

Altamont Grade School

Student Handbook



"Excellence In Flight"

2018-2019

Labette County USD 506
Where Excellence and Education Meet

Welcome to Altamont Grade School!

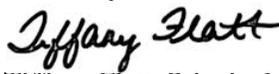
Dear Parents and Students,

Welcome back or welcome to Altamont Grade School, whichever the case may be! As the principal of AGS, I am looking forward to a wonderful school year. It is my privilege to have the opportunity to take part in the education of your children and I take that education very seriously. The staff at AGS is committed to ensuring that every child is provided the opportunity and encouragement to work to their potential. This handbook shall serve as a guide for school procedures and behavioral expectations.

I want to encourage you all to be an active participant in your child's education. Please take a few moments to read through the handbook. You will soon see that Eagle pride and student achievement are paramount in our building and this happens when parents support and cooperate with the school. So for that, I say thank you! A key to a successful year is having open communication between parents/guardians and staff.

I look forward to working with the amazing students, supportive parents and highly qualified staff. Thank you in advance for making AGS a wonderful place for children to learn. It's a great day to be an Eagle!

Sincerely,



Tiffany Flatt, Principal

Altamont School Staff

Mrs. Tiffany Flatt, Principal

Mrs. Ronda Rohling, Secretary

Preschool:	Mrs. Lisa Allison	Vocal Music:	Mrs. Shawna Terrell
Kindergarten:	Mrs. Teresa Leake	Band:	Mr. Lewis Hundley
First Grade:	Mrs. Kayla Roberts	Inclusion:	Mrs. Samantha Hestand
Second Grade:	Mrs. Marlys Trower	Special Educ.:	?
Third Grade:	Mrs. Leslie Hartman	Counselors:	Mrs. Nicole Dean Mrs. Carlee Gilley
Fourth Grade:	Mrs. Lori McKinzie	Library:	Mrs. Nalley/Mrs. Frazier
Fifth Grade:	Mrs. Kelsey Hanigan	Cooks:	Mrs. Gail Tucker Mrs. Daffney Bath
Fifth Grade:	Mrs. Kylie Booth	After School Program	Ms. Nicole Percival
Sixth Grade:	Mrs. Nicole Vanderford	Title I:	Mrs. Melissa Payne Mrs. Kim Smith
Seventh Grade:	Mrs. Suzette Rakestraw	Custodians:	Mrs. Vickie Rankins
Eighth Grade:	Mrs. Missy Page		
6 th gr. Science:	Mr. David Brown		
7 th & 8 th Science:	Mrs. Lori Green		
Physical Education:	Mr. Eddie Green		

AGS Instructional Aide's: Marilyn Frazier, Donna Goins, Kari Nalley, Lindsay Jones, Ann Cruse

Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), John Wyrick @ jwyrick@usd506.org

Altamont Grade School Handbook

VISION & SCHOOL MOTTO

“Excellence in Flight”

MISSION STATEMENT

The mission statement of Altamont Grade School is encompassed in the acronym **“FLIGHT”**,
Facilitating critical thinking,
Learning for all,
Involving community,
Growing in responsibility and respect,
Having initiative and leadership,
Thriving in the 21st Century World.

OUR BELIEFS

- > We treat all people with respect.
- > We do quality work.
- > We protect our learning environment from interruption.
- > We assume responsibility for the proper care of our building and its contents.

SCHOOL EXPECTATIONS

- 1) Be in assigned seats ready to work when class begins
- 2) Have paper, pencils, books, and completed assignments every day
- 3) Keep hands, feet and objects to yourself.
- 4) No swearing, cruel teasing, rude gestures or put-downs.
- 5) Follow the directions of individuals in authority.

PROCEDURES FOR VIOLATIONS OF OUR SCHOOL EXPECTATIONS

- Phase I:** The adult in authority will address concerns with those who do not meet expectations.
- Phase II:** The adult in authority will contact parents when expectations are not met during phase I.
- Phase III:** A conference with the principal, the adult in authority, and the student will be scheduled when expectations are not met during phase II.
- Phase IV:** A conference with the parent(s), principal, staff member and student will be scheduled when expectations are not met under phase III.
- Phase V:** The principal will take the necessary action deemed appropriate to resolve non-compliance with expectations.

Plans of action will be implemented at each phase. Serious violations and offenses will be dealt with accordingly. Fighting, sexual harassment, bullying, property damage, etc. will be dealt with immediately by the school principal.

ENROLLMENT

Children entering Kindergarten are required by law to be at least five years old on or before August 31 for the school year in which they are enrolling. A Kindergarten Clinic is held each spring to do a pre-assessment and a preliminary enrollment. Parents must bring the child's Social Security card, birth certificate, and immunization records in order to enroll the child.

