

Edna Grade School
Student Handbook
2022-2023



C.A.T.S.

(Competent, Achieving, Talented, Students)

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Labette County USD 506

Where Excellence and Education Meet

Edna School Staff

Mr. Tim Traxson, Principal
Mrs. Karen Smith, Secretary

| | | | |
|---------------|------------------|----------------|-----------------|
| Pre-School: | Michelle Gregory | Gifted | Lynn Myers |
| Para | Chelsey Vanatta | Title I: | Michelle Conway |
| Para | Racey Waugh | Para: | Missy Buchanan |
| Para | Judy Penrod | Para: | Amber Traxson |
| Kindergarten: | Shelly Warren | Para: | Cassie Perry |
| 1st Grade: | Becky Wiley | | |
| 2nd Grade: | Ashley McCoy | Vocal: | Cindy Rucker |
| 3rd Grade: | Sarah Allison | Band: | Ryan Elliott |
| 4th Grade: | Stephanie Moore | Counselor: | Carrie Agosto |
| 5th Grade: | Alyson Heflin | Social Worker: | Jill Spencer |
| 6th Grade: | Therese Foster | Nurse: | Amy Ball |
| 7th Grade: | Deena Carrico | Nurse: | Janelle Weidert |
| 8th Grade: | Angela Voelzke | Cooks: | Jewel Moore |
| P. E. | Richard Pierce | | Malinda O'Brien |
| Inclusion: | Judy Taylor | Custodian: | Melissa Tucker |
| Para | Kelsey Bamberry | | Linda Benning |
| Para | Nicole Lakey | Bus Drivers: | Debra Smith |
| Para | Emma Steelman | | Chelsey Vanatta |
| Para | Debra Smith | | Judy Penrod |
| Para | | | Denise Mahan |

Principal's Message

Dear Parents and Students:

Welcome to Edna Grade School, **Home of the Wildcats!** The 2022-2023 school year promises to be one of the most exciting, challenging and rewarding year of your life. The years that you spend at EGS will provide you with the tools that upon graduation will allow you to move to the next phase of your lives, confident in your abilities and your educational experiences.

We have an outstanding group of teachers and support staff that is here to assure that you have every opportunity to excel in all academic areas and achieve the success that you desire.

I encourage both you and your parents to stay actively involved in your educational career at Edna Grade School and beyond. Good Luck and have a great year as a **Wildcat**.

Sincerely,

Mr. Tim Traxson
Principal

Edna Grade School Handbook

Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, ethnicity, national origin, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. 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, ethnicity, national origin, sex/gender, (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. 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).
jwyrick@usd506.org.

Mission Statement

The mission of Edna Elementary School is to motivate and create responsible, life-long learners with skills to compete in a global society.

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 Safe:** At Edna we will be kind with our words and actions. We will help and support others and will stand up for others and do what is right.
2. **Be Prepared:** At Edna we will bring materials needed for class.
3. **Be Respectful:** At Edna we will respect others' boundaries and property and keep unkind comments to ourselves.
4. **Be Responsible:** At Edna we will be responsible for our actions and our academics, will give our best effort on classwork, and will take responsibility when we make mistakes and help find solutions.

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.

SEVERE CLAUSE: 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.

Vision Statement

Edna Elementary School will support students as 21st century learners by providing opportunities to become innovative thinkers.

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 numbers, birth certificates, and immunization records in order to complete the enrollment.

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.

OUT OF DISTRICT AND OUT OF ATTENDANCE CENTER APPLICATIONS

Students who do not live in the Edna Grade School attendance center area may apply for out of district or out of attendance center status. Applications are available in the office and must be made yearly. Acceptance is based, primarily upon the size of the class where application is made. The school principal will conduct a background check on new students applying in first through eighth grades. The school principal will recommend only students in good standing regarding academics, attendance, and behavior for approval by the Superintendent of Schools. Out of attendance center students and out of district students who have older siblings already in attendance at Edna will be accorded priority status over new out of district applications.

ARRIVAL AT SCHOOL

Prompt arrival at school is expected for all students. Students may enter the building at 7:35 a.m. Students will go directly to their designated morning areas. Students will be marked tardy beginning at 8:00 a.m.

TARDINESS

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. Any student missing up to an hour, at any time during the school day, is considered tardy. Student missing an hour or more, during the school day, will be considered absent. Three unexcused tardiness will be converted and recorded as one unexcused absence.

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 be recorded 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 study hall time. After ten 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.

