

2023-2024

INTRODUCTION

As the school term approaches, the USD #403 Elementary Staff is excited about working with parents and students to make this a successful school year.

School is a place where good and rewarding things happen. For our students to succeed, the principal, the teachers and the parents need to work together on behalf of the students. We hope you will stress the importance of learning as you talk with your children. Together we can make your child's education a positive experience.

The most effective education occurs when we each accept our responsibility in the education process. Working together, students, parents, faculty, and staff will have a great school year.

U.S.D. 403 OTIS-BISON MISSION STATEMENT

The Board of Education of U.S.D. 403 Otis-Bison will provide a quality education for all students resulting in students being better prepared to make responsible choices throughout life.

OTIS-BISON ELEMENTARY MISSION STATEMENT

Otis-Bison Elementary will provide a safe learning environment to help each student receive a well-balanced education, which will ensure success in school, and enhance their life-long learning process

KANSAS SCHOOL SAFETY HOTLINE----1-877-626-8203

U.S.D. 403 SCHOOL BOARD MEMBERS

Bernard Juno, Chairman

Lance Hoopingarner
Robert Mitchell
Sean Kelly

Amanda Wiltse
Jason Wagner
Phillip Funk

ADMINISTRATION

Carl Helm, Superintendent

U.S.D. 403 District Office
301 W Eagle

785-387-2201
Otis, KS 67565

Karen Maier, Principal

Otis-Bison Elementary
P.O. Box 288

785-387-2371
Otis, KS 67565

OTIS-BISON ELEMENTARY FACULTY AND PERSONNEL

Wendy Brack	Preschool
Stephanee Juno	Kindergarten
Chelsea Pechanec	First Grade
Ashley Brack	Second Grade
Lori Kohls	Third Grade
Molly Schneider	Fourth Grade
Maddie New	Fifth Grade
Renita Schremmer	Reading Specialist
Holly Strommenger	Computer & Title 1 Instructor
Travis Starr	K-5 P.E. Assistant Pre K -12 Principal
Tyler Wassenberg	K-5 Vocal Music/5th & 6 th Grade Band
Deanna Bartonek	At-Risk Paraprofessional/Library Aide
Tammy Ficken	Preschool Teacher Aid
Katie Haselhorst	Teacher Aid
Amy Frieb	Teacher Aid
Annalee Crotinger	L.D./B.D. Instructor
Haley Delgadillo	Student Advocate
Pam Stiles	School Nurse
Jennifer Bahr	Secretary
Julieta Rodriguez	Custodian
Doris Straub	Head Cook
Kathy Nelson	Cook
Kelsey Monhan	Cook

ADMISSION TO SCHOOL

The state law requires that a child must be 5 years old on or before August 31 of the school year they enter kindergarten. First grade students entering the USD 403 School System must be 6 years old on or before August 31 of the school year. Kindergarten and first grade students enrolling in the USD 403 schools will need to bring the following to school:

1. A birth certificate.
2. A physical form.
3. Proof of immunization.
4. Social Security Card.

PRE-SCHOOL ADMISSION TO SCHOOL

A child must be 3 years old on or before August 31st of the school year. Preschool students enrolling in the USD 403 schools will need to bring the following to school:

1. A birth certificate
2. Social Security Card
3. Proof of Immunization
4. Current physical

Whenever a child enrolls in a school for the first time, proof of identity must be provided.

ATTENDANCE POLICY

Attendance Statement:

Attendance at school is the responsibility of the student and the student's parents or guardians. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

If your child is ill, we appreciate you contacting the school that morning, preferably by 8:30 AM. If you cannot make this call, then a note the next day will be accepted. If we do not hear from you, we will contact you at home or at work. If we do not hear anything from you about the absence, your child will have an unexcused absence. **Acceptable reasons for excused absences include illness, doctor's appointments and family emergencies. Absences for other reasons may be excused by the administration, these absences should be arranged in advance with the principal or superintendent. Excessive absences may result in a request by administration for doctor's notes pertaining to these absences in order to be excused.** A letter will be sent to parents when the student reaches 10 absences (not school related). At that time, a doctor's note will be required to excuse the student for any further absence. . Without a doctor's note, the absences will be marked unexcused.

