

# ARRIVAL-BREAKFAST

Breakfast at Hickok will be served between 7:45 and 8:05 a.m. The serving line will stop serving at that time. Any remaining students will be dismissed to go to class no later than 8:10 a.m. Students eating breakfast need to report directly to the cafeteria and will be expected to focus on finishing their breakfast. All other students should report directly to the **gym and will be dismissed from there at 8:00** a.m. Students who are not eating breakfast should not arrive before **7:45 a.m.** Students eating breakfast should arrive no earlier than 7:35 a.m. The front doors will not be unlocked before that time. Please do your best to **ensure** that your student arrives to school on time. The first 10 minutes of the day is critical for our staff and students to put away coats, take care of books and work, and to prepare to start the learning process.

# ATTENDANCE

When absence from school is necessary because of illness, family emergency, or any other reason, please call the office at (620) 356-3919. If you haven't called in by 9:00 a.m. the school office staff will attempt to contact parents. It is extremely important that parents provide accurate contact information to the school office staff for this purpose, as well as in case of emergencies. Parents should send a note of explanation to the teacher upon students return from any absence if they were unable to call the office. Whenever possible, arrangements should be made with the teachers prior to an absence regarding make-up work. Repeated absences without a valid excuse will be reported to legal authorities as truancy as required by law. Students who are excessively absent may miss scheduled field trips, special programs or events at school, based on teacher discretion.

Any student who is inexcusably absent **or tardy** from school for all, or a significant part of, 3 consecutive school days, 5 days in a semester, or 7 in a school year is considered truant, and a report will be made to law enforcement concerning this status. For the purposes of this policy, excused absences include:

1. The student's personal illness and professional appointments;
2. Serious illness or death of a member of the family;
3. Emergencies calling for the student's services or presence at home;
4. Obligatory religious observances;
5. Participation in a district-approved or school sponsored activity;
6. Absences pre-arranged by parents and approved by the principal;
7. Students of active duty personnel shall have additional excused absences at the discretion of the principal for visitations relative to leave or deployment;

8. If a student misses two or more hours of the school day, this shall be considered a significant part of the day. Regular attendance will benefit your student academically and create a life-long practice.

### **Late Start:**

Once a month, on Wednesday, teachers will have a short inservice. Students will not be expected to show until 9:30 and the tardy bell is at 9:45 (Check the school calendar day for the dates).

## **BICYCLES or Skateboards**

Bicycles and skateboards must be parked in the rack when you arrive and left there until you leave. DO NOT ride on sidewalks and stay away from any bicycles except your own. Walk your bicycle or skateboard off the school grounds and across the marked crosswalks. Be sure to enter the street cautiously and follow proper traffic rules. Careless riders will be asked to leave bicycles or skateboards at home.

## **BUS STUDENTS**

The bus loading and unloading area is on the east side of Hickok School. Bus students should be in NO other area after school. The buses depart at 3:45 p.m. and will NOT be called back. Parents are asked to notify the school office in the morning if transportation arrangements for students change. The office will not take calls changing pick-up arrangements for students after 3:15 p.m. After that time, it is difficult to get this information to teachers in a timely manner. Good conduct is expected while you are waiting on the bus, and all policies and rules governing student conduct and discipline at school shall be in effect in district vehicles. Students must follow the instructions of the driver when loading, unloading, or riding in school vehicles. Parents will be notified whenever a student does not ride the bus due to staying after regular dismissal time. The district will not be responsible for transporting students who are held after school for disciplinary reasons or who miss the bus due to their own failure to load the bus on time. Whenever students are required to ride the bus home from school, student detentions resulting from student misconduct may be served the day following the day of the detention assignment so that parents or guardians may arrange for alternative transportation for the student. The Bus Transportation office phone number is (620) 356-5167, if you have any questions.

## **PARENT PICK-UP**

Students who are picked up directly by parents will be released by the classroom teachers or para-professionals. Pick-up time for all students is 3:45 p.m. We ask that families respect that dismissal time. Please do not arrive early to pull your students from class for convenience or to avoid traffic. Teachers are asked to continue meaningful educational activities in the classroom throughout the entire school day and instructional loss due to early pick-up is disruptive to this effort.

## **CLEANLINESS**

Students will be expected to take pride in helping to keep all areas clean and in order. Waste paper and other trash will be put in proper containers in classrooms, restrooms and all other areas. Floors should be kept clean and free of trash, books or other personal items. Special effort should be made in the lunchroom to prevent spills or dropped food. Students will be expected to help in the clean-up if this occurs. Show citizenship and pride in your school by keeping the desks, walls and other areas of HICKOK SCHOOL free of marks or other damages. Walk only on the sidewalks and pavement during muddy weather. Shoes are to be clean before entering the building.