Students transferring to USD 506 elementary schools should bring proof of residence and a valid birth certificate. Fees should be paid at the time of enrollment. Students requesting out-of-district or out-of-attendance center enrollment should make application to the school requested or to the USD 506 district office. Requests must be approved by the Superintendent and will be granted based on space per building, past student attendance, and the good standing of the student.

MEDICATIONS & IMMUNIZATIONS

In accordance with Kansas State Law, parents may come to school to administer medication or must have a written document with specific directions for the medication's use. This form is available in the office. **All medication must be in its original container or it cannot be dispensed.** First doses of all medication will not be given at school. Herbal medications will not be administered at school. All medication is to be kept in the office.

In compliance with Kansas Statute 72-5209, all students must provide proof of a physical assessment; which assessment shall have been conducted within 12 months of school entry by a licensed nurse, or a physician, or by a person acting under the direction of a physician and immunizations at the time of enrollment. Every pupil enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, prior to admission to and attendance at school, shall present to the school certification from a physician or local health department that the pupil has received such assessment and immunizations. Pupils who have not completed the required immunizations may enroll or remain enrolled while completing the required immunizations if a physician or local health department certifies that the pupil has received the most recent appropriate immunizations in all required series. Failure to timely complete all required series by the fourth Friday in the month of September of every school year shall be deemed non-compliant.

*Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **AND** disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

**All students in grades 7 – 12 are required to have one dose of Tdap regardless of the interval since the last dose of DTap or Td.

ATTENDANCE

Regular attendance is extremely important to the educational development of our students. We believe that the major responsibility for regular attendance lies with the parents and the student.

When a student is absent, a parent or guardian must call the school within 24 hours of the absence. If a telephone is not available, the school will accept a signed note from the parent or guardian when the student returns to school. If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will remain as unexcused.

Excused Absences: The principal shall determine whether an absence is excused or unexcused. Absences for the following reasons will be administratively approved:

- 1) Illness with a parent's verification
- 2) School sponsored activities
- 3) Weather conditions so severe that it is impossible for the student to attend
- 4) Prior approved absences between the principal and parents for funerals and family business.

Unexcused Absences: All absences that do not fall in the categories of the excused absences listed above shall be unexcused. In addition, leaving school when school is in session without the principal's permission shall be deemed an unexcused absence. This will include the mandatory 8th hour.

After 10 absences, ALL absences will be recorded as unexcused unless accompanied by a doctor's note.

Truancy: Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

ARRIVAL AT SCHOOL

Prompt arrival at school is expected of all students. Any student arriving after 7:55 will not be allowed to eat breakfast. Students will be marked tardy if they are not in the classroom at 8:05. Exceptions will be made for conditions requiring busses to run late. Students who do not ride the school bus are not to arrive at school before 7:45 a.m. Breakfast begins at 7:45.

TARDINESS

Any student missing up to an hour, at any time during the school day, is considered tardy. Students missing an hour or more during the school day will be considered absent. **Students will be marked tardy beginning at 8:05 a.m. *Three unexcused tardies will be converted and recorded as one unexcused absence.*** Students arriving late or leaving early must check in and out with the office. There is a sign in/out sheet in the office for parents to sign for children entering school late or leaving early. (If you are unable to come sign your child in, then please send a note with your child.)

LOITERING AFTER SCHOOL

Unless students are in a supervised program they are to leave the school grounds directly after school is out. We ask parents support in arranging prompt pick-up after school for those not walking or riding a bus home. Any student waiting to be picked up is to remain on the front steps. The playground is off-limits until after 4:00 p.m. for all students unless their parent is present to supervise.

BUS INFORMATION

Every bus driver receives extensive training at the district bus garage before they are employed to drive a USD 506 bus. All of our bus drivers hold a CDL driver's license, attend monthly safety meetings, and keep current certification in first aid and defensive driving. We conduct two bus evacuation drills with all of our students each school year.

The bus your child rides will seldom change during their years of attendance in our school. You will be contacted in advance if alterations to established routes need to be made. Please notify your bus driver if your child will not be riding the bus on a given day. If space allows, your child may ride home with another student if both students have a note from their parents indicating that they have parental permission to do so.

The pick-up and delivery times will seldom vary from day to day, therefore, students need to be waiting at their stop each day before the bus arrives. Animals, insects, fowls, etc. may not be transported on the bus. Glass containers such as bottles and jars, balloons, sticks or any object that may be unsafe or create a driving hazard are not permitted on the bus. Gum, food, or drink may not be consumed on the bus, except at the discretion of the school staff.

We will **not** alter our bus routes to accommodate out-of-attendance center or out-of-district students. Those students will need to meet the bus on the established route.

