

**FOOTBALL**  
**YEARLY**  
**ELEMENTARY**  
**LOOKS**

**2009**



**2010**

**COORDINATOR**  
**HANDBOOK**  
**STUDENT**

### **Mission Statement of USD #341**

Our learning community's mission is to inspire every student to become a passionate, purposeful and concerned learner.

### **Vision Statement of USD #341**

Outstanding Personal Student Success.

### **Belief Statements of USD #341**

1. Education is the foundation of a democratic society.
2. All students will succeed in unique and different ways.
3. All Oskaloosa graduates will have mastered certain essential skills.
4. Our schools promote skills for lifelong learning.
5. Our schools provide a sequential, aligned curriculum.
6. Our schools are committed to effective staff development that results in student improvement.
7. Technology plays a major role in our society.
8. Our school provides a nurturing learning environment.
9. Visionary leadership enhances school success.
10. Students, families, community and our school share responsibility as educational partners.
11. Discipline, hard work, respect and honesty are essential components of a successful work ethic.

### **Mission Statement of Oskaloosa Elementary School**

The mission of Oskaloosa Elementary School is to prepare all children for continued education: academically, socially, culturally, physically and emotionally.

### **AFFIRMATIVE ACTION**

The Oskaloosa School District has the responsibility for preparing students for active and constructive participation in a society which is culturally diverse. Cultural diversity is understood to mean diversity in sex, race, ethnic background and religious beliefs.

The district affirms a policy that guarantees equal employment opportunity in the recruitment, selection, retention and promotion processes without discrimination for reasons of race, ethnic background, sex or religious beliefs.

Any student or employee of this district who believes she/he has been discriminated against in any district education program or activity may file a written complaint. An investigation will be conducted and a written response will be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint along with the superintendent's response shall be provided to each member of the school board. If the complainant is not satisfied with such response, she/ he may submit a written appeal to the board of education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The board shall consider the appeal at its next regularly scheduled board meeting following receipt of the response.

### **EQUAL RIGHTS**

All students attending USD #341, Oskaloosa Public School, 404 Park Street, in Kansas may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap or sex. In compliance with the Executive Order 11246; Title H 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 Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations and policies.

## **INSTRUCTIONAL PROGRAM**

### **Basic Skills**

Teachers, administrators and curriculum specialists have set student performance standards, or outcomes, in the academic areas of reading/communications, mathematics, social studies and science at each grade level. These outcomes are available to parents upon request in the office. Student assessment in these areas is an integral part of instruction. Various types of assessments will take place throughout the school year to determine instructional needs.

### **Computers**

Computer instruction takes place on a weekly basis. Basic keyboarding, program knowledge, and accuracy are the goals toward which students strive.

### **Homework**

Homework is an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students must, at times, finish related study and follow-up work at home. Homework is considered the extension and reinforcement of classroom learning experiences beyond the classroom. The purpose of an assignment should be for one of the following reasons:

- \* Practice assignments should help students master basic skills that have already been presented in class.
- \* Preparation assignments should help students benefit from subsequent lessons; for example define vocabulary terms that will be used in the next lesson.
- \* Creative assignments should require students to integrate many skills and concepts; for example, a book report or research project.

To become well-rounded individuals, students need to participate in varied activities outside of school or simply to play with their friends; consequently, assignments should be in harmony with their needs and abilities. Parents are encouraged to talk with their child's teacher regarding specific grade level homework policies. The teachers at Oskaloosa Elementary School believe that homework serves to:

- \* provide independent practice of learned concepts
- \* develop lifelong learning skills
- \* extend learning beyond the classroom
- \* develop good study habits
- \* encourage the use of independent research skills
- \* promote student responsibility and self-discipline
- \* provide communication between school and home regarding learning

### **Academic Dishonesty (Plagiarism)**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

### **Library/Media Center**

Students will have a weekly opportunity to check-out books from the library. In addition, they'll participate in the Accelerated Reader program which encourages reading comprehension. Students strive to achieve higher levels of AR points along their reading journey and even win prizes.

Regular library books: These are placed on the shelves and must be checked out before they are taken from the media center. Any book checked out must be returned on or before the due date. Due dates are usually two weeks from the date the book was checked out. If the student still needs the book, the check out may be renewed for an additional time period.

Reference books: These include dictionaries, general and special encyclopedias, almanacs, biographical sources, bound columns of magazines and other miscellaneous reference materials. Students may take them off the shelves, but must have permission from the media specialist or the media aide before they may be checked out.

Students will be required to pay for lost or damaged books.

### **Music**

The elementary music education curriculum is designed to provide all students with the opportunity to develop their musical potential and understanding of music through active participation. The curriculum is sequentially developed to increase students' knowledge of elementary music (melody, harmony, rhythm, tone color and musical expression). Each student has the opportunity to participate in at least one performance a year. Grades K through six participate in music class weekly. Students in fifth and sixth grade will also have the opportunity to participate in band, if they so choose.

