

BES MISSION STATEMENT

The mission of BES is to create a learning environment in which students function at their greatest individual potential and become cooperative, productive members of society.

BES MOTTO

Beloit

Expects

Success

EQUAL EDUCATION & EMPLOYMENT OPPORTUNITY

The Beloit USD 273, Beloit, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Dr. Joseph Harrison, 2020 N. Independence Ave., Beloit, KS 67420, phone number – 785-738-3261 (Title IX Coordinator).

ACCREDITATION

The Beloit Elementary School is fully accredited in compliance with the requirements set up by the State Department of Education, State of Kansas.

STATEMENT OF ASSURANCE

Unified School District No. 273 does not discriminate on the basis of race, color, national origin, sex, or handicap under the provisions of Title VI, Title IX, and Section 504. In addition, all vocational opportunities are offered without regard to race, color, national origin, sex, handicap or age.

Anyone feeling that his/her rights, as designated above, have been violated should contact the Superintendent of Schools, 2020 N. Independence Ave., Beloit, Kansas, (785) 738-3261.

ACCOUNTABILITY

The following persons will actively support the public schools and will accept accountability for the growth of students: Parents and patrons of USD 273, their representatives on the school board, the superintendent of schools, administrators, building level teachers, and support personnel. The students will be accountable for taking advantage of opportunities and experiences in education provided by USD 273. Parents will be accountable for encouraging and supporting the student and school in this process.

BUILDING GOALS 2010-2011

Reading – Students will improve reading skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas Reading Standards.

Mathematics - All students will demonstrate, in academic and applied situations, a high level of mastery of essential math skills, with a focus on achieving proficiency as defined by the Kansas Mathematics Standards.

Social Studies – All students will demonstrate improved history, government, economics, and geography skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas History Standards.

Science – All students will demonstrate improved science skills across the curriculum, with a focus on achieving proficiency as defined by the Kansas Science Standards.

RETENTION POLICY

The classroom teacher will analyze a variety of information (grades, Dibels assessment, state assessment, map, attendance, behavior, etc.) and present this to MTSS. The members of the MTSS team, which will include but not be all-inclusive to, the original MTSS team, parents, and other teachers working with the student, school psychologist and principal. At this point, the parents and teacher will be aware of the concerns of the student and the possible recommendation of retention. This team will make the decision for retention of the student. The team will gather the information to make the decision for the best interest of the student.

CANCELLATION OF SCHOOL / BAD WEATHER

If it necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by the following radio stations:

KVSV – 105.5 FM & 1190 AM – Beloit
KDNS – 94.1 FM – Glen Elder
KNCK – 1390 – Concordia
KSAL – 1150 – Salina

If no announcement is made prior to 7:30 a.m., school will be in session as usual. If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made one hour in advance of dismissal time over the same stations.

SCHOOL CALENDAR

2010-2011

<u>Teachers Report:</u>	August 16, 2010
<u>First Day of School:</u>	August 19, 2010
<u>School Holidays:</u>	
Labor Day:	September 6, 2010
Veteran's Day:	November 11, 2010
Thanksgiving Vacation:	November 24-26, 2010
Christmas Vacation:	December 23 thru January 4, 2011
No School:	January 21, 2011
President's Day:	February 21, 2011
Spring Break	March 16-20, 2011
Easter Vacation:	April 22-25, 2011
<u>In-service/Work Days:</u>	
New Teacher Orientation:	August 12-13, 2010
In-service Days:	August 16-17, 2010
Teacher Work Day:	August 18, 2010
Bldg. Mtg./In-service	September 27, 2010
Bldg. Mtg./In-service	December 6, 2010
In-service/Work Day:	January 4, 2011
Workday/Music Festival	April 13, 2011
Work Day/Beloit Relays:	April 29, 2011
<u>Parent/Teacher Conferences:</u>	
	October 21 & 22, 2010
	February 17 & 18, 2011
<u>Last Day of School:</u>	May 25, 2011
<u>Last Day for Teachers:</u>	May 26, 2011
<u>Nine-Week Periods:</u>	
1 st Nine Weeks:	August 19 – October 15
2 nd Nine Weeks:	October 18 – December 22
3 rd Nine Weeks:	January 5 – March 11
4 th Nine Weeks:	March 14 – May 25

TEXTBOOK FEE

There is a \$35 per student textbook rental fee that is to be paid at enrollment.

MULTI-TIERED SYSTEM OF SUPPORT

Educators, parents and community leaders have concerns about all students experiencing learning and behavior problems. Although classroom teachers can and do meet the needs of many students, there are situations where teachers need assistance. The goal at Beloit Elementary School is to expand the use of various resources and expertise in the school and community to address student needs. School personnel and parents of students may make requests for assistance. For further information concerning the Multi-Tiered System of Support process, please contact the Beloit Elementary School Office.