DAILY SCHEDULE

7:35 a.m. Doors Opened/Students report to gym/Breakfast begins
7:55 a.m. Breakfast completed/Dismissal to class
11:00 a.m. Begin Lunch K-8
3:05 p.m. Clean-up and prepare for dismissal
3:10 p.m. Bus students dismissed
3:15 p.m. Walkers dismissed

GRADING SCALE

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

| | | | |
|--------|----|--|----|
| 100-98 | A+ | 69-68 | D+ |
| 97-94 | A | 67-64 | D |
| 93-90 | A- | 63-60 | D- |
| 89-88 | B+ | 59 > | F |
| 87-84 | B | | |
| 83-80 | B- | Teachers will notify students when assignments | |
| 79-78 | C+ | are due. Our teachers will grade the work | |
| 77-74 | C | submitted, even if the assignment is | |
| 73-70 | C- | incomplete. | |

- **A mandatory study hall (8th hour) will be required for any 3rd –8th grader who drops his/her grade to two "D's" or one "F" after school.**

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.

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.

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

SIT

The Student Improvement Team 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 and/or parents.

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. Students are expected to have assignments 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.

MEDICATIONS

Below are requirements for all new and returning students who will be enrolled in the USD 506 School District for the 2022-23 school year. **Parents, please note that there will be new required vaccines, for certain grades, for this next school year (2021-22).**

All students (returning & new) must have the following:

- An **up-to-date** immunization record on file or provided **prior to starting school**
- Students who will be entering the **7th grade (11-12 yrs.)** are required to have a Tdap vaccine booster and a Meningococcal (A,C,W,Y) vaccine **prior to starting school. 8th grade students who did not get a Meningococcal (A,C,W,Y) vaccine in 7th grade will need this vaccine**
- Students who will be entering **Preschool, and Kindergarten thru 3rd Grade** are required to have **two** doses of Hepatitis A vaccine. (Doses should be given 6 months apart-if 1st dose is given prior to enrollment 2nd dose will follow in 6 months).
- Students entering the **11th Grade (16-18 yrs.)** are required to have one dose of Meningococcal (A,C,W,Y) vaccine **prior to starting school. 12th grade students will need this vaccine if not given in the 11th grade or after they turned 16 yrs. old**
- Medical exemption from vaccines **must** be updated **yearly** by your health care provider and provided to the school

All new students must have the following:

- KS State Law (KS 72-5214) requires all students 8 years of age and younger, entering a Kansas School for the first time, **MUST** provide written proof of physical exam being completed within the last 12 month of school entry. Parents are encouraged to schedule appointments promptly.

Students are required to have up-to-date copies of immunization and/or health assessment to the school no later than September 30, 2022. If we do not receive proof of immunization and/or health assessment by this date your child will be sent home from school October 3, 2022.

These services can be obtained at your health care provider's office or your local health department. To receive vaccinations at the health department your child will have to meet VFC (Vaccine for Children) Program eligibility requirements. If vaccines are obtained before the age of 19 years of age your child could be eligible to receive a lower cost of vaccines through the VFC program (after age 19 yrs. vaccine cost will be higher). For information on VFC eligibility, clinic hours, or to schedule an appointment contact the health department at 620-421-4350. Thank you for your cooperation.

Sincerely,
USD 506 School Nurses

Office of the School Nurse USD 506 Guidelines
“When Your Child Is Sick”

- When your children are sick it is sometimes difficult to know when to keep them home and when to send them to school. Below are some guidelines for when a child should be kept home.
- **FEVER:**
 - All children should be kept home from school with a temperature of 99.5 degrees or above and a headache, sore throat, nausea, coughing, sneezing, or any other flu-like symptoms.
 - A child with a temperature of 100 degrees or above should be kept home even if they have no other symptoms.
 - A child should remain home until they have had a normal temperature for 24 hours without the use of Tylenol, Motrin, Advil, etc.
- **VOMITING:**
 - A child should not be sent to school until vomiting has been absent for at least 24 hours. If a child vomits at school, a parent or alternate contact will be called to pick the child up from school.
- **DIARRHEA:**
 - A child should not be sent to school until diarrhea has been absent for at least 24 hours.
- **COUGHING/SNEEZING/RUNNY NOSE:**
 - If a child has any of these symptoms that have disrupted the previous night’s sleep, the child should stay home until the symptoms are no longer disruptive. Green or yellow drainage from the nose can be a sign of infection. If a child has this type of drainage, please make an appointment to see a medical provider.
- **STREP THROAT/BACTERIAL INFECTION:**
 - If a child has strep throat or any type of bacterial infection, the child should be kept at home until 24 hours after the first dose of the antibiotic has been taken by the child.
- **MEDICATIONS:**
 - It is best for a child to receive medications at home if at all possible. In the event that a medication must be given at school, a medication administration permission form must be filled out and signed by the parent. Medication {both prescription and over the counter) must be brought to the school in the original container with the label intact. If the medication is a prescription, the pharmacy label must be in place. No medication will be accepted in any other type of container. parents must provide any medications to be given to their child. No stock medication will be provided by the school. All medications brought to the school will be verified by school staff.
- **SELF-CARRY MEDICATIONS:**
 - If a child needs to carry medication on their person (an inhaler, epi-pen, or diabetic supplies), a self-carry medication administration form must be filled out, signed by the parent, and on file in the office.