### **Physical Education**

The purpose of physical education is to develop the individual physically, mentally, emotionally and socially. Optimum development is dependent upon a wide variety of movement activities taught in a sequential manner. In addition, health education is provided to children during their regular school day using the resources of the classroom teacher, physical education teacher, district dietitian/food program coordinator and Jefferson County Health Department nurse assigned to the school. Physical and health education is held weekly for students K through sixth grade. \*\* All students are required to wear appropriate shoes during physical education class. If a student is not to participate in physical education class, a written parental excuse is needed. If the student is to be exempted from participation in physical education class for more than 3 days, a doctor's excuse may be required.

### **Testing**

Standardized group tests (Measures of Academic Performance) are given to pupils in grades 2 through 6. Further information regarding testing schedules will be published in the weekly newsletter. Test results will be interpreted to parents upon request by either the school principal or counselor. Kansas State Assessments are given to third, fourth, fifth and sixth graders.

# **ATTENDANCE**

Students must arrive to school by 9:00 AM to be considered in attendance for the day.

## **Absences and Make-up Work**

When a student is absent for any reason, it is the STUDENT'S responsibility to approach all of her/his teachers about making up work. The work must be made up using the following guidelines:

1. Homework assignments are available from the Elementary School office. Please contact the office by 9:00 AM so assignments can be ready by the end of the school day.
2. When an assignment is missed, the student is responsible to return all make up work to the teacher.
3. If the assignment is made prior to the absence, the assignment is due upon the student's return.
4. If the assignment is made during the absence, the student will be allowed one day for each day of absence, plus one day to make up work.
5. If you need to leave during the school day for a scheduled appointment, a parent/guardian must sign her/his student out of the building. You must sign in upon your return to school.
6. Notify the office at least one week in advance of a planned extended leave. An extended leave is an absence of three days or more from school. The student will bring a written note from her/his parent/guardian. The note should include dates of absence and reason for absence.

## **Absence (Student's Responsibilities)**

1. After returning from an absence, the student must present a note from a parent, or the office must receive a phone call from a parent, stating the time and reason for the absence.
2. If a student forgets a note, the absence shall be categorized as "unexcused" until a note is brought. Parental permission for the absence must be presented within 48 hours of the student's return to school, or disciplinary penalties for unexcused absences shall be incurred.

## **Arriving at School (Student's Responsibilities)**

Once a student arrives on school grounds, the building officials have the responsibility for that student until the end of the school day unless other arrangements are made. Once the student arrives on school grounds, she/he is in attendance for that day.

Students arriving to school by bus will immediately enter the Junior High School building for breakfast or the elementary school for supervision.

To leave school before 8:10 AM or during the day, a student must have advance permission from a parent or receive permission from the principal. The student must sign out in the office with an authorizing signature from the principal or her/his representative.

A student leaving during the day without permission and without signing out shall incur disciplinary consequences. She/He shall still be responsible for bringing a note concerning her/his absence.

A student entering school during the day either for the first time or after having signed out, must sign in at the office.

## **Attendance (Responsibility)**

Regular attendance is important for success in school, and the habit of good attendance is important in later life. The student and her/his parents are responsible for the student's regular attendance. When a student is unable to attend school, parents should call the elementary school office at 785-863-2254 before 9:00 AM. Parents or guardians should identify themselves, give the student's name and homework needs.

### **Excused and Unexcused Absences**

"Excused Absence" means an absence that is excused by the student's parents or legal guardian. Thus, "excused" means "absent with prior parental permission." The principal does have discretion in certain cases which would otherwise be unexcused. The principal may determine an absence to be unexcused, even with parental permission regarding the absence.

"Unexcused Absence" means an absence that occurred without the prior permission and knowledge of the parents or legal guardian. Unexcused absences are subject to disciplinary penalties as set forth below.

- Unexcused absences will be dealt with by family attendance hearings, reports to SRS, and/or the county attorney.

Missing classes due to any school sponsored activity is not considered an absence.

### **Procedures for Excessive Accumulated Absences**

Occasionally a student's absences become excessive, to the detriment of the student's success and the proper operation of the classroom. At these times, the school must impose additional consequences other than those for individual absences. The following actions shall be taken when absences accumulate to certain levels during the year.

1. Upon the 12th, 15th and 18th absence, the office will mail the parents a reminder . The office will also try to make phone contact after the 15th absence.
2. Parents with children who have a chronic illness which could cause excessive absences should discuss this with the principal before 19 absences are reached.

### **Perfect/Outstanding Attendance**

Students that have zero absences for any reason through the spring awards ceremony will be recognized as having Perfect Attendance. A second category, Outstanding Attendance, will be added to recognize students meeting the following criteria:

Absences for professional appointments or a death in the family will allow a student to be considered for Outstanding Attendance.

A student will be eligible for Outstanding Attendance with a maximum of 9 professional appointments during the course of the school year and a maximum of 2 personal absences per year (i.e. Student to Work Day).

