

R. V. Haderlein
Elementary



Student Handbook
2017-2018

R.V. Haderlein - USD 248 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, Beth Murphy, Lori Johnson, Tony Stonerock,
Dale Coomes, Dale Shireman

ADMINISTRATION

Blaise Bauer (Superintendent), Mark LaTurner (RVH Principal), Tina Peak (Assistant Principal)

FACULTY

Pre-K	Carissa Lindbloom
Kindergarten	Nancy Boore, Dina Blevins, Jenna Brown, Rhyan Lofts
First Grade	Missy Brynds, Leah Gottlob, Shirley Lechien, Jennifer Ziegler
Second Grade	Becky Oplotnik, Karen Kukovich, Sabrina Murphy, Lisa Harris
Third Grade	Amanda Reed, Mieann Wren, Ashleigh Brauer, Tessa Johnson
Fourth Grade	Kim Curran, Kay Montee, Donna Martin
Fifth Grade	Tracy Belcher, Christy Logue, Melodee Knopp, Morgan Crawford
Special Education	Autumn VanLeeuwen, Amanda Kroenke, Lori Ferguson
Title 1 Rdg. & Math	Tina Peak, Joni Benso, Melissa Sisney
Music	John Womeldorff
Librarian	Carrie Smith
P.E.	Ben Niggemann
School Nurse	Christine Call
Counselor	Amy Firman
Speech Pathologist	Sherry Boultinghouse
Mentor Program	Jannette Allai

SUPPORT STAFF

Debbie Knapp (Principal's Secretary), Laurie Masters (Secretary)

NOTICE OF NONDISCRIMINATION

In compliance with the Executive Order 11246; Title II of the Education Amendments Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Girard Unified School District #248 shall not discriminate on the basis of sex, race, color, national origin, or handicap in employment, admission, access, educational programs or activities which it operates.

It is the intent of Girard Unified School District #248 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations.

Any person having inquiries concerning Girard Unified School District #248 compliance with the regulations implementing Title II Title VI, Title IX of Section 504 is directed to contact coordinator of compliance, **Blaise Bauer, Superintendent, Girard Unified School District #248, Girard, Kansas 66743. (724-4325)**

Any person may also contact the Regional office for Civil Rights, 324 East 11th, Kansas City, Mo., 64105, regarding the school district's compliance with the regulations implementing Title II, Title VI, Title IX, or section 504.

PRINCIPAL'S MESSAGE TO PARENTS

Education at R.V. Haderlein is designed to meet the needs of each individual student. The staff believes that every child is a unique and special individual who can learn. We believe that it is our responsibility to serve as facilitators for the nurturing and developing of every child's maximum potential; academically, physically, socially, and emotionally. We are committed to providing opportunities, which will assist the students in making self directed, realistic, and responsible decisions when solving problems that may confront them in our ever-changing world.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we are not enough. You, the parents, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are vital!

Parents count! Come to school, meet us, talk to us, join the PTO team, and volunteer your time and energy. Your involvement will show your child(ren) that you value their education. Let's work together.

SECTION 504 REHABILITATION ACT OF 1973

The Section 504 Coordinator for USD 248 is Blaise Bauer, Superintendent of Schools. His responsibility is to coordinate the LEA's efforts to comply with and carry out the requirements of Section 504 to insure nondiscrimination on the basis of handicap in its educational programs and activities. A copy of the student and parental rights under this law is available in the coordinator's office or by contacting the building principal.

THE IMPORTANCE OF BEING POSITIVE

Much has been written and spoken about the power of positive people. The research is clear; when we expect the best, we are more likely to get it. This is especially true of students. When we set high expectations and reward good behavior we are much more likely to see students doing good things for themselves and for others.

At R.V. Haderlein Elementary, believing in our selves is the first step toward success in other fields of endeavor. The staff believes that when students see themselves succeeding, they will strive for a higher level of expertise each day. Our goal is to teach our students self-management skills that are based on success. We will be working with our families to maximize each student's opportunities for reaching his/her goals.

We believe in encouraging consistent behavior by rewarding positive student behaviors. Our effort is to "catch 'em being good." In this way, we hope to help children to become positive, self-confident people who will become credits to their families, school, and community.

