

R. V. Haderlein Elementary



Student Handbook 2023-2024

R.V. Haderlein Mission Statement:

RVH will prepare students for the 21st century by maximizing each student's academic, personal, and social growth.

R.V. HADERLEIN ELEMENTARY SCHOOL PERSONNEL

BOARD OF EDUCATION

Roger Breneman, Dave Goble, Lori Johnson, Kelly Peak, Peggy Marshall, Aaron Coester, Henry Ashbacher

ADMINISTRATION

Todd Ferguson (Superintendent), Tina Daniel (Principal), Joni Benso (Assistant Principal)

FACULTY

Pre-K	Hannah Inman, Carissa Lindbloom
Kindergarten	Joanna Rose, Lindsay Schossow, Jennifer Potter, Christy O'Brien,
First Grade	Ariel Beam, Missy Brynds, Leah Gottlob, Leanne Prince, Courtney Williams
Second Grade	Megan Buzard, Hilary Rieck, Kaelee Shanholtzer, Lindsey Scheibe
Third Grade	Taylor Bernot, Tessa Johnson, Molli Johnston, Megan Webb
Fourth Grade	Heather Flannigan, Maggie Niederklein, Casey Swartz, Madie Krebs
Fifth Grade	Grace Cheesman, Christie Logue, Moriah Morey, Brendan Schmidt
Special Education	Linda Gage, Lori Seiwert
Title 1 Rdg. & Math	Joni Benso, Melissa Sisney, Becky Oplotnik
Music	Andrea James
P.E.	Evan Troike
School Nurse	Tara Bowin
Counselor	Amy Firman
Speech Pathologist	Janel Frazier
Art	Kim Smith
STEM	Jennifer Ziegler
Library	Christie Windsor

SUPPORT STAFF

Secretaries: Tasha Davenport, Meghan Tersinar

248 Paras: Kelly Crozier, Alex Leonard, Tasha Ferguson, Christa Meyer, Ashley Svoboda

SCHOOL HOURS

School Hours are from 8:10 a.m. to 3:10 p.m. **Students arriving from 7:30-7:45 will report to the cafeteria for breakfast or the gym. Students arriving from 7:45-8:00 will report to their classroom/hallway.** Doors will not open before 7:30. **All students remain under parent supervision until they are dropped off after 7:30.**

School dismisses at 2:10 every Wednesday for professional development.

HOURLY TIME SCHEDULE

8:10 a.m. class begins
11:00 a.m.....AM Pre-K Dismissal
12:00 Noon.....PM Pre-K Begins
3:10 p.m..... School Dismissal (Wednesdays at 2:10)

ATTENDANCE POLICY

****Please remember that Kansas school law gives the school district full authority to make decisions regarding the classification of absences.**

****Parents are responsible for verifying all student absences by phone on the days of the absence OR through a written note presented to the office by 8:00 am on the day they return to school. Unverified absences are classified as UNEXCUSED.**

EXCUSED MEDICAL VERIFIED: An absence verified by note from a medical professional (doctor, dentist, etc.). Also, absences due to medical emergencies or death of family or friends are classified in this category.

EXCUSED PARENT VERIFIED: An absence verified by note or phone call from the parent. This includes illness, personal reasons, etc. A maximum of nine school days may be classified as “excused parent verified” absences per semester. By sending a note or calling the school, the parent is asking school administration to “excuse” the absence. The school administration will decide whether to classify an absence as “excused”. A maximum of 9 absences per semester or 18 absences for the year may be classified as parent verified absences. All subsequent absences will be classified as UNEXCUSED unless excused by a doctor’s note.

UNEXCUSED: Includes: (1) absences with **no** communication from the parent within two days of the absence; (2) absences that are not excused by school administration.

TRUANCY

A student is considered to be truant if he/she is inexcusably absent for either 3 consecutive days, a total of 5 or more days in a semester, or a total of 7 or more days in

a school year. According to state law, the school must report truant students through a letter to the county attorney.

TARDY: Any student arriving at school between 8:10 a.m. and 9:10 a.m. will be considered tardy. Letters will be sent to the parents at 5 and 10 tardies. A student who is absent for more than ONE hour and less than four hours shall be considered absent one half day. A student absent four clock hours or more shall be considered as being absent one full day.