Absences in excess of the guidelines above, or any other absence for any reason, shall disqualify a student from consideration of Outstanding Attendance. An absence that is excused by a parent or guardian is still an absence, regardless of the reason.

At the discretion of the principal, the above guidelines can be set aside per individual case.

### **Professional Appointments**

"Professional appointment" means an appointment with, and validated by, a professional for medical or legal reasons, such as doctor's appointment, counseling, and court appearance. The counselor and the principal have the right to declare absences as "professional" when, in their opinion, situations in a student's personal life warrant their absence. Professional appointments should always be documented with a note from the professional involved. Documented professional appointments will not be counted in the 19 excused absences.

### **Student to Work Day**

Student to Work Day is considered a personal absence, if parent notification occurs.

### **Truancy**

A child is truant when she/he is required by law to attend school and is not enrolled in a school. A child is also truant if she/he is inexcusably absent from school three consecutive days or has a total of five accumulated unexcused absences in one semester. A child is inexcusably absent if she/he is absent for a significant part of the day without a valid excuse. A significant part of the day is 35 minutes.

The building principal is the school official designated by the Board of Education to determine whether an absence is inexcusable or is acceptable with a valid excuse. If a student is under 16 years of age and has a total of three (3) consecutive unexcused absences, or a total of five (5) accumulated unexcused absences in one semester, the student will be referred to the juvenile court and/or SRS.

## **BUILDING HOURS**

### **Arriving at School**

School doors will not be opened until 7:30 a.m. Breakfast will be served from 7:45 a.m. until 8:05 a.m. School begins at **8:10 a.m.** When students begin arriving in the morning, they need to go to morning supervision. No students will be allowed to stay outside on the playground or be in their classroom.

If a student is tardy, he or she must sign in at the office, stating the reason for their tardiness, and then proceed to the classroom with an office pass in-hand.

### **Leaving School**

Students will be dismissed at **3:20 p.m.** All students waiting for siblings or friends should wait outside the building. Children walking home should be off the school grounds by 3:45 p.m.

No student is to leave the school premises during school hours without permission from the office. Parents must report to the school office before taking any student from school. Students leaving school during the day are to wait inside until the parent arrives to sign him/her out. This is for the safety of our students.

### **Office Hours**

Elementary school office hours are 7:45 a.m. to 3:45 p.m.

## **BULLYING, HAZING, HARASSMENT INTIMIDATION, MENACING STUDENT HANDBOOK POLICY**

The board is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline as per the terms of the Negotiated Agreement and Due Process. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

**Bullying (definition):**

“Bullying” means:

- A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - 1) Harming a student or a staff member, whether physically or mentally;
  - 2) Damaging a student's or staff member's property
  - 3) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

The major goal of this policy is to ensure that everybody enjoys our school equally, and feels safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. We encourage any and all incidents of bullying in Oskaloosa Schools to be reported immediately to a Teacher/Principal.

**Forms of Bullying:**

Includes, but not limited to the following: physical, verbal, emotional and sexual.

**Consequences for Bullying:**

- 1st Offense: Fact finding form with teacher, administration referral, disciplinary action, verbal or written apology from bully, parent contact by administrator, counselor follow-up meeting with bully and target
- 2nd Offense: Fact finding form with teacher, administration referral, disciplinary action, verbal or written apology from bully, parent contact by administrator, counselor follow-up meeting with bully and target
- 3rd Offense: Fact finding form with teacher, administration referral, AES, verbal or written apology from bully, administration contact with parents of bully and parents of target, counselor follow-up meeting with bully and target
- 4th Offense: Fact finding form with teacher, administration referral, OSS, verbal or written apology from bully, administration contact with parents of bully and parents of target, counselor follow-up meeting with bully and target, professional counseling help may be required as a condition of continued enrollment.

\*Reports to law enforcement will be made as appropriate.

\*Disciplinary actions may vary due to age/grade level

## **DISCIPLINE**

### **Discipline Policy**

We believe that there must be an orderly, purposeful, businesslike atmosphere which is free from the threat of physical harm and emotional abuse. We also believe our school must be characterized by its honesty, self-discipline, forthrightness and integrity.

All students must:

1. Show proper respect to all adults connected with the school. We expect all reasonable requests from school personnel to be carried out promptly and courteously.
2. Demonstrate respect for others and their property.
3. Demonstrate respect for our facility by helping to keep our building and grounds clean and attractive. Abuse of our facilities will not be tolerated.
4. Refrain from using inappropriate language or gestures.
5. Refrain from fighting.
6. Refrain from chewing gum in our facility.

### **Disciplinary Action**

An effective educational program is contingent upon strong discipline that is consistent and impartial. The following rules and consequences are in place in an effort to provide this consistency and impartiality. All students are to follow the rules and policies established by their teachers and the administration. Any student who does not follow the rules and policies is subject to disciplinary action. For repeated offenses, further disciplinary action will occur.