To this end, the faculty and staff of R.V. Haderlein Elementary pledge themselves to making every opportunity available for students to be successful each day and to the development of behaviors that are good for themselves and others. We further pledge ourselves to making sure that every day each student will have something to be proud of when he/she goes home.

The following are the general rules of conduct for all students at R.V. Haderlein Elementary;

- Students have primary responsibility for their actions. We encourage self-control.
- Students must observe the safety rules of the school for their own security and that of others.
- Students shall respect the person and property of others around them.
- Students shall follow classroom rules established by the teachers.

VOLUNTEERS

All parents are encouraged to get involved in your school. There are many areas in which your help is needed. If you are interested in becoming a parent volunteer, please contact the elementary office.

BOOK FEES

Book fees are due upon enrollment. Any delinquent fees may result in the student's non-participation of extra curricular activities.

SCHOOL LUNCH PROCEDURES AND INFORMATION

State and Federal law requires that our method of collecting and accounting lunch monies be submitted for approval to the State Department of Education. Our plan has been submitted and approved. Regulations are quite involved and specific. We are obligated to follow these regulations as closely as possible.

Every student has a personal meal/milk account that is managed through Power School. No change will be returned to student. Whatever amount the student brings to the office will be deposited on their account. An automated phone call will be made if the students lunch account is \$2.00 or less. A sandwich and carton of milk will be served to students with charges over \$25.00.

You may check on your child's account at www.girard248.org, using your child's Power School Password.

STUDENTS LEAVING FOR LUNCH

Our school welcomes the idea of a parent taking their child to lunch. However, this would be limited to your child only.

ACCIDENTS

Any student who has an accident while on school property (including buses) is asked to report immediately to the office and be examined by office personnel. You should follow this procedure regardless of how slight you feel the injury may be.

SCHOOL HOURS

School Hours are from 8:10 a.m. to 3:10 p.m. If students arrive prior to 8:10 a.m. they are to go directly to their appropriate hall/gym where they will sit quietly. **Students must not arrive at school prior to 7:30 a.m.** School dismisses at 2:10, every Wednesday for professional development.

HOURLY TIME SCHEDULE

8:05 a.m. passing bell.....8:10 class begins
11:00 a.m.....AM Pre-K Dismissal
12:00 p.m.....PM Pre-K Begins
3:10 p.m..... School Dismissal (Wednesdays at 2:10)

VALUABLES

Students should not bring things of value to school (such as large amounts of money). If it is necessary for a student to bring money to school, then it may be left in the office for safe keeping.

ELECTRONIC GAMES AND TOYS

Due to the cost of electronic devices it is our policy that these items should not be brought to school. If a student has one at school, it will be taken from them and kept in the office until the end of the day. At this time the student may pick it up and take it home. This is for the protection of the student's items so that they do not get stolen or misplaced. (This does not pertain to the school provided iPads)

NOTES

In order for us to keep our messages straight, we are requesting that parents send notes to the teacher. **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.

LOST AND FOUND

Any article that is lost or found should immediately be reported to the office. Since we acquire a large amount of clothing during the year we would ask that all items be marked with the child's name for positive identification.

TOBACCO PRODUCTS AND WEAPONS

NO weapons (example: knives, Chinese stars, num chucks, BB's, razor blades, nails, 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.

DRESS CODE

Students at Haderlein Elementary School 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. All clothes shall be free of lettering and designs that might be obscene or promote alcohol, tobacco or drugs. Hats and/or items worn on or about the head are not permitted in the school building before school and during the school day. **FLIP-FLOPS/SANDELS/OPEN TOED** footwear are not permitted in the school building before school, during the school day, or on the playground. Piercing of **EARS ONLY**; no other visible piercing acceptable. **HAIR**--colored hair is not acceptable unless it is died a natural solid color. **Boys' Hair Length** - Hair is not to touch the collar of a crew neck t-shirt, cover the eyebrows or extend below the earlobes. Ponytails, rat tails, or any other style that would circumvent the policy are not permitted. Shoes must be worn in the building at all times. Students are expected to dress appropriately for all school activities.

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.

TECHNOLOGY EQUIPMENT USE

Computers and all other technology equipment provided by USD 248 should be used in an appropriate manner. If a student is found misusing the equipment or misusing the internet or other programs they will lose their computer privileges.

iPAD ACCEPTABLE USE POLICY

(See the iPad Policy found on the district website at www.girard248.org).