## **CONDUCT AND CONSEQUENCES**

Our goal is to make Hickok School, a school the teachers are proud to work in and students are all proud to attend. This will be best accomplished by good student self-discipline. This year, Hickok Elementary will continue implementing CHAMPS, a PBIS system designed to help students know how to appropriately behave in all of the different environments at school. When in place, CHAMPS will entail systematic changes in our present school-wide behavior expectations. Our school-wide positive behavior system will still be built around the Hickok 3 R's: Responsibility, Respectfulness, and Readiness. We can be proud of HICKOK SCHOOL if all students practice good conduct. Loud noises, running or other disturbances in the halls or restroom will NOT be allowed. Students will be expected to show respect by their words and actions to teachers, other adults and fellow students. Bad language; bullying; fighting; sexual, racial or disability harassment or discrimination; possession of weapons, drugs, alcohol, tobacco, or electronic cigarettes; cheating; and dishonestly will NOT be tolerated at any time. Severe cases will be referred to the principal and may be subject to disciplinary measures up to and including suspension and/or expulsion from school.

## **BEHAVIOR REFERRAL POLICY**

Disciplinary action is generally progressive in nature and every attempt is made to handle discipline in the classroom. Hickok teachers are asked to offer counseling, guidance, incentives and natural consequences when poor behavior occurs. However, when teacher interventions are not successful, or when the nature of the infraction is severe, it may become necessary for a teacher to make a behavior referral to administration. Depending on the nature and severity of the infraction, administration has several options that may be exercised. Some of those options include, but are not limited to, detention, in school suspension, out of school suspension, and expulsion. To assist students in understanding poor choices, students may be asked to complete a Think Sheet activity and have it signed by a parent or guardian. The purpose of the Think Sheet activity is to process the event with the students, have students reflect on and understand their mistakes, and to provide parents a record of that process. It is the goal of the school to maintain a safe and orderly learning environment so that each student's learning opportunities are maximized. Lastly, if a student has significant behavior problems throughout the year, it will be the teacher's discretion if that student is allowed to attend school sponsored Field Trips.

## **ATTENDANCE AT USD 214 EVENTS**

Hickok students attending events at other schools in our district must be accompanied by parents and/or adult guardians. This includes all UHS games and events. When attending, Hickok students must be under parent supervision at all times. Please do not drop your student off at a USD 214 event and leave. Students must be supervised by adult family members at all times to **ensure** their safety.

## **NONDISCRIMINATION DISCLOSURE FOR STUDENTS**

The district strives to maintain a learning environment free from discrimination, insult, intimidation, or harassment due to one of the aforementioned traits is prohibited at school, on property owned or operated by the school, in school vehicles, and at school sponsored activities, programs, and events.

Any student who engages in a prohibited act under this policy may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct or who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **DRUG FREE SCHOOL**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or at school sponsored activities or events are prohibited. As a condition of continued enrollment in the district, students shall abide by the terms of the above-mentioned policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to sanctions.

## **HAZING/HARASSMENT/ INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, and/or bullying as defined in K.S.A. 72-8256 (including cyberbullying) by students, staff or parents is strictly prohibited and shall not be tolerated in the district. Cyberbullying means bullying by use of any electronic device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. 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, up to and including dismissal. Parents whose administrative response as determined and imposed by the superintendent or board, which may include, but shall not be limited to, withdrawal of the privilege to be on school district property and/or attend district activities, programs, and events or referral to law enforcement officials as appropriate.

## **ACCEPTABLE INTERNET USE POLICIES FOR STUDENTS**

It is the policy of the district to mandate and expect that students will use the internet system in a responsible manner and be held responsible for his/her actions. Students who do not comply with the standards of behavior outlined in the student internet rules may lose their privilege to use the system and/or be subject to other disciplinary action.

## **STUDENT CELL PHONE USE AT SCHOOL**

Student cell phone use is not allowed during school hours. Any exceptions are to be specifically approved by the principal and requested in writing. With phones available in the office, few emergency circumstances would warrant student use of a cell phone during the instructional school day. The school will not be responsible for lost or stolen cell phones.

## **WEAPONS POLICY**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in a school vehicle, or at a school activity, function, or event.

## **CONTESTS AND AWARDS**

Students will have the opportunity to participate in several athletic and scholastic contests. The contests will be fun, but **it will also provide time** to learn better sportsmanship and strengthen talents.

