conduct door-to-door sales for fundraising, as we do NOT want our students to be put in uncomfortable situations. Independent fundraising will not be allowed during the school day. Examples are Girl Scout cookies, Boy Scout popcorn, 4-H, etc. Students looking to fundraise for extracurricular reasons should do so outside of the regularly scheduled school day.

GRADING SCALE KEY

Kindergarten - 2nd Grades:

- 4 = Exceeds Standards / above grade level
- 3 = Meets Standards / on grade level
- 2 = Progressing / making progress toward grade level standards
- 1= Unsatisfactory / below grade level

3rd - 5th Grades:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below
- S and U are given to document student competency in science

K - 5th Grade Behavior Grading Scale:

- P- Perseverance: listens to directions, follow directions, stays on task
- R- Respect: respects self and others
- I - Integrity: takes responsibility for own actions
- D- Dependability: completes work on time, thinks and works independently, works well with others
- E- Empathy: shows compassion and understanding of others

INCLEMENT WEATHER

Parents should tell their children in advance where to go in the event school dismisses early because of bad weather. Please keep your phone numbers updated with the CES office at all times.

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the area television stations and radio for school closings. **Television:** KSN 3, KAKE 10, KWCH 12; **Radio:** FM 98.3, 101.3, 95.1, 97.9; **Media:** Kansas.com. A Power Announcement will also be sent to all households.

INSTRUCTIONAL MATERIALS FEES

The instructional material fee 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.

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.

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.

MISCELLANEOUS POLICIES

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. Students should not bring dangerous objects to school such as knives and weapons or explosives and incendiary devices. The bringing of toys or other look-alike objects may be treated as if it were the real item and are subject to consequences similar or the same as if they were real. **Students possessing such dangerous objects could be expelled up to 186 school days. (Board Policy JCDBB)** Tobacco, alcoholic drinks, or dangerous drugs are prohibited on school grounds (Appendix B).
5. Tackle games are not allowed.
6. Throwing of dangerous objects is not allowed at school; this includes rocks, clods, snowballs, etc.
7. Students are discouraged from bringing cell phones to school unless teachers have requested the phone be used for classroom assignments. 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 be held at the teacher's desk until the end of the day to prevent disruption during school hours.
8. Skateboards, Scooters, and healies (shoes with wheels) are treated like bicycles. Students may ride them to school, but are not allowed to ride them on the sidewalk. Also, students will not be allowed to use them in the building or for recess unless allowed by a teacher for class or reward.

MORNING ASSEMBLY

When the building opens at 7:40 A.M., students are to enter the building through 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 7:40 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 A.M. bell unless prior approval has been given by a CES staff member.

MUSIC CONCERTS

Each grade level will present a public concert during the year. In most years, 5th grade will be the first concert, then 4th, 3rd, 2nd, 1st, and Kindergarten. Changes to this schedule will be made and communicated by the administration on an as needed basis.

Performance and participation in the concert are a part of the grade given to each student. Exceptions will be made due to illness or other emergency situations. Students must be in attendance during the school day in order to participate in the concert.

PARENT CONTACT INFORMATION / POWER ANNOUNCEMENTS

We have a parent notification system in place that allows for routine and emergency contact with parents. This system utilizes e-mail and telephone calls to pass on information. It is critical that the office has current information so that we may keep the system update so you receive information. We may contact also contact you with progress reports, in case of emergency, or in the event of disciplinary action. Please contact the office regarding any change of address or telephone number as soon as possible. We request contact information for any parent that has rights to the student. No matter where the child lives, as a school, we will communicate with both parents unless court documents are provided indicating that one of the parents' rights have been severed

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 / 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 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.

PETS AT SCHOOL

The purpose of these guidelines is to ensure a safe environment for students and staff when animals are present in the classroom or on school property. No animals of any kind may be brought to school without the expressed consent of the classroom teacher and building principal.

The following animals have been identified by the Kansas Department of Health as inappropriate pets to be brought from home for school visits: reptiles, amphibians, poultry (baby chicks and ducks) and birds in the parrot family. These animals may be used as classroom/school pets for DISPLAY ONLY. Students shall not handle these animals. No wild animals are acceptable for school visits. An exception is a licensed professional wildlife handler who presents animals in enclosed cages and does not allow contact between students and the animals.

Animals brought to school must be clean and healthy. Dogs, cats and ferrets must have a documented and current rabies vaccination. The animal should be free of fleas, ticks, mites and skin lesions. These animals must have collars and leashes. Birds will not be allowed to fly free. All animal visits should be for a short period of time.

Due to the variety of student and adult experience with and reactions to animals, animals on leashes will not be allowed on school grounds at arrival, dismissal, recess, or whenever students are outside. Working dogs giving assistance to those with handicapping conditions are an

exception to this rule. Local Authorities or Animal Control will be called when an animal is at large on the school grounds.