Any of the following may be taken:

1. Conference with Principal
2. Loss of privileges (assemblies, recess, trips, parties, etc.)
3. Work detail
4. Time Out
5. Notification of parents
6. AES(Alternative Education Setting)
7. Out-of-school suspension
8. Long term suspension or Expulsion
9. Contact of proper authorities

#### **Blue Infractions:**

- \* Cheating
- \* Causing a Disturbance/Horseplay
- \* Disrespectful towards any staff member
- \* Disrespectful towards other students
- \* Minor disruption of class

#### **Red Infractions:**

- \* Fighting
- \* Disrespectful towards any staff member
- \* Disrespectful towards other students
- \* Disruption of class
- \* Drugs, including tobacco and alcohol (usage or possession)
- \* Stealing
- \* Vandalism
- \* Inappropriate touching
- \* Activating/tampering with emergency equipment

- \* Possession of weapon or harmful item\*\*
- \* Obscene language/gestures directed toward teacher, administrator, secretary, or any other person in building
- \*\*Weapons

No student or visitor to OES may possess, display, use, or threaten to use any dangerous weapon. A dangerous weapon is any object which may cause serious injury or fatal wound. Knives, sharp objects, and guns should not be brought to school and will be confiscated. Appropriate disciplinary action will also be taken.

**Disciplinary action shall be at the discretion of the school principal. There may be instances in which civil or criminal penalties may also be applied to an offense. Any suspension or expulsion will be done in accordance with K.S.A. 72-8901 through K.S.A. 72-8906.**

**In instances where there is fighting on public sidewalks, either to or from school, and the school is notified of it, all calls will be referred to the Sheriff's Department.**

## STUDENT HEALTH, WELFARE, & SAFETY

### Communicable Diseases (Isolation and Incubations)

A list of common communicable diseases, including isolation and incubation periods, is listed below. If you require further information, please contact either your family physician or the health department.

<u>Disease</u>	<u>Isolation</u>	<u>Incubation</u>
Chicken Pox	6 days from the onset of rash	14-21 days
German Measles	7 days from onset of rash	14-21 days
Measles (Rubella)	7 days from onset of illness	8-13 days
Pink Eye	Student may return after prescription medicine has been applied and discharge from the infected eye ceases.	1-3 days
Streptococcal Sore Throat/Scarlet Fever	24 hours following antibiotic drugs: if drugs not administered, 10 days from onset or duration of symptom	1-3 days
Ringworm	May return to school, if receiving treatment from physician	1-14 days
Impetigo	May return to school if receiving treatment from physician.	4-10 days
Head Lice	Shampoo with medicated soap/ all nits removed	14 days
Infectious Hepatitis	10 days from onset of illness	15-50 days
Mumps	10 days from onset of illness	12-26 days

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school to pick up your child. This is why it is so important that we have current phone numbers. We have minimal temporary facilities to accommodate a sick child while he/she is waiting, however, transportation will not be provided for sick children.

Students should not come to school with the following:

1. Temperatures over 99.5 degrees (students will be excluded from school until fever free for 24 hours)
2. Severe cold symptoms
3. Severe nose bleeds
4. Upset stomach and vomiting
5. Suspicions of contagious disease, especially if student has been exposed
6. Sudden appearance of rash, unless known to be non-contagious
7. Head Lice: Infested students will be excluded from school until treated with appropriate insecticide shampoo and all nits are removed. A note from a physician or health department is required for re-admittance.
8. Red/discharging eyes.

### **Dental Examinations**

We recommend that all students have annual dental examinations. Dental cards should be turned into the office as soon as possible after completion of work.

### **Entering Kansas Schools**

Kansas Law requires that every child entering Kansas schools for the first time present upon entrance a **Certification of Immunization**. This certificate must be signed by a physician and state that the child has had immunization against diphtheria, tetanus, polio, smallpox, measles and mumps.

All students under 8 years of age entering a Kansas school for the first time must have a school entry **Health Assessment** on file. (KSA 72-5214) Health assessments may be completed by the student's own physician or at the Jefferson County Health Department.

### **Illness**

Students exhibiting signs of communicable diseases will be excluded from school and school activities for the period of time listed in K.S.A. 65-128 and the Kansas Classroom handbook of Communicable Disease. The student's physician or Jefferson County Health Department may give written approval for the student to return to school.

### **Immunizations**

The State of Kansas requires certain inoculations and immunizations. Students whose immunizations are not up-to-date cannot be enrolled in any Kansas school. School records are audited by the Jefferson County Health Department.

### **Medication**

Prescription medications that require dispensing more often than 3 times a day, will be dispensed at school provided that a Medication Permission Form has been signed by the parent. All prescriptions/medications must be current (written within the last 12 months and the product not expired) and appropriately labeled in the original prescription container with child's name, dosage and time of

administration. Exception to the "3 times a day" guideline will be made if the physician has specifically named a time that falls during the school day. Cough drops and throat lozenges are not allowed at school. All medication must be kept in the office, not with the student, and not in the classroom. Medication may be given by another person, at the parent's discretion.