BELOIT ELEMENTARY SCHOOL

CONDUCT SYSTEM

Goal: To provide a framework for students to practice responsible self-discipline.

It is our belief that the BES conduct system will help students become responsible, self-disciplined young adults. We believe that a safe and orderly environment provides an atmosphere that is conducive to learning; one, which enables students to maximize their individual potential and succeed as lifelong learners.

Conduct System

1. BES will be using a card system. The type of card used varies from primary to intermediate grades.
2. **The 3rd through 6th grade students will be using their planner regularly for a communication device for parents/ teachers and a pass to leave the classroom to go to other locations in the school. Student planners will be checked periodically by teachers.**
3. Accumulation of warnings on the conduct card for minor violations will result in the following:

Minor Violations - Daily

(Primary Level – K-3rd)

- 1st infraction - Warning
- 2nd infraction - Time off recess
- 3rd infraction - Whole recess/parent contact
- 4th infraction – Parent conference – one-day in-school suspension (2nd & 3rd grades only)

Minor Violations - Daily

(Intermediate Level – 4th-6th)

- 1st infraction - Warning
- 2nd infraction - Miss recess
- 3rd infraction - Half hour after/before school detention
- 4th infraction - Office visit – parent conference (administrator, counselor, teacher, parent)
(Documentation will be sent to the principal on the 4th infraction)

1st office visit - Principal and/or student will call parents.
For 4th-6th grade students – 2 hours Saturday school.

2nd office visit - For 4th-6th grade students – 4 hours Saturday school.

3rd office visit - In-school suspension (ISS) and parent contact. After the 3rd office visit - the student's information could be reviewed through MTSS (Multi-Tiered System of Support). The team could devise a behavior plan.

4th office visit - Out of school suspension (OSS) and parent conference.

Major Violations (Consequences – 4th-6th)

In most cases, consequences for major violations will occur according to the following levels:

1st major violation - Detention to expulsion hearing.
2nd major violation – 4 hours of Saturday school.
MTSS (Multi-Tiered System of Support) could devise a behavior plan.

3rd major violation - OSS to expulsion hearing.
Out of school suspension (OSS) and parent conference.

It is to be noted that some students, because of special needs, may have Individual Behavior Plans. Modifications to this plan should be noted in the child's IEP or 504 plan as necessary.

Minor Violations

Minor violations include, but are not limited to:

- Littering
- Noise in the halls
- Inappropriate items/language
- Disrespect to staff/students
- Not having homework completed
- Inappropriate behavior in bathrooms
- Failure to serve a detention
- Not prepared for class
- Not being truthful
- Lunchroom problems

THIS IS NOT AN ALL-INCLUSIVE LIST. ACTIONS NOT LISTED ABOVE WILL BE HANDLED BY THE ADMINISTRATION AS DEEMED NECESSARY.

Major Violations

Major violations will be taken care of by administration.

Major violations include, but are not limited to, the following:

- Theft
- Alcohol/drug, tobacco use/possession of paraphernalia
- Vandalism
- Truancy

- Forgery
- Threatening Behavior to staff/students
- Fighting
- Cheating
- Profanity/obscene gestures
- Bomb threat/false fire alarm
- Harassment
- Refusal to follow instructions of authority/insubordination
- Weapons (described in the Board Policy)
- Misuse of the Internet/sending inappropriate e-mail/going to unacceptable areas on the Internet
- Lunchroom problems

THIS IS NOT AN ALL-INCLUSIVE LIST. ADMINISTRATION HAS THE RIGHT TO ADJUST CONSEQUENCES IF NECESSARY. ACTIONS NOT LISTED ABOVE WILL BE HANDLED BY THE ADMINISTRATION AS DEEMED NECESSARY.

Conduct for Special Classes

A planner will travel to each special class. The special class teacher will date and document problem(s) that are transferred to cards by the classroom teacher.

Homework Completion

Students could stay in from recess for missed homework. If the homework is still not complete, teachers will contact parents to request their child stay before or after school to finish work.

SATURDAY SCHOOL

Procedure for Saturday School

1. Saturday school will be held on Saturday's from 8:00 a.m. to 12:00 p.m.
2. All assignments will be prepared for and delivered by the Saturday supervisor. Students will be allowed to retrieve needed materials from their classrooms at 7:55 a.m. Students will not be dismissed to go to their classroom, nor to any other room to do make up work or time.
3. Students are required to stay busy with legitimate schoolwork the entire time.
4. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, horseplay, or violation of any Saturday school policy will result in removal from the session.

5. Supervisors need not ask the student to correct his/her conduct. Students may be dismissed without prior warning; consequently, students must observe all guidelines from the start of the session.
6. If a student is removed from the Saturday school session due to inappropriate behavior, as described above, the student will have at least one additional Saturday school to serve as a result of the removal.
7. Breaks will be taken at fifty-five minutes past each hour for restroom and drink use.