DRESS CODE

Students are expected to dress in a manner that will not be disruptive to the educational atmosphere of the school. Students whose appearance is disruptive or extreme will be requested to make the necessary adjustments, as determined by the principal. Students are expected to dress appropriately for all school activities.

All clothes shall be free of lettering and designs that might be obscene or promote alcohol, tobacco or drugs.

Tank tops must have at least a 2" shoulder strap (no spaghetti or thin straps).

Hats and/or items worn on or about the head are not permitted in the school building before school and during the school day.

Shoes - Students must wear tennis shoes on days they have PE.

Piercing of EARS ONLY; No other visible piercing is acceptable.

Hair - Colored hair is not acceptable unless it is dyed a natural solid color.

Excessive or large holes in jeans are not permitted.

BOOK FEES

All students are expected to pay a yearly enrollment fee of \$30. This fee is required for all of our students. Any delinquent fees may result in the students' non-participation of extra-curricular activities (Example: field trips, etc.).

CAFETERIA INFORMATION

Breakfast is served from 7:30-8:05 in the cafeteria each day.

Lunch Schedule:

2nd Grade: 10:50-11:20
1st Grade: 11:00-11:30
Kindergarten: 11:15-11:45
5th Grade: 11:30-12:00
3rd Grade: 11:45-12:15
4th Grade: 12:00-12:30

Money can be deposited in the student's account before school or at any time during the school day. Students will not be allowed to charge more than \$25.00 in meals.

You may check on your child's lunch balance using your PowerSchool username/password on our school website (www.girard248.org).

NOTES FOR DISMISSAL

It is the parent's responsibility to send a note to the teacher when your child is to go somewhere other than originally designated after school. If we do not receive a note, your child will be sent to his/her original destination. **If dismissal plans change during the school day, call the school prior to 2:00. Calls made at the very end of the school day may not make it to your child in time.**

TOBACCO PRODUCTS AND WEAPONS

NO weapons (example: knives, bullets, toy weapons, etc.) or tobacco products are to be possessed by any student. If these items are taken off the students, they will be kept by the school and NOT RETURNED. Depending on severity, disciplinary action will be taken.

CELL PHONES

Students are not to use cell phones at school during regular school hours. If a student has a cell phone at school, the phone is not to be displayed or shared with anyone. If a cell phone is stolen, lost, or damaged at school, the student and their family take full responsibility of any cost. If a student violates cell phone guidelines, the cell phone will be taken. Parents will be contacted and asked to pick up the student's cell phone in person at the school. There is no right or expectation of privacy if the device is confiscated by school officials. Administration has the right to view messages if they suspect inappropriate material and/or texting has occurred during school time.

PRINCIPAL'S DISCIPLINE PLAN

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. Depending on severity, a discipline report will be filed and sent home to

parents or a phone call may be made. In addition, one or more of the following actions may be taken by the principal:

- √ conference with principal
- √ time out
- √ referral to counselor
- √ call parents
- √ contact SRO (school resource officer)
- √ detention
- √ suspension

It is in the best interest of elementary students that home and school work together for the child's education. We will be in close contact with parents concerning the progress of their child in school.

SCHOOL PARTIES

There will be three (3) parties throughout the year; Halloween, Christmas, and Valentines. Letters for volunteers will be sent home with students to determine who will provide treats and games for these parties. Activities will occur during the last hour of the school day. Activities will be limited to the classrooms.

PARTY INVITATIONS

No party invitations will be handed out during the school day.

GUIDELINE TEMPERATURES FOR OUTSIDE RECESS

To help provide building-wide consistency regarding recess, the following plan has been created. All temperatures are based on **wind chill**, not actual temperature. Use the district home page and click on GMS weather to check for wind chill.

19 degrees or below wind chill - No one goes outside for recess

20 degrees to 32 degrees wind chill - Modify time outside at recess

32 degrees or above wind chill - Regular scheduled recess times

FIRE/TORNADO/SAFETY DRILLS

All students will participate in regular fire/tornado/safety drills. Parents should impress upon their children the importance of maintaining a serious attitude when practicing for emergency situations.