PRINCIPAL'S DISCIPLINE PLAN

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. A discipline report will be filed and sent home to parents. 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 children in school.

SPONSORED 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 in the last hour of the school day. Students are not to come to school dressed in costumes. Activities will be limited to the students' classrooms.

PARTY INVITATIONS

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

STUDENT VISITORS TO HADERLEIN

During school hours we ask that visiting students do not spend the day with students that are enrolled at Haderlein Elementary School.

TEXTBOOKS

We provide textbooks in every subject for every child. These books are to be kept clean and undamaged. If a book is lost, it must be paid for before another can be issued.

PICTURES

School pictures are taken twice a year. The date will be scheduled and you will be notified well in advance. Picture packets will be available for purchase.

BAD WEATHER

When inclement weather occurs, please do not call the radio station, the TV station or the school. All information about school closings or delayed school openings will be announced frequently on radio and TV, as early as 6:00 a.m. on the day involved. Also, a school reach notification to all students will be implemented.

GUIDELINE TEMPERATURES FOR OUTSIDE RECESS

To help provide building wide consistency regarding recess access due to temperature, 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 your 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 drills. All parents should impress upon their children the importance of maintaining a serious attitude when practicing for emergency situations

ATTENDANCE POLICY

As everyone knows, regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary in a well-ordered school, both for proper training for the student and to avoid disruption of classroom procedures. Therefore, we are asking for cooperation in following the guidelines established within our policy. Please read the policy carefully and contact the principal if you have any questions.

The principal of each attendance center is responsible for the application and enforcement of the attendance policy. Unusual circumstances may merit exceptions in individual student cases. Students participating in a school sponsored activity under the supervision of a district staff member shall not be considered absent. A student absent for more than ONE hour and less than four hours shall be considered as being absent one half day. A student absent four clock hours or more shall be considered as being absent one full day.

In accordance with state law, **a student not attending three consecutive days or five or more days in any one semester without a valid excuse shall be reported to the Social and Rehabilitation Services and/or the County Attorney.** Said report shall be by phone if possible and followed by letter on a form provided by the Superintendent. Copies of the form shall also be delivered to the superintendent and the parents or legal guardian and kept on file in the attendance center office. The report form shall request that a response from the SRS noting the action taken by the office be mailed to the principal of the attendance center. **IF YOUR CHILD IS ABSENT FROM SCHOOL, PLEASE NOTIFY THE SCHOOL SO THAT WE MAY KNOW WHY YOUR CHILD IS NOT IN SCHOOL.**

Absences will be classified into five categories. They are:

TARDY: Any student arriving at school between 8:10 and 9:10 will be considered tardy. Letters will be sent to the parents at 5, 10, and 15 tardy occurrences. A letter will also be sent to the County Attorney on the student's 15th tardy.

Students must report in at the office regardless of when they finally arrive at school. Always check in if you are late!

EXCUSED MEDICAL VERIFIED: An absence verified by note from a medical professional (doctor, dentist, etc.) Also, absences due to medical emergency 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. Includes illness, family trip, personal reasons, etc. Note or phone call must happen within 48 hours of the absence. A maximum of eighteen (18) school days may be classified as excused parent verified absences. After a student reaches 18 "parent verified" absences, subsequent absences will be classified as "unexcused" unless they can be documented through a note from a medical office or court official.

UNEXCUSED: An absence with no communication from the parent within two (2) school days of the absence; includes skipping school, cutting class, etc. Also includes excessive absenteeism that indicates more than 18 parent verified absences.

EARLY OUT: Students leaving between 2:10 and 3:10 will be considered an Early Out. Letters will be sent to the parents at 5, 10, and 15 early outs. A letter will also be sent to the County Attorney on the student's 15th early out.

Students who need to leave school early must bring a note from home. They should give the note to the office secretary in the morning. Upon check out through the office, the secretary will mark the students attendance accordingly.

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

*****Parents are responsible for verifying all student absences by phone on the day of the absence OR through a written note presented to the office by 8:10am on the day they return to school. Failure to do this will result in an UNEXCUSED absence.***

NOTES ON ATTENDANCE

PARENT VERIFICATION OF STUDENT ABSENCE: Please call R. V. Haderlein office on or before

9:30 am (724-4327) if your child is unable to attend school that day. It is the responsibility of the student and his/her family to verify an absence. The student will be expected to bring a note when they return to school if phone contact is not made with the office. Students returning from an absence should report to the office before 8:10.