The following are our expectations while riding the bus:

- 1) Sit properly (feet on floor, facing forward)
- 2) Keep voices at a conversational level.
- 3) Keep hands, feet and objects to yourself.
- 4) No swearing, cruel teasing, rude gestures or put-downs.
- 5) Follow the directions of the bus driver.

For violating these expectations:

The principal will take the necessary action deemed appropriate to resolve non-compliance with expectations. The school bus is an extension of the school day. Serious violations and offenses will be dealt with accordingly. Fighting, sexual harassment, bullying, property damage, etc. will be dealt with immediately by the school principal.

Emergency Safety Intervention (ESI) Policy

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. The board has adopted policy GAAF “Emergency Safety Interventions”. This policy is available on the district website at www.usd506.org with links to the policy available on any individual school page. In addition, we will provide a copy of the policy at any time upon request.

FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

- 1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
- 2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
- 3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights.

This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

- 4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA’s requirements.
- 5) The right to obtain a copy of USD 506’s policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. If a refusal is not filed, USD 506 assumes that there is no obligation to the release of the designated directory information.

INCLEMENT WEATHER SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. These events will be announced on the following radio/TV stations: KOAM-TV (channel 7) KODE-TV (channel 12) KKOW Radio (96.9) KGGF Radio (690 AM) KLKC Radio (93.5 FM) KOBC Radio (90.7 FM). The automated communication system will be activated in the event of a school closing.

DAILY SCHEDULE

7:45	Breakfast for town students, enter through north doors
7:45	Busses arrive; students enter north double-doors and go to the gym
8:03	Dismissal from the gym, students dismissed from gym to go to classrooms after flag salute/announcements
8:05	Tardy bell
3:15	Bus students dismissed
3:18 approx.	Town students dismissed (after busses depart)
3:20-4:00	No students on the playground without adult supervision
3:20 - 4:25	Tutoring/ 8 th Hour until 4:25

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board has set a high priority on zero tolerance for bullying behavior at all levels of the organization. This means no tolerance for students bullying students, no tolerance for staff bullying students, and no tolerance for staff bullying staff. The board has adopted policy GAACB/JGECB/JDDC "Hazing/Harassment/Intimidation/Bullying/Menacing" to establish an expectation district-wide. The policy states, "Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion."

HOMEWORK

All students are expected to complete assignments on time. Students are responsible for being prepared to work when they come to class. Preparation includes all materials that are needed to successfully do their assignments. Homework is typically school assignments that were not completed during class time during the school day. This includes project work. Assignments are to be completed and submitted to the teacher on time.

In the event of an absence from school, it is the responsibility of the student to get the missed assignments from his teacher or a responsible classmate. We allow one day per day of absence plus one additional day to complete missed assignments. You may telephone the office to make arrangements for getting assignments on the day of your child's absence.

GRADES

The following is the grade scale used by all teachers in our school for grades K-8:

100	A+	69-68	D+
99-93	A	67-63	D
92-90	A-	62-60	D-
89-88	B+	59	F
87-83	B		
82-80	B-	Teachers will notify students when assignments are due. Our teachers will grade the work submitted, even if the assignment is incomplete.	
79-78	C+		
77-73	C		
72-70	C-		

Any student who consistently does not have assignments completed and turned in on time, will not be allowed to go on any school field trips unless the field trip will be assigned a grade for the course.

A mandatory study hall (8th hour) will be required for any 6th – 8th grader who drops his/her grade to two “D’s” or one “F” after school from 3:20- 4:25 pm.

PROMOTION, RETENTION, AND FAILURE TO MEET REQUIREMENTS

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

ATHLETICS AND ACTIVITIES

AGS activities include: volleyball, football, basketball, track, band, vocal, yearbook, and cheerleading. Parents, be advised that participating in an activity requires a serious time commitment and that students are not given any extra time to complete regular classroom academic assignments. Students may be required to sign a contract outlining expectations for participation. Coaches/sponsors will send practice schedules home, although they are subject to change.

A student who misses any part of the day due to illness/unexcused absences will not be eligible to participate in that day’s activities. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal to participate with the team/group. This policy will include any/all school activities or athletics operating outside the established school day.

Eligibility is determined by the KSHSAA and student grades. Each student must have a physical examination after May 1 of the current school year. This physical must be on the Kansas State High School Activities Association form, signed by a physician, parent, and student. This document must be on file with our school before a student will be allowed to practice.

All 6th, 7th, and 8th grade students whether or not participating in athletics, cheerleading, or band activities are required to maintain acceptable grades. Any student receiving two “D’s” or one “F” will be restricted from participation. In order to participate the student will be expected to attend a mandatory study hall (8th hour) until he/she has raised his/her grades to no “F’s” or only one “D”. During this time a student will not take part in any extra curricular activities.