UNEXCUSED ABSENCES

The Kansas Law, KSA 72-1113 states, "...if the child is inexcusably absent there from (school) on either three (3) consecutive days in a semester or seven (7) school days in a school year, the child shall be considered not attending school as required by law". The truancy officer will be contacted of these unexcused absences.

COMPLETING MAKE-UP WORK

When a student is granted an excused absence from school, the student shall have two (2) school days to complete the make-up work. For example: A student who is absent on Monday, would pick up the missed assignments on Tuesday and then the assignments would be due on Thursday of the same week.

When a student is absent without an excuse (an unexcused absence), the student shall have one (1) day to complete the make-up work.

For example: A student, who has an unexcused absence for Monday, would pick up the missed assignments on Tuesday, and then the assignments would be due on Wednesday of the same week.

Parents of students who are failing, near failing, or grades are falling rapidly due to poor attendance and/or not making up missed assignments will be contacted for a conference with the student's teacher(s) and principal.

Parents are responsible for making arrangements to pick up the child's homework from school.

STUDENT ARRIVAL TIME

Breakfast is served at 7:40 a.m. and school begins at 8:00 a.m. Students should not arrive at the school before 7:40 a.m. Students riding the bus from a pickup location should not arrive until right before the bus departs.

LEAVING SCHOOL DURING SCHOOL HOURS

If it is necessary for your child to leave during school hours please inform the child's teacher in advance when possible. When you arrive, you will need to report to the office and sign your child out of school. At no time will your child be excused from school with strangers. No student shall leave the school during school hours without permission. We appreciate your cooperation in notifying the school before you pick up your child. It is the responsibility of the student to make up for missed work while he or she is absent from school.

COMMUNICATIONS

The teachers will keep parents informed through phone calls and other forms of technology throughout the school year. We use the school calendar and supplement it with notes sent home about upcoming events, changes to the calendar, reminders for breakfast & lunch bills and other information we feel you need to know. Please read the notes carefully. Our district also utilizes School Messenger as a main source of communication for changes and announcements. It is highly recommended that parents sign up to receive phone calls, text messages or emails during the enrollment process. If you have any questions about School Messenger, please contact the office.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued following the completion of each nine week grading period. Progress reports are sent home for all students at the midpoint of each grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. You may also check your child's grades using the PowerSchool system.

GRADING SCALE FOR GRADES 1-5

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% and below

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice yearly, once at the end of the first nine weeks and once during the 3rd nine weeks. The parents' attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

PROMOTIONS AND RETENTION

Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- a) indifference or lack of effort on the part of a capable student
- b) physical or social immaturity
- c) frequent or long absences
- d) achieving below grade level

Retention is usually considered as a more positive alternative during the early grades. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision. The final decision of retention is made by the building principal.

HOMEWORK

In order to achieve the educational objectives of the USD 403 Elementary School, the home and school need to work together in a close partnership. The teacher will assign the amount of homework and frequency, based on the student's needs. These needs may arise when:

1. Absence necessitates make-up work
2. Students are not working up to expectancy
3. A particular difficulty is to be overcome
4. Students are encouraged to broaden their understandings
5. Specific abilities in individuals are to be developed

KEEPING STUDENTS AFTER SCHOOL

When it becomes necessary to detain a student after school for an extended period of time, the parent will be notified. Occasions such as these may result from a need for the student to complete some phase of school work. All children are expected to make up incomplete work. The parents will be notified, and will be responsible for providing transportation, but teachers must inform parents about this situation a day in advance so the parents of the student can make proper arrangements.

DRESS CODE

Seasonal appropriate clothing and good grooming play an important part in educational growth and development of all ages. The following guidelines are to be used:

1. Inappropriate dress will not be accepted:
 - a. Clothing which advertises alcohol, illegal drugs or tobacco is not allowed
 - b. Clothing which displays profanity is not allowed
 - c. Clothing which is gang related is not allowed
 - d. Shirts not covering the entire torso are not allowed
2. Shorts must be worn under a skirt or dress.
3. Hats and hoods are to be removed when entering the building.
4. Sunglasses are to be removed when entering the building unless there's a medical reason.
5. Footwear is to be worn at all times. No flip flops. Sandals with straps may be worn. Platform shoes are highly discouraged.
6. Tennis shoes are required for P.E.
7. Common sense and good judgment is to prevail in all modes of dress.