For over-the-counter medicine, written parental approval is required. Medication must be in the original container.

All medication will be sent home during the last week of the school year. Each year, a new Medication Permission Form is needed along with the current prescription of the referenced medication in its original container.

USD#341 contracts with the Jefferson County Health Department for part-time nursing and health services. The directives of the Health Department will be followed.

## **SCHOOL SERVICES**

### **Communication**

Since instruction time has a direct effect on student learning, we do not want to disrupt instruction unless it is absolutely necessary. In an effort to reduce classroom interruptions, we ask parents to: 1) bring all forgotten items to the office when they are needed by the student; 2) call the office and request a return call at planning time if information is needed from a teacher; and 3) have all changes in transportation or after school plans made ahead of time with a signed parental note.

### **Quality Performance Accreditation and School Site Council**

Quality Performance Accreditation (QPA) is a process required by the state of Kansas for achieving school improvement and accreditation. OES uses the North Central Accreditation Model to meet QPA requirements. School Site Councils are established to provide broad school and community input in meeting school performance goals and objectives. The council is composed of the principal, representatives of teachers and other school personnel, parents of pupils attending the school, the business community, and other community groups. Council meetings are open to the public and will be held at least three times per school year. Watch Bear Facts for details. Regular meetings of the Oskaloosa Board of Education are held on the second Monday of each month at 7:00 p.m. in the Central Office.

### **Records**

The academic record is the record of the pupil's progress during her/his enrollment in school. It provides the basis for future educational planning, parental understanding, pupil self-evaluation, counseling services and referral.

The academic record contains the following:

1. Basic identifying data
2. Standardized test results
3. Report cards

### **Report Cards**

Report cards are issued four times a year. Children in the elementary school are evaluated in relationship to current skill placement. Grading symbols are defined on report cards. Teachers are to notify parents before report cards are sent home when a student is doing failing work or when performance is falling markedly.

All parents are requested to meet with the classroom teacher at conference time in the fall and spring (refer to district calendar for dates). Additional conferences may be scheduled whenever the parent or the teacher perceives the need.

### **Visitors**

Parents are encouraged to visit school. Classroom visits give parents the opportunity to observe their child's participation and provides insight in to curricula, expectations, and classroom procedures. For the safety of our children, we ask that when visiting the school you please check in at the school office. Visitors other than parents must have prior permission from the principal.

## **STUDENT SERVICES**

### **BRAKE (Building Resources Around Kids Education)**

A group of educators meets every 2 months to assist teachers and parents brainstorm interventions and strategies to help any student in the elementary school. A parent or teacher with student behavioral or academic concerns should contact the building principal.

### **Early Childhood Special Education (ECSE)**

The **Keystone Learning Services** sponsors an Early Childhood Special Education classroom at Oskaloosa Elementary. This preschool is designed for children 3 - 5 years of age who qualify for services (students with IEPs).

### **Guidance Services**

The primary objective of the Oskaloosa USD 341 Elementary Guidance Counselor Program is to assist students, through individual and group directed activities, in acquiring feelings of dignity and self worth, and to enable students to become responsible members of their school, home and community.

The elementary guidance counselor works closely with parents, teachers, the school administrator, and other professionals to provide students with the best possible resources and services. The Elementary Guidance Program strives to serve the needs of all students, assisting them to realize their full potential and to think and function independently in their own environment.

### **Keystone Learning Services**

Special education services for school districts in Jefferson County are provided through Keystone Learning Services. Keystone provides instructional services to intellectually gifted students and to those who have special needs. Special needs include mentally handicapped, learning disabled, emotionally disturbed, visually impaired, hearing impaired, physically handicapped, behavior disorder and speech/language impaired.

To receive services offered by Keystone Learning Services, a referral is initiated by the teacher or parent through the school principal. This referral is reviewed by the building team for appropriate action. Before any student is excluded, reassigned, or transferred from a regular classroom into a special education room, an individualized plan is developed for the student by the Keystone Learning Services team assigned to the school along with the parent, principal and teacher.

### **Parents as Teachers**

The Parents as Teachers service provides information and activities for families about child development from birth to age 3. Areas of consideration are social, motor, language and intellectual skills. It is a voluntary program. Developmental screenings are done annually. A qualified parent educator helps parents provide an environment for successfully achieving developmental goals. If interested, please contact the Regional Office at 785-887-6004 for more information.

**SACC (School Aged Child Care)**

USD #341 provides facilities for before-school and after-school child care. SACC's phone number is #863-2161 or #863-3113 before and after school hours.

**VIP (Very Important Preschoolers)**

VIP is funded by a state grant intended to assist families of 4-year olds, particularly families with greater need. The morning and afternoon preschool program takes place at Oskaloosa Elementary.