Parents must sign the parent release form before taking their child from a school-sponsored event. The team manager and/or coach will have the form with him/her.

- **USD 506 does not carry health insurance on students.**

SIT

Student Improvement Team (SIT) is a group of teachers, the building principal, and individual students' parents that meet on a regular basis to explore strategies and interventions to help students that are having difficulty learning or following school rules and expectations. Referral to SIT can be made by teachers or parents.

DRESS CODE

Each student should make a habit to look his/her best at all times. The student should strive to feel the best he/she can by practicing cleanliness and attractive grooming. A student's appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual.

Apparel and clothing containing printed or visual messages inappropriate in a school setting will not be worn. Hats, caps, and/or bandanas will not be worn in the building. Cutoffs, beach apparel, bicycle shorts, see-through clothing, bare midriffs, tank tops, and spaghetti strap blouses are unacceptable. All waistbands of shorts, pants, skirts, etc. will be worn at the waistline or above. Dresses, skirts, and shorts will be mid-thigh length or longer.

Any manner of dress or hairstyle/color that the principal deems to be detrimental to the learning process will not be allowed. The principal shall act as "arbiter of good taste" in referrals from staff members on questions of improper attire.

LUNCH & BREAKFAST

USD 506 elementary schools are committed to providing students with a nutritious, enjoyable hot meal. Those parents desiring to do so may apply for free or reduced breakfasts and lunches. Applications are available at enrollment or anytime during the year in the school office.

If students choose to bring sack lunches, they are welcome to do so. There will not be facilities provided for sack lunches to be kept cool at school. They may purchase milk if they desire.

Students may not leave the school to "eat out" unless it is in the presence of an adult and they have a note from the parent. All students should be back at school at the end of their lunch session. (Lunch sessions are 20 minutes.) Parents/Guardians are welcome to come eat with your child for special occasions. We ask that you come no more than once a month per child. You may have siblings sit with you but not other children.

All students will follow the lunchroom rules to ensure a safe and orderly environment.

- Unruly behavior, such as excessive talking, horseplay, etc. will not be allowed.
- Students will not be allowed to trade food.
- Students must obey the lunchroom supervisors—failure to do so will result in a loss of privileges.
- Students bringing a lunch may purchase milk. Students are not allowed to purchase pop during the school day.

LEARNING TRIPS

Parents will be informed of all learning trips in advance of the trip. Students must have a signed permission slip to attend. Program and parade practices at LCHS are listed in the school and/or district calendars. Permission slips are not required for these events.

SCHOOL VISITS

Parents and adult visitors are always welcome to visit in our school. Please report to the office when you arrive for a visit; arrange your visits in advance if you would like to visit with a teacher. Children not enrolled in our school may not visit nor attend class with a child enrolled in our school.

PARTIES

Class birthday parties will be held the last Friday of each month at 3:00 for grades 1-8, unless stated otherwise. Parents may send treats for students to share if they so desire. Kindergarten and Pre-school birthdays will be celebrated on their actual birthday. The homeroom parents throughout the year will provide parties for special holidays.

TORNADO, FIRE, BUS, AND CRISIS DRILLS

Visual charts for procedures are posted in each room. Fire drills are monthly, tornado drills are held three times a year, and bus/crisis drills are held at a minimum of twice a year.

STUDENT PERSONAL BELONGINGS

Each student's personal possessions, including workbooks, school supplies, articles of clothing, toys, athletic equipment, and other personal possessions should be plainly marked with the child's name. Any personal electronic device such as, but not limited to: CD player, I-Pod, MP3 player, etc. are not to be turned on during the school day (this includes anytime you are riding the bus), except at the discretion of the school staff. The school will not be held responsible for any broken, lost, or stolen articles that the child brings from home. *The taking of pictures with any personal electronic device is not allowed as per the Acceptable Use Policy (AUP).*

TELEPHONE CALLS/CELL PHONES

Students will be allowed to use the telephone only in the event of an emergency.

All cell phones shall be turned off and put away during school hours (this includes anytime students are riding the bus), except at the discretion of the school staff. Cell phones that are taken out during school hours will be considered a nuisance item and will be confiscated. *The taking of pictures is not allowed as per the Acceptable Use Policy (AUP).*

PLAYGROUND RULE

All students will obey the playground rules listed below to ensure the safety of everyone:

1. All playground equipment will be used as intended by the manufacturers.
2. Roller blades and skateboards are not allowed on the school grounds during school hours.
3. Electronic devices are not allowed on the playground during school hours unless the principal gives prior approval.
4. Rules as developed by classroom teachers will be enforced.

We believe a positive learning environment is an important ingredient in the recipe for the academic success of all of our students. Therefore, we expect all students to follow one basic rule...

Treat other people, as you would like to be treated!