LUNCHROOM DISCIPLINE

The lunchroom discipline procedure states that the student will be given two warnings for his/her behavior. On the third offense, the student will be removed from the lunchroom. Once removed from the lunchroom, that student will serve a 30 minute detention the following school day. There will be a sheet for the parent to sign and the student to bring back the following school day. This sheet will explain why the student was removed from the lunchroom. 4th-6th grade students will receive 1 hour of Saturday school.

Student(s) may be moved to other areas of the lunchroom after the first warning to prevent future problems in the lunchroom for that day. This will not count for a detention. If the student(s) refuses to move to the new location, they will be removed from the lunchroom and it will count for a detention the following day.

STUDENT ATTENDANCE

Doctor Notes / Calls

If a student goes to a doctor appointment, the office needs a copy of the doctor's note and it will then be filed with the school nurse. All notes from home to inform the school of an absence or a future absence, must be brought to the office and given to our secretary to record. The office will then notify the teacher of the absence. Parents are expected to notify the school by a phone call or note for any absence of their child. Also, the parent needs to call each day that their child is ill if the child is ill multiple days in a row.

If parents know that their child is going take a family vacation during school time, the student is responsible for making up the work before he/she leaves for the vacation.

When your child returns to school after his/her absence, he/she will need to report to the

office for an admittance slip before they go to class. This will also help us keep track and have notice of why a student was absent. Many times students are gone and we get no note or phone call and the parent doesn't have a home phone and we don't know where they work. By having the student report to the office before going to the classroom, we will be able to know which students have unexcused absences and need a note sent to their parents. Students must be at school no later than 11:45 a.m. through the end of the day in order to participate in programs, etc., unless approved by the principal.

Truancy

The following procedures shall be used in determining truancy in USD #273 (reference from Kansas Statutes Annotated KSA 72-111 and KSA 72-1113):

1. Whenever a child is required by law to attend school and such child is not enrolled in school such child is truant.
2. A student is truant from school if he/she is unable to provide a bona fide parental excuse. If a student is absent from school (without a valid excuse) for three consecutive days, five or more days in any semester, or students who are absent for significant part of school day (three hours past the start of school). The student shall be reported to the county attorney (if student is over 13) or Social and Rehabilitation Services (SRS) (if student is under 13).
3. A valid excused absence is parental consent for absence from school for the following reasons
 - Illness
 - Funeral of family member
 - Doctor's appointment (provided a yellow sheet from the office or an official doctor's note has been returned)
 - Attendance at school approved and/or related subject
 - Other reasons, which in the judgment of the principal, are reasonable and necessary
 - The principal in consultation with the school nurse will determine exceptions

Tardies

Please have children here on time.

Children are tardy when not in their rooms by 8:05 a.m.

Multiple tardies could result in detentions.

We believe your child's attendance is very important for their success in school. We also believe it is important for your child's safety that parents and the school know where your child is during school hours. The law mandates that we enforce our attendance policy. We appreciate your support in improving and enforcing our attendance policy.

ATTENDANCE AND SCHOOL HOURS

1. All morning students should be arriving at school by 8:00.
2. Children are considered late to school if not in their classroom by 8:05.
3. All afternoon children should arrive between 12:20 and 12:25.
4. Parents are asked to call the school by 8:30 a.m. if your child is ill. We will call parents if a student is absent and we haven't received a phone call by 9:00 a.m.
5. Parents, please do not allow your child to miss school unless sick. The average child misses no more than 5 -10 days of school. Children missing more than 5 -10 days of school could be asked to provide verification by a doctor.
6. When the school suspects poor attendance, the administration will make a home visit and call the appropriate authorities.

LEAVING SCHOOL DURING THE DAY

1. Students are counted absent for a half day when they are 60 minutes late or if they leave with more than 60 minutes remaining in the day.
2. Students leaving the building early must sign out, and if they return must sign in.
3. The main, east door will be unlocked during the school day.

ARRIVAL TIMES - BREAKFAST & LUNCH TIMES - DEPARTURE TIMES

1. 7:40 Students may enter the building (using the north doors or east main entrance doors) for breakfast or for just waiting in the multi-purpose room for the 8:00 bell. Students should not use other doors to enter the building until the 8:00 bell has rung.

Breakfast is served from 7:40 - 8:00 unless a bus is late and then those students still have the opportunity to eat.

2. 8:00 Students are allowed to go to their rooms.
3. 8:05 Students are considered late if not in their room by this time.
4. 11:05 is dismissal time for A.M. Pre-School
5. Lunch Schedule:
11:00 - 11:31 Kindergarten
11:10 - 11:41 First Grade
11:20 - 11:51 Second Grade
11:30 - 11:58 Third Grade
11:40 - 12:11 Fourth Grade
11:50 - 12:21 Fifth Grade
12:00 - 12:31 Sixth Grade
6. 12:20 to 12:25 Pre-School students may enter their classroom for the afternoon session.
7. 3:25 is our regular dismissal time for all students.