**FOOD SERVICE**

**Breakfast**

Oskaloosa USD 341 offers a breakfast program in the elementary school. (See School Lunches for further details.) Breakfast will be served from 8:00 a.m. until 8:20 a.m. Additional information regarding the breakfast program will be available at enrollment.

**Lunch**

The lunchroom is open to all students and school employees. The prices are as follows:

	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>MILK</b>
STUDENT	\$1.20	\$1.95	\$.25
ADULT	\$1.70	\$3.05	\$.25

**POP IS NOT PERMITTED IN THE LUNCHROOM.**

Our school district uses a computerized system. An account should be opened at enrollment for each student eating a breakfast, lunch or drinking milk. Any questions regarding accounts should be directed to the Food Service department.

Students with a negative account balance will be able to charge a lunch; however, this charge must be paid within two school days. **A student may not charge more than twenty dollars. (\$20.00)**

Our district participates in the National School Lunch Program. If you feel you may qualify for free and reduced meals, we encourage you to apply at the Elementary Office. Qualifications for this program are based on family size and income. All applications are held in strict confidence. This program is a financial benefit to our district as well as participating families.

Grades Preschool through 2nd have a milk break each day (25¢ per day regardless of Free & Reduced qualification). Kindergarten and preschool students will have a snack with their milk (\$10.00 one-time fee, due upon enrollment).

BREAKFAST, LUNCH & MILK BREAK MONEY WILL BE COLLECTED BY THE TEACHER.  
PLEASE INDICATE THE STUDENT'S NAME & TEACHER'S NAME ON YOUR CHECK.

**TRANSPORTATION**

**Bus Transportation**

Bus routes shall be established in August of each school year by the transportation director with input from the superintendent and drivers when applicable. The routes will be run by the transportation director and the driver of the route. It should be ascertained that no student will ride the bus more than one hour each way. Normally, where buses are not forced to retrace their routes, students first on will be first off. No student will be required to walk more than 440 yards, a quarter of a mile, in order to board a

bus, excluding private driveways. Buses will not travel lanes or privately maintained roads. In housing developments, a route will be established and students will be expected to meet the bus at a designated point on the route. All students will be picked up at the designated point and discharged at the same stop unless a written note is presented by the parent.

Only regularly assigned students will be allowed to ride a route bus. Exceptions will be made, if there is room on the bus and the student presents a written note signed by the parent.

The district will not provide transportation for any students living out of the district unless they are first approved for attendance. Both the sending and receiving districts must enter into an agreement noting approval by their respective boards.

State laws and regulations require that students transported in a school bus are under the authority of the driver and are to obey his/her instructions. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student. Drivers shall report all discipline problems to the appropriate building principal.

If the student will not be riding the bus, please notify the driver or the Transportation Director by 7:00 a.m. (863-2539 ext. 198) so the schedule can be adjusted. This includes daily absences and extended periods of time.

Students should go directly to their bus after school. Except under extraordinary circumstances, students will not be allowed to return to the school building, or get off the bus after loading except for their regular stop or some other stop designated with written or verbal permission from parents or guardians. The busses are not allowed to return to school for a student who misses his/her bus, once the bus has left the school grounds. If a student does miss his/her bus in the afternoon, a phone call will be made to parents for a ride home.

### **School Bus Rules**

The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly. Students who do not obey rules and regulations shall be reported to the school administration. The following are rules which shall be adhered to:

1. School rules and consequences apply on the bus, at bus stops and on field trips. Absolutely no fighting, foul language, rude behavior or unnecessarily boisterous conduct.
2. Students shall be on time as the bus must run on schedule. The bus will not wait for students not at the loading area or not making an attempt to reach the bus. Students must notify their bus driver and/or the transportation department when transportation plans change. Any student not notifying the district and not at the morning loading area three mornings in a row, will need to make contact with the transportation department in order to reschedule morning pick up.
3. Students who must cross the road before getting on the bus and after alighting from the bus shall pass in front of the bus far enough so that the driver can see them (approximately 10 feet in front of the bus) and not behind the bus. Students shall look both ways before crossing to the opposite side of the road. Students shall cross the road only when the driver signals all is clear.
4. Students are not to carry on unnecessary conversation with the driver while the bus is in motion. Students will be permitted to converse in a normal tone while on the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks. Rough or boisterous conduct will not be permitted.
5. The use/possession of tobacco, alcohol or drugs in any form shall not be permitted on the school bus.
6. Students shall not get on or off the bus or move about within the bus while it is in motion.
7. Students must occupy the seats, if assigned to them by a school official and/or the bus driver.
8. Students must not extend their hands, arms, heads, or bodies through the bus windows, nor will they be permitted to throw any item inside or outside of the bus while riding.
9. Students shall stay out of the driver's seat and shall not tamper with the equipment. Any damage to the bus from any cause shall be reported to the driver and the driver shall report it to the administration.

