

## Plainville USD 270

### Student Handbook At-a-Glance for Elementary K-6

The complete Student Handbook details the daily operation of our buildings. All students, along with parents/guardians, are encouraged to read the handbook. It has been prepared to assist in having a positive and productive year. The "At-a-Glance" document is to not in any way substitute or override any policies described in the complete Student Handbook. Any and all information shared in the At-a-Glance document comes directly from the Student Handbook and has not been altered or edited in any way. The purpose of this document is to provide our elementary students and parents/guardians a quick reference of the most common and/or critical elements we reference frequently in the elementary building. If questions or concerns still arise, we highly recommend and encourage all families to refer to the complete handbook for further information and guidance and always contact the building administrator if needed.

#### ATTENDANCE POLICY (Student Handbook p.23)

Research shows that the single greatest factor contributing to student achievement is attendance at school. Although we realize that there will be occasions when students legitimately need to be gone from school, it is the combined responsibility of the school officials, students, and parents to see that these absences are kept to a minimum. Therefore, students are expected to be on time to school every day, for the entire day, unless sick or otherwise excused. **In the event your child will not be in school for any reason, communication must be made to the office by 8:30 A.M.**

#### Every Day Counts



#### Acceptable Reasons for Excused Absences (Student Handbook p.23)

1. Personal illness
2. Serious illness or death of a member of a family member
3. Emergencies calling for the student's services or presence at home
4. Obligatory religious observations
5. Participation in a district-approved or school sponsored activity.
6. College/post secondary school visitation for seniors (2 days) and for juniors (2 days) if arranged through the counseling office.



Again, school administrators will have the final authority to determine whether or not an absence is excused.



#### Arrival Time (Student Handbook p.23)

School starts at 8:00 a.m. After arriving on the grounds in the morning, students are not allowed to leave the school premises without permission from the office.

Students may go to the cafeteria for breakfast beginning at 7:30 a.m. If they are not eating breakfast or are not involved in some athletic or extracurricular activity practice, students are encouraged not to arrive before 7:45 a.m.

#### Discipline/Detentions/Suspensions (Student Handbook p.30)

Our goal is to guide each child in the development of desirable character traits so that self-discipline may be exercised. We strive to see that every child is treated with fairness and respect and has equal opportunity to learn. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered.

Self-Control  
Excellence  
Honesty  
Courteous  
Responsibility  
Respect

### Dress Code (PES) (Student Handbook p.31)

This dress code is intended to promote appearance that refrains from interference with the function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times.

- For reasons of health and safety, shoes must be worn.
- Except in those situations where approved by a school-sponsored group or activity in advance of any activity, headgear (examples: hats, caps, bandanas, sunglasses stocking caps, head covering) should not be worn in the building until the dismissal bell rings.
- Items of apparel that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect reference to alcohol, drugs, sex, profanity, gang affiliation, Satanism, tobacco, etc.) should not be worn.
- No bare backs or shirts which expose stomachs are permitted.
- Students dressed inappropriately may be asked to secure proper attire before returning to class.
- Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.



### Illness (Student Handbook p.47)

When students are ill, they should remain at home. In cases of emergency or illness at school, students should report to their teacher for permission to go to the office. If the student is ill or if it has been determined the student has a temperature of 100 degrees Fahrenheit or more, the office will notify the parent/guardian to make arrangements for the student to be picked up or sent home.



### Immunizations (Student Handbook p.47)

All students enrolling in USD 270 shall provide the principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements (KSA 72-5209). Required immunizations include inoculation against poliomyelitis, diphtheria, measles, rubella, mumps, pertussis, tetanus, hepatitis B, and chickenpox (unless proof of prior chickenpox is provided). Booster shots required by the KSDHE are also required. Since the 1998-99 school years, a DPT booster is required to be taken within 10 years from the last DPT shot.



### Late Arrivals (Student Handbook p.24)

A student who arrives after 8:30 a.m. will be entered as an unexcused absence. **Oversleeping and personal transportation problems are not considered to be an excused absence or excused tardy.** When students arrive late to school or leave school for any reason, they are expected to come to the office to sign in or out.



### Vandalism, Property Damage and Theft (Student Handbook p.37)

Our school buildings and equipment require patron taxes to construct, purchase, and maintain. Students who destroy, steal or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property or some other individual's items, suspension or further disciplinary action may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.