BEFORE & AFTER SCHOOL PLAYGROUND RULES

1. When children arrive they have a choice of waiting outside for the 8:00 bell or coming in to the multi-purpose room at 7:40. Preschool through 1st grade children need to come in the building as soon as they arrive at school and wait in the multi-purpose room until the 8:00 bell.
2. Children choosing to wait outside are to be standing and talking in an orderly and respectful way to each other. Children are only allowed to wait in front of the school before classes begin.
3. No games are to be played, chasing or playing tag or equipment used before school, as there is no adult supervision present.
4. Bikes should be parked in the rack as soon as they arrive at school. It is recommended that bikes are locked as the school is not responsible for stolen bikes.
5. No games are to be played or equipment used after school until 3:45.

GENERAL SCHOOL RULES

1. Do the right thing. Use common sense and above all respect everyone in this building. This is really the only rule we should need. The others that are listed are just for further clarification.

2. No talking in halls when going to and from lunch or special classes.
3. No gum or candy at school except during a party. When teachers make exceptions in their room for an occasional treat, students only have that extended privilege when they are in their home room.
4. Be responsible for your actions. Know what appropriate behavior is. Have respect for your classmates, schoolmates & staff in our building.
5. Students and/or their parents are responsible to pay for any damage to school property. This includes such items as textbooks, desks and chairs. ANY school property.
6. Bus riders must follow the rules of the driver. The school will support the driver and remove students causing constant or dangerous problems.

SCHOOL DRESS

Student attitude is a critical factor in a learning situation. Appearance is an indicator of student attitude and guidelines regarding student appearance are the purpose of this policy.

It is the responsibility of the parents to see that their children are suitably dressed for school attendance. Clothing should allow the student to function without interfering or disrupting the education of other students. If a student's mode of dress or personal grooming habits are disruptive to the educational process, steps will be taken to eliminate the source of the disruption. The following standards will be established.

1. Clothing that is revealing is inappropriate (This includes mesh shirts, halter tops, muscle shirts, bare midriff shirts, very short, tight skirts, etc.).
2. Clothing with a **drug, alcohol, or violence** theme and/or **objectionable language or graphics** is inappropriate.
3. Shoes must be worn at all times. Each child should have tennis shoes for playing in the gym.
4. Caps, stocking caps, hats or sunglasses are not to be worn in the building.
5. Pants, shorts, overalls or sweats must be worn at the waist. "Sagging and Bagging" is not permitted.
6. Clothing that has straps or suspenders must be fastened over both shoulders.
7. Shorts may be worn. Shorts that are too short, tight, cut up the side or distracting in

any way are not to be worn. Spandex shorts may only be worn under another pair of shorts. Walking length shorts are suggested.

8. Students need to report to school in the clothes that are to be worn all day. Only in the case of an emergency, will a student be allowed to change his/her clothing during the school day.

NETWORK/INTERNET USAGE

It is the intention of Beloit Elementary School to provide access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet. All users must share the responsibility for seeing that these facilities are used in an effective, efficient, ethical and lawful manner. It is expected that all students will comply with this policy.

Users are responsible for adhering to the following guidelines:

- Users will respect the integrity of the computer and network system. The computer systems are set up by the system administrator and are not to be altered in any way.
- Users will display appropriate conduct and observe the rules of "Netiquette". Users will respect the rights and privacy of others and not gain unauthorized access to resources of others or vandalize the data of another person or entity.
- E-mail messages sent to others must be signed by the sender and must use appropriate language, which is not abusive, profane or offensive. E-mail will not be used to distribute hate mail, make discriminatory remarks or exhibit antisocial behavior.
- Users will respect the legal protection provided by copyright license to program, books, data, articles, photography, artwork, etc.
- The Internet will be used in support of education and research consistent with the policies of the District including assessing, saving, or using only appropriate language, graphics or text. Users agree not to access/transmit materials, which are obscene/pornographic, terroristic or considered offensive.

- The computer network/Internet will be used only for lawful and school-related purposes. Use of the computer network/Internet for illegal activities, commercial purposes, posting anonymous messages or advertising is strictly prohibited.
- The computer network/Internet is not be used for “chat” areas and gaming zones.
- The users agree to the following equipment/lab guidelines:

Adhere to general printing and file-saving instructions; use equipment with care and keep the lab/computer area clean and orderly; use only software which has been assigned by staff; report equipment or software problems to a staff member; leave all computer materials and equipment in the lab/computer area; and, keep all food and drinks out of the lab/computer area.