## **DRESS CODE**

Hickok School does not have an official dress code, but there are some guidelines. Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. Clothing should be appropriate for the weather. Shoes with “CLEATS” on the soles should not be worn to school. Clothing should not cause distractions from the learning process. Shorts may be worn during hot weather provided they modestly cover the child. Clothing that distracts from learning should not be worn to school. School board policy prohibits the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, message, or any other attribute, which implies membership or affiliation with gangs; promotes drug, tobacco, and/or alcohol use; or includes vulgar, profane, lewd, or sexually charge images or messages at school, on school property, or at school sponsored activities, programs, or events.

## **FIRE,TORNADO and LOCK-DOWN DRILLS**

Fire drills and tornado drills are required in school for **the safety of our students**. A loud horn and strobe lights **announce** the fire drill. Tornado drills are announced by voice on the speakers in the classrooms. Routes and procedures are important to know and are posted in each room. Students should be very serious about safety drills and should listen carefully for any instructions from the teacher. Our Lock-down drill is announced

by the voice notice of “This is a Code-Red” via the school PA system. Teachers and students are instructed to secure classroom doors and hide-in-place during these drills. Classes that are outside are instructed to leave the campus to nearby shelter.

## **HEALTH**

Minor injuries will be treated at school. Students who become ill will be allowed to go home only if there is a responsible person there. We ask that all parents **list** two emergency numbers of **an adult** who will take responsibility for your sick child if you are not available.

School policy and STATE LAW states that school personnel may NOT administer any medication, INCLUDING ASPIRIN OR TYLENOL, without a form signed by the parent. This in no way implies that we do not want your child in school because he/she is taking medication. We just are required to have authorization. If your child is sick and must be on a prescription medication, please ask the doctor for a written statement to bring to the school office stating why the child must be on this medication, when it should be given, how much and for how long.

If medication is brought to school, it needs to be in a pharmacy-labeled container, which is properly labeled for that child and with the correct dosage instruction. For prescription medication have a container prepared by the pharmacist to be left at school for as long as the child needs the medication. In order for school staff to distribute medicine, parents must complete a form available in the office. This will eliminate the problem of medication being left at school or forgetting to bring it to school.

A student with head lice may remain in school for the day but will be excluded the next day until treatment has been initiated. After treatment and all live lice are removed the child will be permitted to return to school. Both over the counter and prescription medications are available for head lice treatment.

We feel that parents should be responsible for knowledge and practice of sound principles of communicable disease control within the home as well as for providing seasonally appropriate and clean clothing, adequate nutrition, adequate sleep and good health habits and care for each child. It is the parent’s responsibility to retain the child at home when ill and in no condition for school attendance, or when the parents know this child has a communicable condition such as head lice or scabies. Development of sound emotional attitudes, choice of recreation by the child, sound healthful citizenship and spiritual values also lie with the parents.

Students with a fever or stomach symptoms should not be at school for their own health as well as the health of the other students. Students need to be symptom free, without

medication for 24 HOURS before returning. If a student is cleared to return to school after illness, they will be expected to participate in recess and PE unless the school is provided a Doctor's note limiting their participation. If your child is often cold, please send a sweater or jacket with his/her name on it to be kept at school during cold weather months.

Accident insurance is available through a local agency and application forms are kept in the school office.

## **LABEL ITEMS**

Students should put their names on jackets, gym shoes, workbooks or any personal items, which might be misplaced. A lost and found rack is kept in the hallway for misplaced clothing. Other items are kept in the office.

## **LEAVING SCHOOL GROUNDS**

NO student will be permitted to leave the school area during the school day unless the parents call the office or send a note to the OFFICE to pick a student up. They will not be permitted to just wait out front. The parents must come into the office and sign the student out.

## **LIBRARY**

Students will go to the library once a week to check out books. Students are responsible for these books. Please encourage your child to return books on time. If a library book is lost or damaged, the student or student's parent will be responsible for the cost of replacing the book. The average cost of a hardback book is \$18.00.

## **LUNCH GUIDELINES**

- Do not change position in the lunch line.
- Follow CHAMPS expectations while in the lunch line.
- CHAMPS expectations of a 0 voice level beginning at office door to lunchroom table.
- Use good table manners.
- Students are expected to keep a voice level of 2 or lower while in the cafeteria. We

will take a 5 minute period of silence to insure that students focus on eating.

- Be sure your eating area is clean before you leave.
- DO NOT run in the hallways or any lunch area.
- Extra milk is available for 75 cents when you have completed your meal.
- Those who do not eat lunch at school must not return to school until about 10 minutes before afternoon classes begin.