PLAYGROUND

School Days:

The playground at Cheney Elementary School is intended to be used by Cheney Elementary students during school days. Students will be monitored by CES staff when on the playground during school hours. Specific grade levels will have "Rules for Use," depending upon the age of the students and any issues that arise during

recesses. These rules are set at the discretion of the teaching staff involved. Students are not allowed to access the playground before school hours on school days. Also, students are not to go to the playground directly after school without supervision from a parent. No school supervision will be provided before or after school hours on the playground.

After School Hours/Weekends:

The playground is open for families to use in the evenings and on weekends. It will be monitored through video surveillance and managed by Cheney Schools. Inappropriate

use of the playground or inappropriate activity on school grounds will be handled through school administration or law enforcement. Unsafe skateboarding on school premises will not be tolerated.

SCHOOL NURSE---HEALTH

A school nurse is employed by USD 268 and provides care for the elementary, middle and high school. She is headquartered in the elementary school and can be reached by radio/cell 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.

ACCIDENTS AND ILLNESS AT SCHOOL:

It is the goal of the school to have students remain in school as much as possible, but a truly sick child will not benefit from the classroom experience, while possibly exposing many other students to the illness. **Students who have a fever of 100.4 or above or are otherwise ill will be sent home.** Following an illness, students can return to school when they have been symptom free (vomiting, diarrhea, or fever) for a 24-hour period, without the use of fever reducing medication. If a child is ill and has missed 3 or more days of school or per nurses' request, a physician note may be required to return to school. See each building attendance policy for requirements.

A student who becomes ill or injured at school should ask to see the nurse. Parents will be contacted if it is necessary. **No student will be allowed to leave without parental permission and must check out through the office.** Those students waiting for parents or rides may wait in the office area. Students not ill enough to leave school will remain in their classrooms. All decisions about leaving school will be made with the office.

Students with the following health condition(s) shall be excluded from school:

- Oral temp. of 100.4 or higher
- Vomiting and Diarrhea (exceptions made per nurse's judgment)
- Rashes suspected of being infectious or contagious will be excluded until an evaluation is made by a physician. May return to school with a written release from physician.
- Head lice – excluded until treatment has been initiated and checked by nurse
- Communicable diseases – until treated per Kansas Department of Health and Environment guidelines
- **INJURIES:** For minor injuries, first aid is administered by the nurse, teacher, principal, secretary, aid; or in some instances by the student himself.
- **RESTRICTIONS:** If a child comes to school with a disability that will prevent him/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.

SCREENINGS:

The nurse will oversee 1) yearly hearing and vision screening for the entire district as follows: grades PreK through 3rd, 5th, 7th, 9th and 11th as well as a vision assessment for those students enrolled in Driver's Education; 2) height/weight screening in the fall and spring for elementary students. **Parents will be notified of vision and hearing results only upon failure.**

MEDICATION IN THE SCHOOL (JGFGB):

Students are not allowed to have medicine or supplements in their possession in the school;

Any medication, prescription or non-prescription (over the counter), brought to school must be in its original container. Prescription medication containers must also have a prescription label with the child's name, medication name, dosage, route of administration, and frequency. Prescription medication must also be accompanied by a doctor's note detailing administration instructions and parent signature. ***Note: Students at CMS/CHS are allowed to carry their own inhalers if the appropriate form is on file in the office. This form requires a physician and parent signature and is part of the enrollment paperwork. The form can also be obtained from the school office. CES students must keep inhalers in the nurse's office and**

have the appropriate paperwork on file.

If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to accommodate such needs. The medication must be in its original container. ***Note: The school office does provide Tylenol and Ibuprofen to students upon request if the appropriate paperwork is on file in the office. This form is part of the enrollment paperwork and can be obtained from the school office. Students are strictly prohibited from sharing/receiving drugs (prescription or over-the-counter) with other students. This is why all medicine is to be distributed through the office. Any violation of this policy will be referred to the administration for disciplinary action.**

SCHOOL IMMUNIZATION REQUIREMENTS (JGCB)

Students' immunization records are monitored by the nurse for compliance with state requirements.

Every student enrolled in a school in Kansas who has not already done so is required upon admission to school to present evidence of compliance with the Kansas School Immunization Law as amended. Immunizations required for school entry can be found at <http://www.kdheks.gov/immunize/schoolInfo.htm>. As an alternative to the inoculation certification a pupil shall present:

- Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life of the child, or
- A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose teachings are opposed to such inoculations, or
- A note from a parent/guardian that inoculations are in the process of being received and will be completed within 90 days after admission to school.