During enrollment, the library will have an Acceptable Use Agreement, which must be read and signed by all students and their parent or guardians prior to utilization of the networked system by the students. The agreement will spell out the students’ responsibilities as detailed in this section.

Also the Skyward Family Access is available to parents so that they may monitor student progress. If you would like to obtain a password, please contact the office to get a form. You must have a current email address to get Family Access.

SAFETY CONSIDERATIONS

1. Children are encouraged to use crosswalks which are provided for their safety by the city.
2. At the end of the school day, children are asked to walk their bikes to the crosswalks, not ride their bikes when others are walking on the sidewalk, not ride bikes on the sidewalks near the pre-school, and not ride their bikes on the north side of the building until the buses are out of the parking lot.
3. We practice safe evacuation of the building once a month for fire drills.
4. We have one of the better tornado shelters in the City of Beloit. We hold tornado drills three times a year.
5. We practice our Emergency Response Plan twice a year.
6. If students become concerned about the behavior of classmates and believe there could be a dangerous situation forming, they should feel that they can talk about it to any

adult; teachers, classroom aids, counselor, administrator, and all school staff are available to listen and take steps if it is deemed necessary. If a student feels uncomfortable about talking to school staff, the State of Kansas has set up a toll free hotline for reporting, “impending school violence”. The Kansas School Hotline number is 1-877-626-8203.

SCHOOL SITE COUNCIL

Teachers and parents are elected to the School Site Council to be representatives for parents and teachers during each school year. Elections take place in April of each school year. New representatives attend the May meeting and officially take office as of July 1st, of the same year.

Membership consists of the Principal, 3 Staff Members, 6 Parents, and 1 person representing the Business Community. Other community people may also be called upon during the school year to serve on various committees as needed.

Minutes from each meeting are printed in the next newsletter, and sent home with students the day prior to the beginning of the next month or on our school website.

Site Council Members:

- President: Doug Twaddell
 Vice President: Angie Ahlvers
 Kara Loomis
 Kim Budke
 Cassie Kopsa
 Kristen Kadel
 Kara Riemann
 Melanie Bourbon
 Robin Pearson
 Nellie Hill
 Cris Adams
 Administrator

P.T.O.

- Executive Board for 2010-2011:
 President: Heather Johnson
 Vice President: Brennan Eilert
 Secretary: Jennifer Eilert
 Treasurer: Tammy Emmot
 Teacher Representatives:
 Tara Pruitt & Kristi Ackerman
 Parent Representatives:
 Stephanie Barrett & Sarah Zimmer
 Administrator

Meeting for PTO are the first Monday of the month at 5pm at BES Library.

CHARACTER EDUCATION

As more and more pressures confront both the family and the schools, parents and staff at Beloit Elementary believe it is necessary that these two major influences in student's lives join together to provide a foundation in Character Education. Site Council members and educators are involved in the development of BES Virtues that include Respect, Citizenship, Caring, Responsibility, Trustworthiness, and Fairness. Both students and staff at BES take an active part in teaching, modeling, and demonstrating the virtues that have been selected.

AGE & HEALTH REQUIREMENTS

Starting in the 1995 school year, children may enter pre-school if they are 4 years of age on or before August 31 of the present school year. Kindergarten children must be 5 on or before August 31. Valid birth certificates are required.

All children entering preschool or kindergarten must present current immunization histories before entering school in the fall. On or before May 15th, the school will notify the parents or guardians of the following school years' immunization requirements. If these requirements are not met and the student does not have a religious or permanent medical exemption, the student could be excluded from school.

Children, ages 8 and under, entering Kansas schools for the first time are also required to have a health assessment. This assessment must be completed before the fall school term begins, and students will be excluded from school if this requirement is not met.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 certain rights with respect to the student's educational records. Parents and eligible students have the right to inspect education records within 45 days of making such a request of the school, the right to request amendment of records found to be in error, the right to give consent to disclosure of any personally identifiable information contained in student records, and the right to file a complaint concerning alleged failure on the part of the school to comply with the requirements of FERPA. Under the requirements of FERPA, the school does have the right to disclose information to officials of other schools in which a student seeks or intends to enroll, and such requests do not require the consent

of the parent of eligible student. Such record requests by other schools will be honored by Beloit Elementary School, with records sent immediately. For more information in regard to your rights under FERPA, contact the school principal or superintendent.

SCHOOL VISITORS

Any person seeking to visit the school must check in through the school office. Visitors will be expected to sign in and to wear a visitor's badge while in the building. This policy applies to anyone not a student or employee of the school system.

All doors will be locked at all times except the main east entrance doors.
ALL visitors must report to the front office.