WEAPONS POLICY

USD 403 Board of Education policy states that a student shall not knowingly possess, handle, transmit, nor in any way exhibit any object which can be reasonably considered to be a weapon on the school grounds or off the school grounds at a school activity. This policy includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. This policy includes any toy weapons. Possession of a firearm shall result in expulsion from school for a period of one year.

RECESS POLICY

Weather permitting, recesses are held outside. Decisions to have outside recess during inclement weather will depend upon the temperature and the wind chill factor. We will typically have outdoor recess when the "real feel" temperature is at least 20°F and it is not actively raining or snowing. Students should always dress for outside recess. Students will have supervised free time in the gym on days when bad weather prevents outside recess.

WEATHER

If the weather is bad enough to require school to be delayed or closed, the school messenger will call the telephone number you provided us. Usually the first announcement is at about 6:15 a.m. (It has taken as long as 30 minutes after a station has been called for the announcement to be made on the air.) A phone call will come from an animated voice when the district office places it. It will leave a message if you are unable to answer the phone. These TV stations will be notified: KWCH, Channel 12, and KAKE, Channel 10. Please listen to one of these stations. If school is canceled, the information will be broadcast as early as possible.

FIRE AND TORNADO DRILLS

Emergency drills are conducted on a regular basis. During the course of the year we will have fire, tornado and crisis drills. In the event of an actual emergency, the school will provide parents with information via school messenger or other classroom communication tools on locations, etc. to pick up their child(ren).

ILLNESS AT SCHOOL

The school only administers first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified immediately. The students who are too ill to remain in the classroom shall go home. It is the responsibility of the parent to make such arrangements that an ill or injured student be picked up by a parent or a person the parent assigns to do so. If your child is sent home from school with a fever or after vomiting, they should not return to school the following day. If they return, the parent will be called to come get their child. **Students should be fever free (below 100.4°F) for 24 hours without medication before being sent back to school.**

MEDICATION

(PLEASE NOTE—IMPORTANT) Medication cannot be administered at school unless we have a signed permission form from the doctor and the parent. This has to accompany every new prescription. **A signed permit is needed for each prescription.** The medicine prescribed has to be in its original container. The school office will not administer cough drops. Each teacher reserves the right to allow or refuse the use of cough drops in their classroom. This information will be shared with you from each classroom teacher.

Medication forms can be picked up in the office and are also included in the packet you received in the mail concerning enrollment. Please pick up extra permits and make them part of your doctor visits.

SCHOOL LUNCH PROGRAM

Students are offered breakfast and lunch at school. Students are allowed to bring sack lunches to school. Pop is not allowed in the lunchroom. Staff will not microwave lunch items for students. Students should be able to eat their lunch as is when they bring it to school. Parents are welcome to eat with their children. If you wish to eat with your child, please call the school in advance.

MEAL PAYMENT POLICY

Payment for meals is due at the beginning of each month. Please review your child's meal balance on the PowerSchool system. When a student reaches a balance of \$5.00 a statement will be sent home. Any student who has charged three (3) meals may be placed on a cash-only basis. Your child will need to bring a sack lunch or cash each day until the balance is paid in full. Students who are unable to pay in full or bring a sack lunch will be offered a standard meal of a cheese sandwich and milk. Please review your child's lunch balance on the Power School system.

FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents will be asked to fill out field trip permission trip forms at the beginning of the school year. If there is a particular field trip you would prefer your child not to attend, please let the teacher know as soon as possible.

TELEPHONE/STUDENT CELL PHONES

The office telephone is a business phone and is not to be used by students without permission. **Students will not be allowed to have a cell phone during the school day.** While we prefer that students do not bring a cell phone to school at all, if they are sent to school, the classroom teacher will have a designated safe location for storing the student's phone. If a student chooses they may leave it in the student's backpack **turned off** until the end of the school day. However, the school will not be responsible for the student's property if left in the backpack. If the student is found in violation of these policies, the student will be asked by school staff to turn in their phone, parents will be notified of the violation and it will be placed in a secure location until the student goes home. If there are repeated offenses, the phone will be kept locked in the office until a parent can come to the school to retrieve the phone.