ILLNESSES

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. That is why it is so important that we have an updated, working phone number on the emergency contact list. We have some temporary facilities to help comfort the sick child while he/she is waiting. 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.

Suggestions For Parents Responding To A Crisis

If your child is involved in or affected by a tragedy or other type of crisis, there are some general guidelines or suggestions that may help you to better understand and respond to the situation. You know your child best; however, you should be alert to his individual needs, behaviors, feelings and perceptions.

A crisis is generally viewed as a temporary state of emotional upset or disorganization. It's characterized by a person's inability to cope with a particular event or situation using his customary coping strategies and problem solving skills. The impact on an individual depends on the event or situation and on how that person perceives it in relation to his life.

Crises may offer the opportunity for significant learning and growth if resolved and integrated into a person's life and functioning as well as for negative consequences.

Make yourself available and accessible to your child if and when he wants to talk. Be flexible and responsible to his needs.

Try to maintain as much of a routine and sense of "normalcy" as you can, but be tolerant of temporary changes, upsets, and needs. Do not be too demanding or structured.

Communicate/demonstrate your concern, care, support, understanding and acceptance. Do not be judgmental or use words like "should" or "must" with respect to their feelings and behaviors.

By expressing yourself openly and honestly and displaying your confidence (i.e., that things will improve and that life will go on) and coping ability, you can serve as an important role model for your child and increase the likelihood that he will adopt similar behaviors and attitudes.

Listen to your child when he wants to talk and try to communicate that you understand and accept what he has to say. If he does not want to talk, do not force discussion, but let him know that you are willing to listen whenever the need or desire does arise. Do not assume that your child is not reacting or will not react simply because you do not observe an initial reaction.

Do not try to "rescue" your child or force him to feel better. Be patient and allow him to recover at his own pace in his own way.

Do not try to protect or isolate your child from "Threatening" topics or issues, especially those that he is trying or needing to deal with in order to work through and learn from the crisis...

COUNSELING SERVICES

The guidance counselor, Mrs. Firman, is here to help you with any of your concerns and problems. If you find your schoolwork too hard, your grades too low, or have any personal problems, make an appointment to visit with Mrs. Firman.

LEARNING COMPACT

This Learning Compact is a way for the teacher and the parents/guardians to become partners in student learning. The compact is an agreement between the home and the school that defines goals, expectations and shared responsibilities of school and home. This communication between parents/guardians and teachers will focus on encouraging students to take responsibility for their own achievement.

Parent/Guardian

As _____'s parent or guardian, I will support my child's learning by doing the following:

- * See that my child attends school regularly
- * Establish a time and provide a quiet place for schoolwork
- * Read with my child and let my child see me read
- * Show respect and support for my child, the teacher and the school
- * Provide encouragement for my child's efforts
- * Communicate with my child about his school day
- * Participate in educational decisions relating to my child

Student

I will work to the best of my ability by doing the following:

- * Attend school regularly
- * Show respect for myself, my school and other people
- * Always try to do my best in my work and my behavior
- * Complete and return all schoolwork

Teacher

I will strive to do the following for all of my students:

- * Show respect for each child and his family
- * Enforce school and classroom rules fairly and consistently
- * Provide students and parents information about the student's progress
- * Make learning relevant and enjoyable to the student
- * Focus on the improvement of math and reading skills

We will work together to meet the expectations of this compact.

Teacher _____ Date _____
Parent/Guardian _____ Date _____
Student _____ Date _____

BUS TRANSPORTATION POLICY

1. The school furnishes transportation for those students who live outside the boundaries established by the Board of Education.
2. The driver is in charge of all students and the bus. Students will obey the driver promptly and at all times, or will forfeit the privilege of riding the bus.
3. Drivers will check attendance daily and report passenger changes as they occur.
4. Students must be on time. The bus will not wait beyond its regular schedule for those who are late getting to their stop.
5. Students are not permitted to leave the bus until they arrive at their usual destination, except upon written instructions from the principal or parents. If a pupil is riding home with another student, the note must be presented to the principal who will make the decision on approving the request. The student will then present the approved note to the driver.
6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.