VISITING SCHOOL

Parents are invited to visit school at any time, with the exception of the first week, last week or just before a holiday. Friends or relatives of school age children may visit school only with prior approval of the classroom teacher and principal, with the exception of the first ten days, last ten days or the day before a holiday. We only allow visits at the appropriate grade level. (For Example: A second grader should only visit second grade.) Visits should not be on a regular basis, which would interfere with the regular school program. We set up one day for parents to eat at school with their children, but do allow other days when we are called in advance.

COMMUNICATION

- 1. Please do not ask us to call your child out of the room for a phone call.**
2. Messages will be given to your child as soon as possible in an emergency. Otherwise, all messages are give to students over the intercom at 3:20 p.m.
3. Please ask your child each day if anything was sent home for you to look at. You should always ask for newsletters the last day of each month.
4. Set up a special time to visit with your child about the things that went on at school. Please look over their assignments they bring home. Parents and teachers of

students in grades 3 - 6 are encouraged to use the planner for a variety of communication that could occur between each other. When looking over daily assignments, look for other communication. **This planner should be brought to school daily. Teachers will discuss various uses for the planners and how they will be used in grades 3 - 6. Preschool, kindergarten, first grade and second grade are not using planners.**

CELL PHONES

Cell phones are prohibited at school for students. If parents need to get in contact with students, please call the school office at 738-3581. If cell phones are seen at school:

1. On the first offense, the student will be warned and the parent will be contacted.
2. On the second and subsequent offense(s), the phone will be taken and the parent will be responsible to pick it up from the school office.

BIRTHDAYS & PARTIES

We welcome a little celebration for a child's birthday. If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May. Students and parents are asked not to organize birthday parties for teachers or students or other surprise types of parties in the classroom except for a fall party (usually Halloween), a winter party (usually the last day of school before Christmas), and a February party (usually for Valentine's Day). Some classes also do something around Easter. Parents should not organize any end of the year parties during the last week of school. Classroom teachers should always be consulted with for any parties.

Nutritious snacks and drinks are encouraged for both birthday treats and classroom parties. A list of recommended snack and beverages can be obtained from the school.

GRADING SCALE

100 – 97 =	A+
96 – 93 =	A
92 – 90 =	A-
89 – 87 =	B+
86 – 83 =	B
82 – 80 =	B-
79 – 77 =	C+
76 – 73 =	C
72 – 70 =	C-
69 – 67 =	D+
66 – 63 =	D
62 – 60 =	D-
59 and below =	F

PROGRESS REPORTS

Report cards will be given out four times a year. The first, second and third report cards will be sent on the Friday following those nine-week periods. The final report card will be mailed. Conferences will be scheduled during the first and third nine-week periods. Also student progress may be monitored online through a Family Access account. Please contact the office if you would like a Family Access account.

SPECIAL SERVICES

In addition to regular classroom experiences, Beloit Elementary School students will have available to them the following special services:

Learning Disability	Physical Education Classes
Speech Therapy	Library Classes
Gifted	Remedial Reading Classes
Music Classes	Hearing Impaired Classes
Art Classes	Psychological Evaluation
Band for Grades 5-6	
Orchestra for Grades 4-6	

SCHOOL LUNCH & BREAKFAST

1. All students have family accounts. If you have children in the elementary school as well as the high school, you may write one check and have that money put towards the family account, which will cover both breakfasts and lunches.
2. Students at the elementary school will be sent a notice when their family account contains less than \$10.00. You will need to send a check immediately to bring the balance up to an appropriate amount. For those of you who have children in both schools, keep in mind that a \$10.00 balance

will not last more than one or two days depending upon the number of children in your family and if they are eating double lunches or breakfasts.

3. Children who qualify for free meals, will be charged a full meal price if they eat a double meal.
4. Once a student's account reaches zero, they will be allowed to eat one more time. Thereafter, the student will not be allowed to eat a regular school breakfast or lunch.

ACCIDENTS, FIRST AID, AND MEDICAL INSURANCE

School personnel are authorized to administer only first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified immediately.

Remember, it is important that your child know where you can be reached. We have certain emergency numbers that you have left us. If you are going to be out of town, share that information with your children, they might be able to help us find you in an emergency.

If we cannot reach you in an emergency, we will take your child to the clinic or emergency room when necessary. The school nurse, principal, or secretary will make the decision to call for emergency assistance when necessary.

The medical cost for student accidents is the responsibility of parents. USD 273 is not responsible for these medical costs. USD 273 does encourage parents to purchase the school time insurance offered at the beginning of each school year, especially when other family medical insurance is not maintained.

SCHOOL NURSE

The district nurse will conduct annual vision, hearing, height, and weight screening. The nurse or an aide will provide first aid and emergency care as authorized by the Kansas Department of Health and Environment. The nurse or her designee will administer medication in school only with written authorization from the physician and the parent or guardian. The nurse will conduct immunization screening and communicable disease control. The district nurse will be available for health counseling with teachers and parents as needed. The nurse is also involved in health education including topics such as dental health, nutrition, sun protection, drug and tobacco prevention, safety, and human sexuality and AIDS.