No outside vendor food will be brought into the lunchroom by students, parents, or staff. Also, students are expected to bring cold food items that do not require preparation by school lunchroom staff. Use of the microwave in the cafeteria should be limited to 30 seconds of warming. Please do not send lunch items that require excessive preparation by your student as there is not enough time in the lunch period. We welcome occasional lunch visits from our parents. We ask that these visits are limited to parents only, due to the limited space in our cafeteria. **Parents need to call in the morning of the day a requested lunch visit to be able to eat with their child. This call needs to be made to office staff no later than 9:00 a.m. Also, parents can't eat with their child the first two weeks and the last two weeks of school** When eating with parents, students may ask one classmate to sit with them. Please do not invite the same student if you come to lunch on several visits. This causes hurt feelings with other classmates.

## **PAYMENT OF SCHOOL LUNCHES**

Students who qualify for free or reduced priced lunches are encouraged to apply. Students who do not qualify for free or reduced lunches must pay full price for lunches. **NO STUDENT MAY CHARGE A FULL OR REDUCED PRICE LUNCH.** Payment will need to be made, otherwise, lunch must be brought or the student must be picked up for lunch. We request that you pay at least for a week at a time to cut down on bookkeeping.

Daily lunches are \$???

Adult guest lunches are \$3.60, and payment for adult guest lunches needs to be sent in the morning with your child or phoned in no later than 9:00 a.m.. **SORRY NO CHARGES WILL BE ACCEPTED!!**

Extra milk costs 75 cents.

## **RECESS GUIDELINES EXPECTATIONS**

Our staff has designed CHAMPS expectations for student recess time that outline acceptable play and behavior. We understand that the physical activity at recess helps students release energy and allows them to think and learn better in late morning or afternoon classes. Please stress to your students that fighting or aggressive play at recess will not be tolerated. Students who violate playground rules will lose play privileges and may be asked to sit out for a time, or to walk our fence route. Our primary goal at recess is to get the chance for physical activity and to build social relationships with peers in an appropriate way outside of the more structured classroom. We ask that parents do not approach the playground area during recess time. Due to safety concerns for all students, teachers will call the office when observing unfamiliar adults circling our playground.

## **WEATHER FOR RECESS**

Due to the importance of recess, we will make every effort to go outside during the school year. We ask that parents plan for this by providing appropriate coats, hats, gloves and footwear for this purpose. If the outside temperature drops below 28 degrees, or if snow, rain, or wind factors make participation unsafe, we will conduct recess activities inside. Research shows that brief periods of outside activity, even during the winter months, improves the health of children. All students will be expected to participate in outdoor recess unless the school is provided a doctor's note that students should not participate.

## **PARENT VOLUNTEERS**

Parent help will be asked for in several ways during the school year. We sometimes need room mothers to help with parties, parents to help supervise field trips and helpers in the classroom with various projects and subjects. We have several tasks throughout the building for which your talents can be used. Please feel free to call the office if you have 30 minutes or an hour to share, either on a regular basis or an on call basis on your availability. We sincerely thank you for the many hours of your time and talents. If by chance, you notice a special glow on a child's face while helping us, then perhaps this is your reward. Parents or community members who regularly volunteer at Hickok will be asked to complete a background check to **ensure** the safety of all students. Please do not let this process discourage participating as a volunteer at our school.

## **PETS**

Pets may be brought to school only with the teacher's permission and with arrangements made for them to be picked up after sharing. Students and parents are responsible for seeing that pets DO NOT follow students to school.

**Any aggressive pets are not allowed and parents will be held liable if an accident occurs.**

## PHYSICAL EDUCATION

Dress and **foot wear** should be appropriate for activities on P. E. days. Students will be excused from P.E. activities ONLY with a written permit from a parent or a doctor.

## PLAYGROUND

The playground is one of the most enjoyed places by students. However, due to the numbers involved, for the safety of all, we must have some rules. Teachers have developed CHAMPS playground expectations that hopefully serve to make recess enjoyable and safe. These include:

- No abuse of equipment such as kicking basketballs, dangerous play on the BIG TOY, swings and slides is allowed.
- Teasing, fighting, throwing objects, including snowballs, at people, tackle football or other unsafe activity is not allowed.
- Students must stay within sight of the teacher, stay off porches, and away from windows.
- Only the proper number should use playground equipment, for example: one per swing and one at a time on the slide.
- Students must never run into the street and must be careful not to interfere in other games by running through the area.
- Any injuries should be reported immediately to the supervising teachers.
- Good sportsmanship and good language will be expected at all times.
- When the signal is given to end recess, students will get in line quickly and quietly. Enter the building quietly and orderly.
- Students will play outside for recess when the weather is dry and the wind chill is above 28 degrees.