VISITORS

Everyone is required to report to the office upon entering the building. Parents are welcome and encouraged to visit the school.

LOST AND FOUND

Lost articles are brought to the office. These articles are kept in the building until the end of the school term. Personal items should be marked with the owner's name.

PERSONAL PROPERTY

Personal items are the responsibility of the student. It is suggested that items be marked with the student's full name. Students are not to bring radios, spending money, or valuables to school. If these items are brought to school, it is the child's responsibility to take care of them. The school is not responsible for personal items.

PICTURES

School pictures are taken once each year in the fall. Picture packets will be sent home in advance of picture day. Parents may choose to return the packet to school with the student or order pictures online. A picture retake day will be scheduled for students who may be absent or need new photos. Preschoolers are also welcome to have their pictures taken.

BIRTHDAY/ CLASSROOM PARTIES

Once a month students' birthdays will be celebrated. Treats will be supplied by the school. Summer birthdays will be celebrated before the end of the school year.

In keeping with State health and safety standards set for school meal preparation, treats are limited to prepackaged or licensed bakery items only. No homemade food items will be allowed for student party use. No treats are to be eaten on the bus after school. Invitations to personal birthday parties should not be brought to school to be handed out.

PETS

Pets are not allowed at school except when prior arrangements have been made with the teacher. A suitable cage or box is needed for the pet (a dog should be on a leash). No animals are allowed on the bus.

BICYCLES

All bicycles are to be parked at the bicycle rack. There will be no riding of bicycles on the school grounds during the school day. Improper use of one's bike may mean that the child will be asked to leave the bike at home for a period of time.

SOLICITATIONS

We ask that there be no outside organization sales or solicitation in school from the students. Teachers and staff would rather be approached at their homes than at school.

USD 403 IMMUNIZATION POLICY

The Board of Education of USD 403 complies with all regulations for immunizations as set forth in Public Law 72-509 - 72-511a.

Every student enrolling in Otis-Bison Elementary School for the first time, or such students as designated by school authority, shall present evidence that such tests and vaccinations as specified by the Kansas Certification of Immunizations have been received. If additional immunizations are necessary, these must be completed within 90 calendar days after admission to school. The student and/or parents or guardians must present evidence that the above vaccines have been received or are in the process of receiving before the child will be allowed to attend classes.

The only exceptions would be children whose parents claim a religious exemption or have a signed medical exemption, or who are transferring in from another district and are awaiting transfer of records. Parents or guardians will be notified at the time of school entrance, six weeks after school entrance, and again at twelve weeks if their children need additional immunizations.

Students who are not completely immunized within 90 calendar days after admission to school in USD 403 and who have not claimed any of the exemptions listed above may be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement. Parents or guardians will receive written notice of their students to be excluded,

informing them of the reason for exclusion, the conditions under which the students may return to school, and the opportunity to request a hearing on this matter. A complete copy of the Kansas Statutes on Immunizations is on file in the central office of the school district.

TRANSPORTATION

The school district operates district-owned buses. It is a privilege to ride the bus. Therefore, you should express good conduct and courtesy. **If you cannot conduct yourself properly your privilege of riding the bus will be denied.**

Please let us know by sending a note or calling the school when your child will be going home with someone else, riding a different bus or will be picked up early. **THIS IS FOR YOUR CHILD'S SAFETY. IF THE SCHOOL HAS NOT BEEN NOTIFIED OF A CHANGE, CHILDREN WILL BE SENT HOME ON THEIR REGULAR BUS.** It is not the responsibility of the school to make calls to check if the child is to go home another way.