ANIMALS AT SCHOOL

The Kansas Department of Health and Environment has established these guidelines for animals in school. Animals that are unacceptable for school visits are:

1. Wild animals
2. Poisonous animals
3. Wolf-dog hybrids
4. Stray animals
5. Aggressive animals

Exceptions to this recommendation include those instances when these animals are presented at school by professionals who have experience handling them. Specific recommendations should be observed for the following animals because of diseases that they may carry or tendency to bite: reptiles (including non-poisonous snakes, lizards, iguanas, and amphibians); psittacine birds (parrots, parakeets, budgies, and cockatiels); ferrets; fish; baby chicks; and ducks.

Animals that are brought to school should be clean and healthy. Dogs, cats, and ferrets should have a current rabies vaccination and be wearing proper restraints. The teacher of principal should be notified before any animal is brought to school.

GRIEVANCE PROCEDURE

The Board of Education of USD 273 provides grievance procedures for students and staff. These procedures are contained in policies JCE and GAE and are developed to provide for the orderly and expeditious adjustment of grievances of individual students and staff members. Detailed procedural requirements are available in the USD 273 Board of Education Policy Book, in the principal's office, the Board of Education office, or the Port Library.

Students and/or Parents

A complaint or grievance against a school employee must be filed in writing with the building principal. A complaint or grievance concerning a board rule or regulation shall be filed in writing with the clerk of the board. Complaints or grievances must be filed within twenty (20) days of the event about which the complaint arose.

Staff

Staff members shall first take up their grievance with their immediate supervisor within fifteen (15) days after the event upon which the grievance is based. Several review and appeal procedures are available if needed.

SEXUAL HARRASSMENT

District employees shall not sexually harass, or permit sexual harassment of another employee, student, non-employee, or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent.

Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent, unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or
- Sexual assault or battery as defined by current 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. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

BELOIT ELEMENTARY
SCHOOL TELEPHONE:
738-3581

We suggest that students have the following supplies for their grade level the first day of school.

Preschool

ALL Preschoolers:

- Book bag brought **DAILY**
- 1 regular size No. 2 pencil
- 2 large boxes of Kleenex
- 1 400 count pkg. of napkins
- 1 can **PLAY-DOH** (any color)
- 1 box of regular-sized **CRAYOLA** crayons
- **SNACKS – Will be explained at Preschool Parent Night**

AM Preschoolers:

- 1 pkg. of **WHITE** paper lunch sacks
- 1 box of Wet Wipes

PM Preschoolers:

- 1 pkg. of **BROWN** paper lunch sacks
- 1 container of Clorox Wipes

NO SCISSORS, CRAYON BOXES, OR ART APRONS.

SNACKS – Will be explained at Preschool Parent Night

Kindergarten

- Plastic school box (**8 x 5**)
- 2 Watercolor Paint (set of 8)
- 1 large eraser
- **Fiskar** scissors for kids
- 1 - 4 oz. bottles **ELMER'S** glue (**no other brand**)
- 8 **LARGE** glue sticks
- 2 cans **PLAY-DOH** (any color)
- 1 - 2 pocket folder
- Book bag
- 1 box of Kleenex
- 1 towel for rest time
- Apron, smock, or old shirt for Art
- Please write child's name on watercolors, playdoh, scissors, pocket folder, school box, bookbag, and art shirt
- 1 box crackers/cookies
- Hand sanitizer gel

Mrs. Meyer's class only:

- 1 foam soap
- 2 boxes large (8) crayons
- 2 boxes regular (8-16) crayons

(con't on next column)

Kindergarten con't:

- 1 box Ziploc sandwich size bags

Kindergarten con't:

Mrs. Bourbon's class only:

- 1 box large (8) crayons
- 3 boxes regular (8-24) crayons
- 1 box classic color markers

Mrs. Herman's class only:

- 1 box large (8) crayons
- 3 boxes regular (8-24) crayons
- 1 box colored pencils