School Nurse

Our school nurse is located within the RVH office. If students must take medication of any kind while at school, the medication **MUST** be stored in the Nurse's office. The

nurse will dispense the medication at the appropriate times. We must have a parent/guardian signature on file to administer medication.

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. **It is important that we have an updated, working phone number on the emergency contact list.** If your child is ill, please do not send him/her to school.

A student suspected of having a contagious disease or condition will be excluded from school until the expiration of the prescribed period of isolation for the particular disease or condition as recommended by the KDHE. If the attending person licensed to practice medicine or the local health officer finds upon examination that the student suspected of being infectious or contagious is not suffering from an infectious or contagious disease, he or she may submit a certificate to this effect to the school.

BUILDING SECURITY

USD 248 is committed to the safety of all students and staff. All visitors are to check in at the office before being allowed entrance into the building after 8:10 AM. They will be issued a 'visitors' pass to proceed into the building. **We will no longer allow patrons access past the entrance doors after the first week of school to walk students to class.** Students will make their way to the classroom, hallway, gym or cafeteria unassisted. PreK students will have personnel at designated doors to escort students to the classroom. Other school personnel will be on duty at the doors, in the hallways, gym and cafeteria to assist students, if necessary. Other measures may be implemented as the need arises.

SEXUAL HARASSMENT
Policy No. JGEC, Part E:

STUDENT RIGHTS AND RESPONSIBILITIES: SEXUAL HARASSMENT/SEXUAL ABUSE

NOTICE OF PARENT AND STUDENT RIGHTS

What is the District policy concerning sexual misconduct?

The district forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is Sexual harassment?

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as "illegal sex acts performed against a minor..." It may include, but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal or the principal's designee. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or designee will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Midwestern Division
10220 North Executive Hills Boulevard, 8th Floor
Kansas City, Missouri 64153-1367
Phone: (816) 880-4200 / Fax: (816) 891-0644 / TDD: (816) 891-0582

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the students' and/or parent's signature; and the date of the conference with the principal or designee.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the board of Education at its next regular meeting, in accordance with policy KN-R. The Board will hear the complaint in a closed meeting, unless otherwise required by the Kansas Open Meetings Act. At the conclusion of the hearing, the Board of Education will decide what action it deems appropriate.

Policy No. JGEC, Part C:

STANDARD OF CONDUCT INVOLVING STUDENTS:
SEXUAL HARASSMENT/SEXUAL ABUSE

The District shall develop and implement a sexual harassment policy to be included in the District improvement plan.

Title IX prohibits gender discrimination in education programs that receive federal financial assistance. 20 U.S.C. 1681; 34 CFR 106.11
Employee-Student Sexual Harassment or Abuse

Sexual harassment of students in closed such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Sexual harassment of students by employees can be discrimination on the basis of sex under Title IX. 20 U.S.C. 1681-1686.

A District official who has authority to take corrective action on the District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse.

Sexual Abuse by Employees

When an administrator learns of facts or a pattern of inappropriate sexual behavior by an employee under his or her supervision that plainly point toward the conclusion that the employee is sexually abusing a student, the administrator shall take appropriate action.

Student-Student Sexual Harassment or Abuse

When gender-based peer harassment takes place in a context subject to the District's control, and that District exercises substantial control over the harassment, it shall take appropriate action in light of the known harassment.

The District shall not directly discriminate on the basis of sex when addressing peer sexual harassment.

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse by Employees

District employees are prohibited for sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Reporting Requirements

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or designee.

Investigations

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment that are not minor shall be referred to the principal or designee.

Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Notice to Parents

The District shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The district shall notify parents of any incident of sexual harassment or sexual abuse by an employee. Notice shall include providing the parents with a copy of the Notice of Parent and Student Rights.

Protection from Retaliation

The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Complaint Process

For the purpose of the following complaint process, "days" mean calendar days.

Level One

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment of sexual abuse by an employee may request a conference with the principal, or designee. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office for Civil Rights.

The principal or designee shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of the initial conference. The student or parent shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to a person who is the subject of the complaint.

Level Two

If the Resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's signature, and the date of the conference with the principal or designee.

Level Three

If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the Board of Education at its next regular meeting. The complaint shall be included as an item on the agenda posted with the notice of the meeting. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

Closed Meeting -The Board of Education shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.