Non-compliance with the provisions of the K.S.A 72-5209 as amended will result in the child being excluded from school until compliance of the law has occurred. The building principal will notify the parent or guardian in writing of the date the child will be excluded from school. The notice shall:

- Indicate the reason for exclusion from school attendance;

- State the pupil shall continue to be excluded until the pupil has complied with the law; and
- Inform the parent or guardian that a hearing shall be afforded them upon request. On the third consecutive day of absence due to exclusion, the student will be reported to the juvenile court as truant

SCHOOL PARTIES

There are four school parties during the school year: Halloween, Christmas, Valentine's Day, and Spring. All parties start at 2:30. 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 preschoolers distracts from

the effectiveness of the parties. All parties will take place during the last hour of the day.

Individual party invitations (birthday, for example) are not to be distributed during school hours. Distributing these during school hours puts undo stress on children during the school day. They tend to worry about whether they'll get an invitation or if they'll be allowed to attend. This has no place in the school setting.

SCHOOL SCHEDULE

School begins at 8:00 A.M. and dismisses at 3:10 P.M. Students who do not ride the bus are not to arrive at school before 7:40 A.M. Students are to return home immediately upon school dismissal at 3:10 unless requested to stay after school by a staff member. The classroom teacher will notify parents if their child needs to stay after school.

Morning Assembly/Routine:

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 7:40 A.M. Students should not be at school earlier than 7:40 A.M. Students not participating in the breakfast program should go to the gymnasium for the morning assembly.

Breakfast:

Breakfast starts at 7:40 A.M. and ends at 7:59 A.M. for students who participate. Those who participate should be in the MP room before 7:50 in order to have time to eat and get to class on time. Students should enter the building through the gymnasium to go to breakfast.

GRADE LEVEL	LUNCH	RECESS
First Grade	11:00-11:25	11:25-11:45
Third Grade	11:20-11:45	11:45-12:05

LUNCH/RECESS Schedule:

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

Kindergarten	11:40-12:05	Recess in the Afternoon
Second Grade	12:00-12:25	12:25-12:45
Fourth Grade	12:20-12:45	12:45-1:05
Fifth Grade	12:40-1:05	1:05-1:25

SCHOOL VISITORS

All visitors are required to ring the doorbell, be summoned into the building, and then check in to the office. In the office, you will receive a Visitor Pass to wear. This allows faculty members to identify 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 period of time and never for the entire day.

Visitors are welcome in the building as long as the following procedure is followed:

1. All visitors must check in at the main office.
2. Visitors (with the exception of parents and/or guardians) are not allowed to visit a student during school hours.
3. Visitors may only visit a teacher on their planning time and must be approved in advance.

Parents, siblings, and grandparents are allowed to eat lunch with their family member during the assigned lunch period only. Mentors will also be welcomed to eat with students. The following procedures must also be followed:

1. All lunch visitors must check in at the main office.
2. Food may only be brought in for immediate family members.
3. Students must return to class on time.

NOTE: School Administration reserves the right to deny visitors' request whenever necessary.

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.

TECHNOLOGY

All students at CES will have access to technology on a daily basis. The goal of technology use for instruction is to provide students with engaging activities and providing them the skills they will need in their future. All classrooms are equipped with or have access to iPads, Smart Boards, desktop computers, and laptops. Sounds systems, document cameras, digital cameras, and GPS locators are examples of

other technology devices students could access.

At the beginning of the school or when students enroll at CES, an Appropriate Use of Technology contract will be presented to each student. This document must be signed by the student and parent and returned to CES before the devices can be used.

TELEPHONE USE

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.

TRAFFIC SAFETY

STUDENT DROP OFF & PICK UP:

Parents are encouraged to pick children up on the south side of the school building to prevent potential accidents. 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.

1. Fifth Street is a city street that travels east and west. When you pull your car to the curb to let students out of or in the car, you are considered parked. The right of way goes to oncoming traffic. Proceed, when you have the right of way.
2. If you are dropping off students at the gym, please do not get out of your car. Allow students to get in and out **ONLY** on the passenger side of the car. In doing so, the traffic will continue to flow and students will be safe.
3. If you need to assist students in getting out of the car, please drive your car west of the main entrance door, past the staff parking lot. You can safely park there and not disrupt the flow of the traffic. Students can proceed on the sidewalk to the gym between 7:40 - 7:50 A.M. or to the main entrance after 7:50 A.M.
4. Please stop before the crosswalk, it is illegal to park or stop in the crosswalk. All students are required to use the crosswalks. The safety patrol students and/or police officer will escort students safely across the crosswalks.
5. When heading east, please do not flip a U-turn in the middle of Fifth Street to enter the parking lot for safety reasons.

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.

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| <p>9. Students must keep quiet at all railroad crossings.</p> <p>10. Sponsors and students should board the bus as soon as possible after the</p> | <p>activity.</p> <p>11. Students violating these rules will be reported to the school principal who can deny the student bus-riding privilege.</p> |
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Appendix A

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.

Appendix B

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 on our school web site by

clicking the "To report bullying click here" link found at the top of the home page. All reports 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