10. Students will not be permitted to leave the bus on the way to or from school without the permission of the school administration in advance. (Any stop but their regular stop.)
11. Students will not be permitted to eat or drink on the bus without permission of the driver and must cooperate in the keeping the bus clean.

### **Consequences for Violating Bus Rules**

The district has installed video camera black boxes in the school busses. This system will be very helpful in assisting with discipline problems. The following consequences will apply for violating bus rules:

#### **First Offense:**

1. Bus ticket
2. Conference with principal
3. Copy of bus ticket sent home to parents

#### **Second Offense:**

1. Bus ticket
2. Conference with principal
3. Warning given for withdrawal of transportation privileges

#### **Third Offense:**

1. Bus ticket
2. Conference with principal
3. Withdrawal from transportation privileges for 3 days

#### **Fourth Offense:**

1. Bus Ticket
2. Conference with principal
3. Withdrawal from transportation privileges for 5 days

#### **Fifth Offense:**

1. Bus Ticket
2. Withdrawal from transportation privileges for remainder of the school year.

\* Students who receive a 5th ticket during the first semester will be allowed to ride second semester, until receiving one additional ticket.

### **GENERAL INFORMATION**

Effective for the 2009-10 school year, the USD 341 BOE has established a \$25.00 annual Enrollment Fee for students grades K-12.

### **Cancellation of School**

Should it become necessary to close school due to adverse weather conditions, the announcements will be broadcast by WIBW-TV (13), KTKA -TV (49), KSNT-TV (27), as well as radio stations 580 AM and 94 FM. If you do not hear the announcement by 7:00 a.m., you may assume that school will be in session and the busses will run. Monitor these stations throughout the day, if you are concerned about early dismissal.

### **Dress and Appearance**

Cleanliness is essential to a student's well being and good health habits should be practiced at all times. Proper grooming of hair, teeth and body should be stressed. Staff may require a student whose appearance is disruptive to make improvements in grooming. The final decision on the appropriateness of clothing and personal hygiene will rest with the principal.

The state law requires that shoes are to be worn at all times in public buildings. All students are required to wear safe and appropriate shoes, as determined by the building principal. The following attire is not acceptable at any USD 341 school or event; roller shoes, hats, sunglasses, exposure of

undergarments, or any clothing that calls attention to, or is suggestive of drugs, alcoholic beverages, tobacco, sex or profanity. Also any clothing or altering of appearance that calls undue attention to a student, is distracting to the learning process, or exposes the midsection of the body will not be allowed. This does include temporary hair coloring. Students will be sent home to change, if adjustments cannot be made at school. The wearing of special clothing for special events must be approved by the principal. Once again, the final decision on the appropriateness of clothing will rest with the principal.

### **Field Trips**

A field trip permission form should be signed by a parent at enrollment. Many times parents will be asked to volunteer and monitor a small group of students on a field trip. Due to the supervisory role parents have on field trips, younger siblings will not be included in field trip activities. Sometimes a fee may be requested from each student to help defray transportation or admission costs.

**Special Note: Students may go on a field trip with their assigned class or club only.**

Parents/guardians who wish to take their child home from a field trip may do so after completing a required release form.

### **Food & Drink**

Food (candy, gum, sunflower seeds) and drink are not permitted during the regular school day. Only on special occasions or under special circumstances will these items be allowed in classes. Elementary students may not use the vending machines, unless permission is given and accompanied by a staff member. This does not include bottled water.

### **Kindergarten Roundup**

Parents will receive information and forms necessary for enrolling a child at Roundup. State law requires that a child be five years old on or before August 31, to be eligible. Parents are required to present a state certified birth certificate, physical form, social security card and immunization record prior to the first day of attendance. A dental exam is recommended prior to school entrance.

### **Lost and Found Articles**

Each student should assume responsibility of taking care of his/her own possessions. Label all books, book bags, billfolds, wearing apparel, etc., so that such articles may be identified and returned when found.

If you do lose something, please check the office. Many lost items are turned in to the office. If you find an item, please bring it to the office. Any items that are not claimed at the end of each semester will be given to those in need.

### **Money Sent to School**

There are occasions when it is necessary for students to bring money to school. Please send the money in a sealed envelope with your child's name, teacher's name, purpose for, and amount of money written on it.

Students are cautioned not to bring large amounts of money to school.

### **Newsletters**

Oskaloosa Elementary publishes a weekly newsletter - BEAR FACTS. Pertinent information about school functions and upcoming events is included. These newsletters are sent home weekly with students. Bear Facts can also be found on the district web site at: [usd341.org](http://usd341.org).

### **Parties/Birthdays**

Any special plans you have should be arranged with the teacher and all students in the class should be included. If you only want to include select students, please make out-of-school arrangements for your celebration. Do not send invitations to school unless all classmates are invited. Though we realize that special times need to be honored, please remember that celebrations sometimes interfere with the academic setting. Your good judgment is appreciated.