TRANSPORTATION GUIDELINES

1. The Bus Driver is responsible for the students, their behavior, and the bus.
2. The student shall arrive at the bus stop before the bus arrives. The Bus Driver will wait at the stop a maximum of three minutes for the student to arrive and board the bus. Bus schedules are generally very tight and arranged in order that students will be required to spend a minimum of time on the bus.
3. The student shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Students shall wait in an orderly line and avoid horseplay.
5. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
6. Bus Drivers are allowed to pick up only those students assigned to their route.
7. The student shall go directly to an available or assigned seat when entering the bus.
8. Students shall remain seated and keep aisles and exits clear.
9. Students shall refrain from throwing or passing objects on, from, or into buses.
10. Students are permitted to carry only objects that can be held on his/her lap and not endanger the safety of the other students.
11. Students shall refrain from the use of profane language, tobacco, alcohol, drugs or any other controlled substances on the bus.
12. Students shall observe classroom conduct and obey the instructions of the driver promptly and respectfully.
13. Students shall not carry hazardous materials, nuisance items, and animals onto the bus.
14. Students shall respect the rights and safety of others.
15. Students shall refrain from leaving or boarding the bus at locations other than assigned stops at home or at school.
16. Students shall refrain from extending head, arms, or objects out of the bus windows.
17. All violations of transportation guidelines will be reported by the bus driver to the appropriate administrator.

Procedures for Dealing with Bus Violations:

- A. First Violation-Bus driver will advise the student of the violation guidelines and the need to remedy the situation. The student will receive documentation from the bus driver.
- B. Second Violation-Bus driver will advise the student of the violation and receive documentation for the violation. Bus driver will report the violation to the transportation director and principal. The student will return the notice provided by the bus driver with a parent signature to be able to ride the bus the next day.
- C. Third Violation-Bus driver will advise the student of the violation and receive documentation for the violation. Bus driver will report the violation to the transportation director and principal. The principal will contact parents. Students will not be allowed to ride the bus for a period of one week.

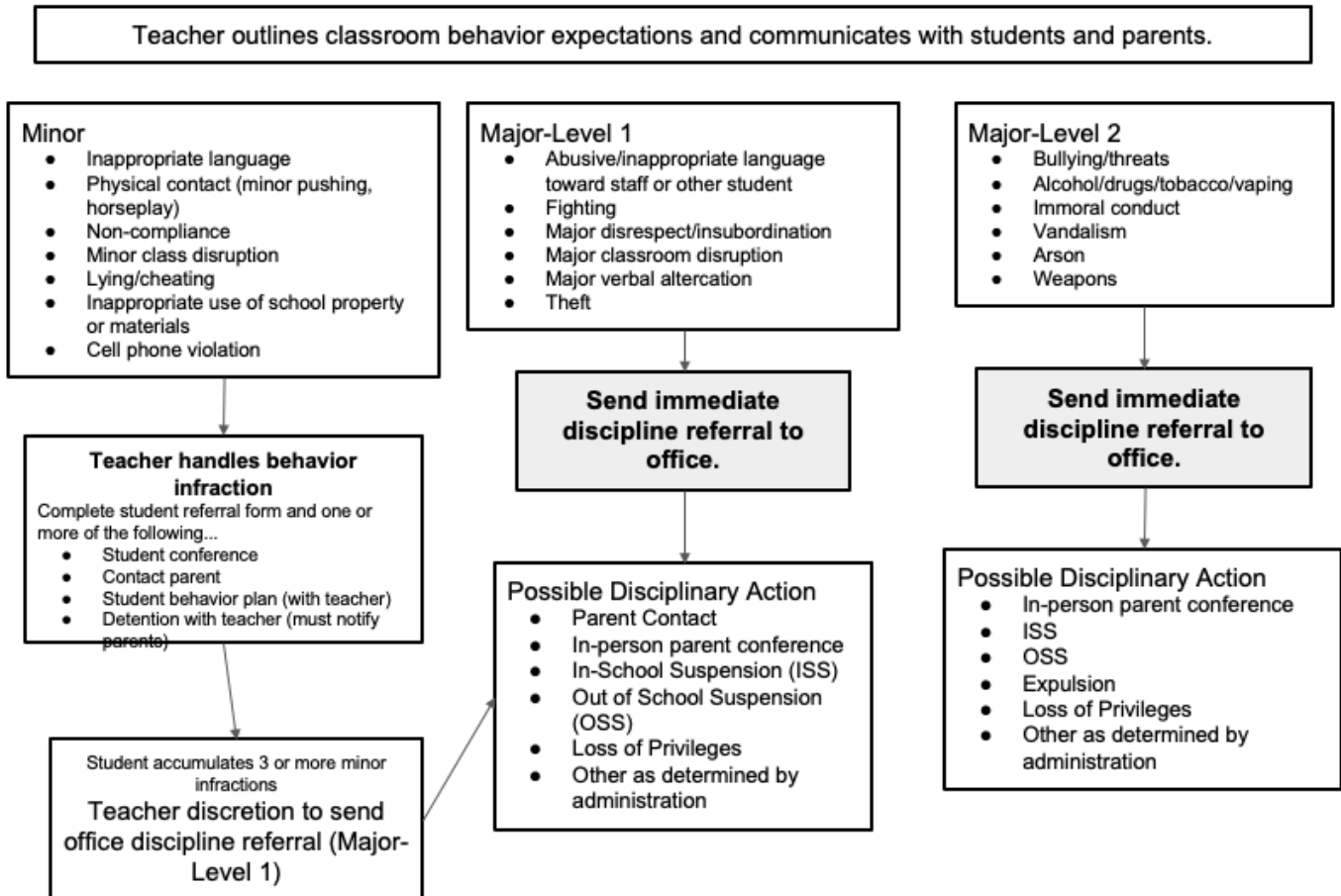
Depending upon the seriousness of the situation in the opinion of the appropriate principal, any of the above steps may be omitted in order to move to the actions listed under item “c”.