## SCHOOL PROGRAMS AND ASSEMBLIES

Students will attend various programs in the gym. While attending the events students will remain seated, pay attention, refrain from disturbing their neighbors, and obey instructions from the teacher. Loud whistling, clapping and talking are

disrespectful and will NOT be tolerated. When attending musical programs at Hickok, we ask that students arrive in time and report to their classroom. Teachers will notify parents of arrival times for all programs and encourage the students to dress appropriately. We ask that parents and guests in our gym at these times follow these guidelines:

Please do not save seats when reporting for programs.

Make sure that during performances young children sit with their parents and do not run freely around the gym.

Please remain quiet and limit movement during school programs. This will allow other families to hear the program and see their children.

We will provide time after performances for pictures. Please do not stand or block other guest's view during the performance to take pictures.

## **RESTROOMS**

Loud talking or other disturbances will not be permitted in restrooms. Students are responsible for the practice of good personal hygiene. Hands should be carefully washed with soap after each restroom use and before lunch. This helps cut down on the spread of many communicable diseases.

## **STUDY**

This is a good year to learn better study habits. Students are encouraged to practice study habits learned in the classroom with whatever homework they might be assigned. Effort, neatness of work, and how hard a student tries to do his/her lessons will be given consideration. A student's goal should be an attitude of "I can always get better."

## **RETENTION**

Retention of students is sometimes necessary for a variety of reasons and should not be thought of as failure. Check the USD #214 Policy Handbook for more information.

## **TEXTBOOKS**

Textbooks are rented to students in this school. We have a **BOOK FEE** that is \$30.00 for the year. This is due at enrollment time. If fees are not paid, students will **NOT** be allowed to participate on any field trips. Students will be expected to pay for books, which are lost or damaged beyond normal wear.

## **TOYS AND TREATS**

Toys, athletic equipment, or games of any kind are not permitted at school except with the teacher's permission. **NO treats** such as gum, candy or sunflower seeds will be permitted at school, except during parties, birthdays or special occasions. Knives or any other weapons will **NOT** be permitted at **HICKOK SCHOOL**.

## **TRAFFIC SAFETY**

If you walk to school, be sure to use the painted crosswalks where they are available and **DO NOT** cross streets in the middle of the block. Never run when crossing a street. Walk on the left side of the street (facing traffic), when a sidewalk is not available. Bicycle riders must be especially careful when leaving school grounds and must obey all traffic laws. Parents are asked to notice and carefully observe all traffic signs in the school area. To help eliminate the congestion at 3:45 p.m., we would suggest that you pick your children up on the north or south side of the building according to the classroom procedure for pick up.

If you pick up your child using the front traffic lane, please pull to the right and park. Avoid double-parking which causes a safety concern for your child and his/her classmate. Never pick up or drop off your child into traffic! Please teach them to exit and enter the car from curb-side. Safety is a concern, and we must all share some responsibility to see that it occurs. Staff members will serve as **SAFETY PATROLS** at busy crossings. All students must obey instructions of Safety Patrols. The north crosswalk should not be used during afternoon student pick up as the traffic is often too congested and safety patrol supervision is available only at the cross walk directly in front of the main entrance to the school. Parents are asked to respect the use of the cross walk as well as students and staff. Please do not drop off your child on the street side of the parking area! This is unsafe and puts your child at risk. Do not block other vehicles while dropping off students. Also, do not perform U-turns when leaving after drop off or pick up.

## **TELEPHONE**

Students should know when they come to school what they are to do after school **so that** many telephone calls can be avoided with proper planning. A telephone is available in the office for students to use in an emergency. Students may use the telephone only with permission from a teacher.

## **VISITORS**

Parents are welcome anytime at Hickok School. The time of year and scheduled events may influence the activities within the classrooms. If you have a specific activity you wish to see, you may want to make prior arrangements with the classroom teacher. Parents will **NOT** be allowed to visit in classes unless prior arrangements have been made with the teacher. All visitors are required to check in at the office and receive a visitor's badge for access to the school after 8:15 AM. There are no exceptions to this procedure.

Parents are encouraged to eat lunch with their child once during the year. The office must be notified no later than 9:00 a.m. so that our cooks can prepare for the extra meals.

## **NOTES**