BUS SAFETY REGULATIONS

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times while riding the bus. Riders should not talk at all while the bus is at intersections or railroad crossings.
2. Riders must never tamper with the bus or any of its equipment, especially the emergency door exit.
3. Any damage done by students riding the school bus, such as a cut cushion, broken window, etc. will have to be paid for by the pupil and his/her family.
4. Riders must always keep their arms and head inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless warranted by medical situations.
7. The driver shall have the authority to assign a seat to each passenger. Students should stay seated.
8. Students must not try to get on or off the bus, or move about the bus, while it is in motion.
9. Extracurricular trips: If time is scheduled for a food stop, no food or drinks should be brought onto the bus. Some extracurricular trips will necessitate allowing drinks on the bus. The sponsor should assure that the students take care of the trash. No glass containers. Sponsors who do not comply with this rule should be reported to their building principal to rectify the problem.
10. Students who refuse to cooperate fully and to observe these regulations will be denied the privilege of riding the bus.

Parent Involvement Policy Statement

Unified School District #248 recognizes that parental involvement is a vital component of student learning. Parents will be actively involved in the support of student success and academic achievement. In order to assure collaborative partnerships between parents and schools, participants are committed to:

- a. establishing effective two-way communication with parents respecting the differing needs of families
- b. providing frequent reports to parents on student progress
- c. reasonable access to the observation of classroom activities and opportunities to volunteer and participate in the classroom
- d. providing family math and reading nights throughout the school year
- e. provide the support that is necessary in the planning and implementing effective parental involvement
- f. coordinate and integrate with other programs

- g. the belief that all children can learn
- h. supports the mission of successfully educating all students
- i. recognizes the education of children is a responsibility shared by parents, families, school staff, and community
- j. parent and family involvement is an ongoing process that will assist parents and families to meet their obligations of being their child's first teacher
- k. parents shared responsibility for decisions about their child's education, health, and well being
- l. school district, staff and parents will participate in an annual evaluation of the content and effectiveness of the parental involvement policy

91-40-7. CHILD FIND

- (a) Each board shall adopt and implement policies and procedures to identify, locate, and evaluate all children with exceptionalities who meet any of the following criteria:
 - (1) Attend private schools;
 - (2) Are highly mobile, including migrant and homeless children; or
 - (3) Are suspected of being children with disabilities even though they are advancing from grade to grade.
- (b) Each board's policies and procedures under this regulation shall include age appropriate screening procedures that meet the following requirements:
 - (1) For children younger than five years of age, observations, instruments, measures, and techniques that disclose any potential disabilities or developmental delays that indicate a need for evaluation, including hearing and vision screening;
 - (2) For children from ages five through 21, observations, instruments, measures, and techniques that disclose any potential exceptionality and indicate a need for evaluation, including hearing and vision screening as required by state law; and
 - (3) Implementation of procedures ensuring the early identification and assessment of disabilities in children.
- (c) (1) A board shall not refer any child for an evaluation who is enrolled in any of the grades kindergarten through 12 until school personnel, including the child's regular education teacher and special education instructional and related services staff, make one of the following determinations:
 - (A) Regular education interventions and strategies to address areas of concern, including instructional or environmental modifications, are inadequate to address the areas of concern for the child.
 - (B) Regular education interventions and strategies to address areas of concern, including instructional or environmental modifications, have been implemented but have been inadequate to address the areas of concern for the child.
 (2) A board shall implement regular education interventions and strategies to address areas of concern for a child before referring the child for an evaluation unless one of the following conditions is met:
 - (A) School personnel can demonstrate that those interventions and strategies are inadequate to address the areas of concern for the child.
 - (B) The parent of the child requests, and gives written consent for, an evaluation of the child, and the board agrees that an evaluation of the child is appropriate.

Each board, at least annually, shall provide information to the public concerning the availability of special education services for exceptional children, including child fine activities conducted by the board.

(Authorized by K.S.A. 1999 Supp. 72-963, implementing K.S.A. 1999 Supp. 72-966; effective May 19, 2000.

STUDENTS AND PARENTS:

Check out your current grades and attendance on **POWER SCHOOL!!**

Three easy steps to check on up-to-date student performance:

- 1. Go to our school web site www.girard248.org**
- 2. Click on the Power School link**
- 3. Enter your user name and password (both parents and students will be given th**