At the time of each violation, the bus driver will complete a form to be given to the parents, which notifies them of their child’s actions on the bus. The form is to be signed and returned to the bus driver the next morning.

SCHOOL-WIDE DISCIPLINE

The behavior expected from students at school is a combination of common courtesy and safety considerations. Students are in school to learn. We try to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect.

Schoolwide Discipline Flow Chart



Note: This chart is intended for guidance. Students with referrals will be considered on a case-by-case basis.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Seclusion and restraint will be used only when the student's conduct necessitates the use of an emergency safety intervention as defined below. 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 policy shall be made available on the district website with [links to the policy](#) available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions

“Emergency Safety Intervention” is the seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from the learning activity without being confined.

BULLYING/HAZING/HARASSMENT

It is the intention that every student has the same opportunities for success. Bullying, hazing or other forms of harassment does not allow for equal opportunities. Bullying and/or hazing affect students’ studies and have long-term effects—including how victims and bullies relate to children as adults. Therefore, all forms of bullying or harassment will be handled very strictly. Suspension and expulsion can and will result from continued harassment.

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be categorized several ways including physical, verbal, emotional, or sexual. Punching, poking, strangling, hair pulling, beating, biting, or excessive tickling are all forms of physical bullying. Verbal bullying includes hurtful names or teasing, while emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, and peer pressure. Sexual bullying could include many of the actions previously listed as well as exhibitionism, voyeurism, sexual propositioning, harassment, and abuse.

Being picked on, harassed, or isolated on a daily basis due to weaknesses, disabilities, appearances, or other differences can have devastating effects on a young person’s perception of his or her self-worth.

A student shall not sexually harass another student or students. Violation of this policy shall result in disciplinary action. Sexual harassment may include, but not limited to:

1. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse.
2. Making lewd suggestions to or about an individual.
3. Making lewd gestures with the body or hands.
4. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another body.
5. Sexual assault or battery as defined by law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Confidentiality shall be maintained throughout the complaint procedure. Please note: bullying and/or harassment can be from any media including the internet, phone and mail.

INTERNET USE

Internet access is available to students and staff members at Otis-Bison Elementary. U.S.D. 403 provides this access because it is believed the internet offers vast, diverse, and unique resources. The goal in providing this service is to promote educational excellence at Otis-Bison Elementary by facilitating resource sharing, innovation, and communication.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

- **Privacy:** The teacher and administrator may review communications to maintain system integrity and insure that students are using the system responsibly.
- **Inappropriate Material or Language:** No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
- **Rules for Internet use:**
 1. Do not use a computer to harm other people or their work.
 2. Do not vandalize the computer, software, or the network in any way.
 3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
 4. Do not violate copyright laws.
 5. Do not download software without permission of the teacher.
 6. Do not view, send, or display offensive messages or pictures.
 7. Do not share your password with another person.
 8. Do not trespass in another's folders, work, or files.
 9. Do not use the network for any illegal activities.
 10. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
 11. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if Rules for the Internet are violated.

Students and their parents or guardians will be expected to sign the Otis-Bison Internet Acceptable Use Policy before being allowed on the Internet.