BUS RULES

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. Each student must be provided a seat. After the passenger load is lightened a student may change seats if permission is first obtained from the driver and if the bus is not in motion.
3. Students must be on time. The bus cannot wait for those who are tardy. Students must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the driver's hands.
6. Outside of the ordinary conversation, classroom conduct is observed.
7. Students must not throw waste paper or anything on the bus. Help keep your bus clean, safe and sanitary at all times.
8. Students must not at any time extend arms, legs, or head out of the bus window.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear and the driver has given you the signal that it is safe to cross.
11. Any damage to the bus is to be reported to the driver at once.
12. Students should get on and off the bus promptly, without stopping to visit.
13. Animals, insects, fowl, etc. shall not be transported in the bus.
14. Glass containers such as bottles and jars are not permitted on the bus.
15. Students are to be completely quiet when the bus stops at railroad crossings and remain quiet until the bus begins to move again.

VIOLATION OF THESE RULES, MAY RESULT IN THE STUDENT BEING DENIED THE PRIVILEGE OF RIDING THE BUS.

| <u>Bus Number</u> | <u>Driver</u> | <u>Phone</u> |
|-------------------|-----------------|--------------|
| # 8 | Chelsey Vanatta | 918-244-9431 |
| # 25 | Debra Smith | 922-3844 |
| # 14 | Judy Penrod | 515-0096 |
| # 33 | Denise Mahan | 784-5452 |

*** Bus drivers will not answer their phones while on their routes. If you need to get a hold of them you must call before 6:30 am or before we dismiss at 3:00 pm. For emergencies call district transportation # 620-784-5412.**

DRESS CODE

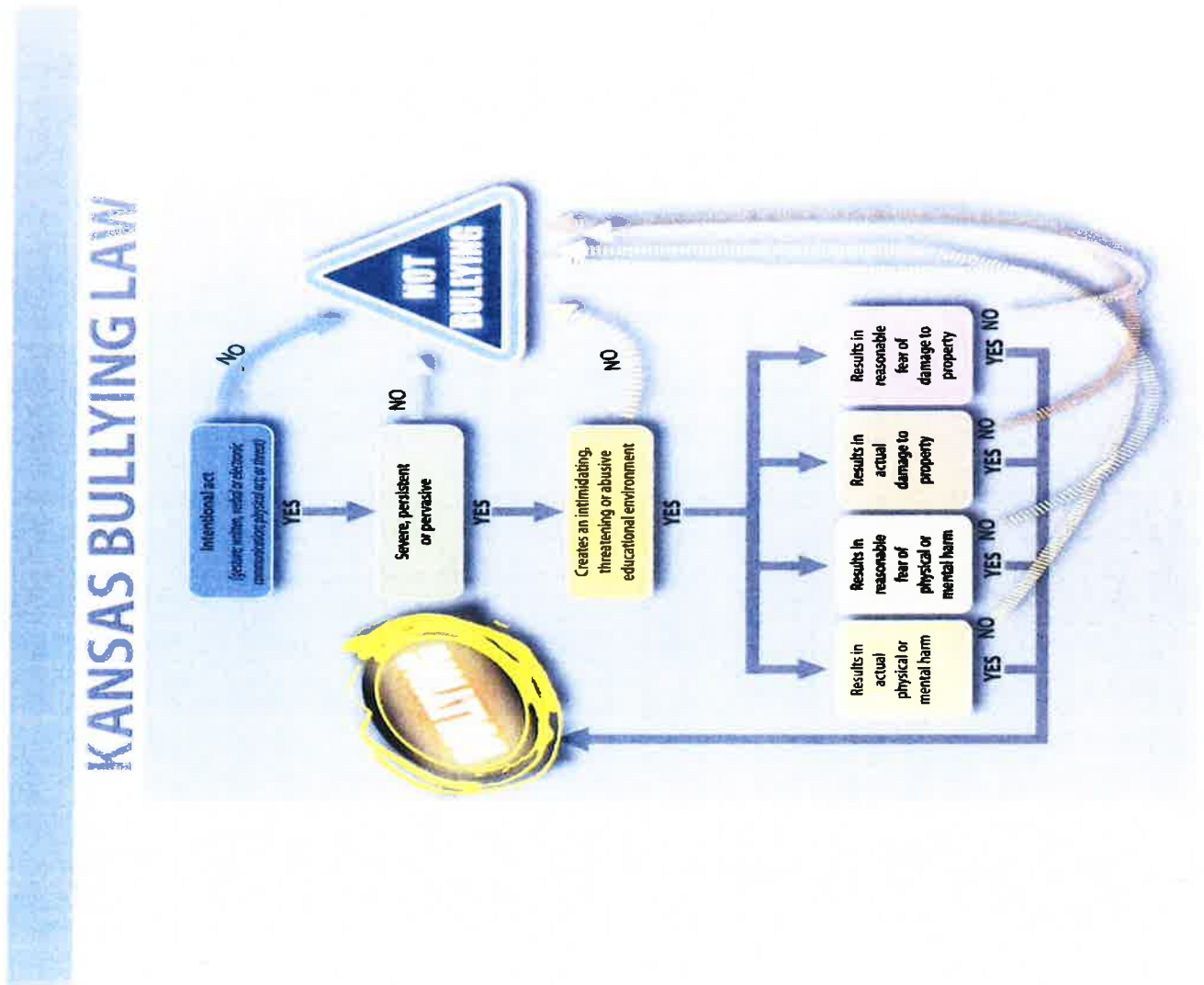
Each student should make a habit to look his/her best at all times. The student should strive to feel the best he/she can by practicing cleanliness and attractive grooming. A student's appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual. "Heelies" (skate/shoes) are not allowed. Apparel and clothing containing printed or visual messages inappropriate in a school setting will not be worn. Hats, bandanas or caps will not be worn in the building. Cutoffs, beach apparel, bicycle shorts, see-through clothing, bare midriffs, or tank tops and spaghetti strap blouses are unacceptable. All waistbands of shorts, pants, or skirts will be worn at the waistline or above. Dresses 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.