There will be four school parties per year: Halloween, Winter, Valentine's Day and Spring

Grades K - 4 ..... 45 minute parties      Grades 5-6.....30 minute parties

- FOR HEALTH AND SAFETY REASONS, PRE-WRAPPED OR STORE BOUGHT TREATS ARE HIGHLY RECOMMENDED AND STRONGLY ENCOURAGED.

### **Personal Items**

Students should not bring personal items that will interfere with the education of others. This includes water guns, rubber bands, fireworks, toys, musical equipment, trading cards, Game Boys, CD players and similar electronic items, any martial arts items, and weapons of any kind. Any article or novelty of this nature will be confiscated and returned to the parent. Items brought for "Show & Tell" are to remain in your child's backpack until he or she reaches the classroom. The school will not be responsible for stolen or lost items.

### **Pets**

If your child is interested in bringing a pet to school, prior approval is needed by the teacher and principal. Parents should plan on staying at school until after the student is finished sharing the pet with his/her classmates. Pets are not allowed on school vehicles.

Pets should never be allowed to follow a student to school.

### **Pictures**

Individual pictures will be taken in early Fall. Notes will be sent home reminding parents of the exact date for school pictures.

### **PTO**

The Elementary PTO is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved. PTO meetings are held several times each year. Watch Bear Facts for dates and times.

### **Recess Procedures**

We encourage students to go outside to play whenever the weather permits. A short recess/wellness period in the morning and afternoon is a good refresher for students. Please see that your child is prepared for weather changes, so that he/she may attend recess comfortably.

The office carefully monitors the weather in order to make decisions regarding safe outdoor play. Therefore, we expect all students to have proper clothing for winter outdoor play. Please encourage your child to bring gloves and a hat each day. Generally, students well enough to be in school are well enough to be included in outdoor activities. Students will not be sent outdoors in severe weather (rain, snow, high winds, drastic wind-chill).

It is understood that students may need to miss recess in order to complete classroom

assignments when sufficient time was given but wasted by the student or as a consequence of behavior difficulties.

Playground rules will be reviewed and revised by those who supervise the playground. A list of acceptable rules will be created and distributed to students, parents, and teachers at the beginning of the school year so that expectations are clear. In addition, a copy will be posted in each classroom and by the playground door for students and patrons to view if desired.

### **Telephone/Cellular Phones**

The telephone in the school building is a business phone. Students will be permitted to use the phone only in case of emergency or when directed by school officials. Parents and guardians are encouraged to call when necessary, however, students will not be called out of their classrooms to receive phone calls. If a student needs to receive a message, the office will notify the student by giving him/her the message.

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school and pick up your child. **It is important that we have updated, working, emergency contact phone numbers so that we may reach you.** Transportation cannot be provided for sick children and we do not have available rest areas for them.

Students shall be allowed to possess cellular telephones while on district property as long as they are concealed from sight (i.e. - out of sight in a book bag). The use of any type of cellular telephone by students, without prior consent of the school administration, is strictly prohibited within the school building during school hours. If the cellular telephone is unconcealed and in plain sight, it will be deemed as use. Violators will have the cellular telephone confiscated and will be subject to disciplinary action.

### **Volunteers**

Volunteers serve students and the school in a variety of ways on a regular or sometimes occasional basis. Parents are encouraged to become school volunteers. You may contact the office or the classroom teacher, if you would like to volunteer. You and your child will benefit from your participation as a volunteer at Oskaloosa Elementary.

## **SAFETY**

### **Fire Drills**

When the fire alarm sounds, the building should be evacuated immediately. Do not take books or any other supplies with you during a fire drill. Go directly to the exit indicated on the chart in your classroom and follow teacher directions.

Remain quiet and do not run or crowd when leaving the building. Students should return quietly to class when instructed to do so. Fire drills will occur monthly.

### **Pick Up and Delivery Procedures (Parking Lot)**

When picking up a student (from vehicle), pull all the way forward in the right most lane to allow children to enter and exit vehicles. Once children are loaded or unloaded, please check the center lane and carefully move out. **DO NOT STOP IN THE CENTER LANE**, this lane must be left open so that vehicles may leave. Children are to enter/exit the vehicle from the passenger side of the car. Please do not park in the loading zone areas. Parking spaces are available on the south end of the parking lot and on the east side of the building.

If you choose not to use the loading procedure, please meet your child on the front playground near the flagpole. Children will not be dismissed into the parking lot.

Students who walk to and/or from school, are asked to use the designated walkway that runs in front of the high school. All walkers should use the crosswalk at Park and Liberty Streets. All bicycles are to be parked at the bicycle racks. There will be NO riding of bicycles on the school grounds during the day. This includes the blacktop. The students need to walk their bikes from the bicycle rack to the end of the crosswalk each day.

### **Tornado drills**

Three tornado drills will occur during the school year. The alert signal will be given over the public address system. Students will proceed quietly and follow teacher directions as they enter the storm shelter located in the music room.