Grade 1

- 24 pencils, yellow, no. 2 lead (sharpened)
- 2 large erasers
- Hand sanitizer gel (8 oz. bottle)
- 1 container of Clorox wipes
- 1 box crayons (16 colors)
- 8 large glue sticks
- 1 med. bottle of Elmers washable glue (**Miss Reinert & Mrs. Greif's classes ONLY**)
- Fiskars scissors for kids
- 2 large boxes of Kleenex
- **PLASTIC** ruler school box - no handles
- 1 **LARGE** 3 hole pencil pocket with zipper closure (8½" x 11" size)
- 1 watercolor paint set (set of 8)
- 1 box colored pencils (sharpened)
- 8 fat Crayola-type watercolor washable felt tip markers
- 2 cans Play-Doh (any color)
- 1" 3-ring binder (with front & back pockets) (**Miss Reinert & Mrs. Hill's classes ONLY**)
- 2" 3-ring binder (with front & back pockets) (**Mrs. Greif's class ONLY**)
- 2 pocket folders (**Mrs. Hill's class ONLY**)
- 1 pocket folder (**Mrs. Greif's class ONLY**)
- 4 broad tip Expo markers (**NO yellow**)
- 1 clear ruler (marked in & cm) (**Mrs. Hill & Mrs. Greif's classes only**)
- Old sock (use as whiteboard eraser)
- Book bag (**NO ROLLING BAGS**)
- Apron, smock, or old shirt for Art
- Snacks assigned once every month
- **ALL classes will need to have names or initials on supplies.**

Grade 2

- 1 small plastic school box
- 1 plastic 2 pocket folder
- Pointed Fiskars scissors
- 3 different colored highlighters
- 1 box crayons
- Hand sanitizer gel (8 oz. bottle) (optional)
- 24 pencils, No. 2 lead
- 1 large eraser
- 1 box Crayola colored pencils -sharpened
- 4 large glue sticks
- Elmer's glue
- 2 dry erase markers
- 2 large boxes of Kleenex
- Apron, smock, or old shirt for Art
- 1 - 70-sheet wide-lined spiral notebook
- 2 regular 2-pocket folders
- Pencil top erasers
- 1 pkg. wide lined notebook paper
- 8 classic colors Crayola thin line markers
- 8 classic colors Crayola fat markers
- 1 container of Clorox Wipes
- Sock (for erasing marker board)
- Watercolor paints (**Mrs. Remus & Mrs. Lawrence's rooms only**)
- **NO trapper keepers or 3 ring notebooks**

Grade 3

- 3 WIDE-lined spiral notebook
- 3 packages WIDE-lined notebook paper
- 6 theme folders with 2 pockets
- 24 pencils, No. 2 lead (mechanical pencils are allowed)
- Colored pencils
- Crayons
- 2 highlighters
- 2 erasers - separate from pencils
- 1 bottle Elmer's glue
- 4 small glue sticks OR 3 large glue sticks
- Pencil box or pouch
- cm/inch ruler
- 2 large boxes of Kleenex
- Hand sanitizer gel (8 oz. bottle) (optional)
- Scissors for kids
- Markers
- 8 dry-erase markers
- 4 gallon size ziplock bags

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Grade 3 con't:

- Pencil sharpener
- 1 container Clorox wipes (optional)
- Sock (for erasing marker board)
- Calculator
- Apron, smock, or old shirt for Art

Grade 4

- Pen & Pencils
- Markers
- 1 pkg. colored pencils (20 or more)
- Eraser
- 2 spiral notebooks – (8½” x 11” size)
- 2 large boxes of Kleenex
- 3 theme folders with 2 inside pockets
- 1 small pair of scissors
- 3 large glue sticks
- Loose-leaf notebook paper (wide-lined)
- Small pencil sharpener
- Ruler-Metric & English combination
- Inexpensive solar-powered calculator
- 2 highlighters
- 6 dry erase markers (NO yellow)
- Old sock/rag to erase marker boards
- **NO Trapper Keepers**
- **NO large pencil boxes**
- **NO White-out**
- Apron, smock, or old shirt for Art
- 1 container Clorox wipes

Grade 5

- Wooden No. 2 lead pencils only
- **(NO eversharps)**
- 1 Blue Bic pen
- 1 pkg. colored pencils
- Ruler-Metric & English combination (no foldables)
- **WIDE-lined** notebook paper
- Eraser (**No novelty erasers**)
- 2 large boxes of Kleenex
- 8 Crayola-type felt tip markers
- Small manual pencil sharpener
- 2 theme folders with 2 pockets
- 1 - 3 ring, white, hardback, durable view binder (1” size)

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Grade 5 con't:

- 1 composition notebook
- 1 pencil pouch
- **NO trapper keepers or NO large book binders (zippered)**
- 2 dry erase markers, thin point (**any color except yellow**) (**Miss J. & Mrs. Eck's rooms only**)
- Glue stick & small Elmer's white glue
- Scissors

Grade 6

- Wide or medium-lined notebook paper
- 8 pencils, No. 2 lead
- 2 large boxes of Kleenex
- 3 theme folders with pockets
- 2 spiral notebooks
- 1 composition notebook
- Crayola markers
- Ruler
- Colored pencils
- 1 Eraser (no novelty erasers)
- 2 glue sticks
- Scissors
- 2 **white** hardback durable 3 ring view binder (1")
- 4 dry erase markers
- Inexpensive, solar-powered calculator
- 1 blue Bic pen
- Pencil box
- **NO white out**