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 (C.D. player, I-Pod, MP3 player, and any other electronic devices are not to be turned on during any part of 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 devices is not allowed as per the Acceptable Use Policy (AUP).

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board has set a high priority on zero tolerance for bullying behavior at all levels of this 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.



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.

ATHLETICS & ACTIVITIES

The Edna 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 athletes are not given any extra time to complete regular classroom academic assignments.

- **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.**

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.

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 athletic, cheerleading, or band activities are required to maintain acceptable grades. Any student receiving two "D's" or one "F" will be restricted from participation. The student will receive an 8th hour notification for parents to sign and return. In order to participate the student will be expected to attend our mandatory study hall, until he/she has raised his/her grades to no "F's" or only one "D". Grade checks will be done through the week. During this time a student will not take part in games or extracurricular activities but may continue to practice. If the student raises their grade to an acceptable level, they are out of (8thhour) and may participate. Students will communicate this to parents and coaches. The student may report to practice after 8th hour, transportation will not be provided by the school.

If students do not stay for mandatory (8th hour) they may be assigned an in-school or out of school suspension.

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.**

TELEPHONE CALLS/Cell Phones

Students will be allowed to use the telephone only in the event of an emergency. Cell Phones are not to be turned on during any part of the school day (this includes anytime you are riding the bus), except at the discretion of the school staff. Cell phones that are out during the school day will be considered a nuisance and will be confiscated. The taking of pictures is not allowed as per the Acceptable Use Policy (AUP).

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.

Revised March 2015

LUNCH & BREAKFAST

USD 506 grade 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. All students must either bring a sack lunch or eat a school lunch. No student will be allowed to skip lunch.

Due to Covid-19 we will not have any visitors during this time.

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

- Unruly behavior, such as excessive talking, horseplay, throwing food, 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.

Sickle Cell Screenings

In accordance with state law, the parent or guardian of any child entering USD 506 school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood test for sickle cell trait and sickle cell anemia.

Labs in Labette County that have the capability of testing for Sickle Cell Disease and also for Sickle Cell Trait are:

Altamont Community Clinic
401 So. Wabash
Altamont KS 6330
620-784-5784

Labette Health
1902 So. U.S. Hwy 59
Parsons KS 67357
620-421-4880

Oswego Community Center
800 Barker Drive
Oswego KS 67356
620-795-2119

These tests will be performed only if there is a written order from a licensed physician &/or medical provider authorized to write orders.