

West Elementary

Student Handbook

Engage. Enrich. Empower.



THE

WHOLE CHILD

to discover and achieve their full potential.

2023-2024



Introduction

Welcome

Dear West Elementary Families,

WELCOME to the West Elementary Family and another school year in Unified School District 352. On behalf of the entire staff, I am delighted to extend a warm welcome to you and your child to our wonderful K-2 elementary school. We are thrilled to have you as part of our school community and look forward to a year filled with learning, growth, and exciting experiences.

At West Elementary, we believe that every child is unique and capable of great things. Our dedicated team of educators is committed to providing a safe, nurturing, and engaging environment where your child can thrive academically, socially, and emotionally. We value each child's individual strengths and work tirelessly to create a supportive learning environment that fosters a love for learning.

We believe in growing positive relationships between home and school, as we strongly believe that parental involvement plays a crucial role in a child's success. We encourage you to actively participate in your child's education by attending school events, volunteering, and maintaining open lines of communication with their teachers. We will regularly share updates and important information through Seesaw, emails, and our school website, so please stay connected and informed.

We strongly believe that open communication and collaboration are key to a successful partnership between home and school. Please do not hesitate to reach out to me or any member of our dedicated staff if you have any questions, concerns, or suggestions. We are here to support you and your child every step of the way.

Once again, welcome to the West Elementary family! We are honored to have you as part of our community, and we are excited about the incredible journey ahead.

Sincerely,

Julie Dautel
Principal
(785)890-6163

Mission

USD 352 will provide a safe and positive environment in which high standards of learning are established. We will motivate and challenge each student to engage in high levels of achievement through effective and innovative teaching practices designed to serve a unique and diverse student population. We are committed to prepare each student to become a productive member of society and will work collaboratively to achieve this shared purpose.

Motto

Engage, Enrich, Empower the whole child to discover and achieve their full potential.

Accreditation

USD 352 is recognized by the Kansas State Board of Education as an "accredited" school.



Information

District Numbers

Administration Office 785-890-2397
West Elementary 785-890-6163
Goodland Junior/Senior HS 785-890-5656
North Elementary 785-890-6558
Bus Barn 785-890-3011

DISTRICT WEBSITE: <http://www.usd352.org>
DISTRICT CALENDAR

Staff

Julie Dautel - Principal
Cindy Ordoñez - Secretary
Mayra Pacheco - Counselor
Carrie Peter - Nurse
Jenny Schlosser - Librarian
Katie Talbot - Special Education Teacher
Amy Sramek - Intervention Specialist
Peggy Berls - Music Teacher
Dev Mull - PE Teacher
Nona Mason - Kindergarten
Kadia Odd - Kindergarten
Allison Roeder - Kindergarten
Paige Rudolph - Kindergarten
Ali Hollern - First Grade
Danielle Johnson - First Grade
Stephanie Kling - First Grade
Kara Smith - First Grade
Marissa Doll - Second Grade
Kasey Rome - Second Grade
Kerrigan Rudolph - Second Grade



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Arrival/Dismissal

Arrival

School for **West** Elementary begins at **7:40 AM** and classes are dismissed at **3:10 PM**.

There will **NOT** be LATE START on Wednesdays this year. If your student is eating breakfast at school they need to arrive at 7:25 to allow your student time to eat prior to the start of school.

Doors open at 7:25. No one should arrive at school prior to that. Supervision is not available until this time. If your student is late, please walk them in to the office to sign them in.

Drop and Go

West School has implemented procedures for traffic to make things safer when you are dropping off in the mornings. Please be patient and understanding as our children are the most important factor. The diagram is designed to show how the "DROP OFF ZONE" looks. The key to this working is for all to cooperate and work together. If you are going to drop your students off, we ask that you **DO NOT** stop in the street. If you are going to park to drop off your student, we ask you to travel from east to west on 12th street so you do not have to turn left across traffic. also please utilize the parking on the east side.



Dismissal

Dismissal at West is at 3:10. All schools have a staggered dismissal. GJSH dismisses at 3:00, and North Elementary dismisses at 3:05. It is the expectation of the school that students will not be picked up early. In the event that a student needs to leave school early, the parent is expected to go to the office, request the student's early dismissal, and then sign the student out.

Pickup

Please utilize the parking lot on the East side of the building. Kindergarten will dismiss out the southeast doors. First grade will be dismissed out the northwest doors. Second grade will be dismissed out the northeast doors. Please be sure your child's teacher knows the plans for them after school. Your child's teacher and or other staff will be dismissing children. For safety, please make contact with staff before your student is released.

Visitors

For the safety of our students and staff, any visitor must be cleared by the front office. When a visitor enters the office, they will sign in with the details of their visit and receive a visitor's lanyard. Prior to leaving the building the visitor must exit through the office and record the exit time.



Attendance

Attendance

When students attend school regularly, they are much more likely to read proficiently by third grade, do well in middle school and graduate. Getting into the habit of daily attendance matters. Going to school is an opportunity for your student to: build routines that help reduce stress, connect to their friends and teachers, and engage in learning.

ATTENDANCE: Students are expected to be on time to school. It is the responsibility of parents or guardians to call the school when a student will be absent for any reason. This call should be made to the school office no later than 9:00 a.m. on the day of the absence. Notes signed by the parent will be accepted. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism

Kansas law requires compulsory attendance at school; statute 72-1111 states that “every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year.” Kansas Statute 72-113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences.

Excused: Illness, with a parent’s call or note, or a doctor’s note, or the school nurse: dental or clinical appointment, legal appointment, or school sponsored activity. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences. Severe weather that makes it impossible or impractical.

Unexcused: Skipping school, Non-arranged absence, Leaving school without permission.

Please call 24 hours in advance, or more, to receive the principal's prior approval for an absence, if you know your child will be missing school. **Understand that a parent phone call to excuse a student, for personal reasons, is not an excused absence.** Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principals are also the truant officers and are bound by state law to enforce attendance and truancy law.

School officials will report truancy if a child’s absence is excessively excused as an illness with no doctor’s notification to the school stating medical issues that initiated the absences.

TRUANCY: A student who has three (3) consecutive unexcused absences or any five (5) unexcused absences in a semester will be considered truant (USD #352 Policy JBE, JBE-R). Prior to reporting to either DCF or the county or district attorney, a letter shall be sent to the parents and/or guardians of the student notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported as not attending school as required by state statute. (USD #352 Board Policy JBE-R). The procedures of K.S.A. 72-1113 will be followed in reporting a truant student.

When the student reaches 5 excused or unexcused absences a formal notification will be sent home detailing the amount of absences and consequences of continued absenteeism. A conference will be scheduled with the administrator and a parent/guardian to make a plan to address attendance. Any non-documented absence will be entered as an unexcused absence. **Exceptions to this policy;** Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more days in a row), or has a chronic medical condition while under the care of a licensed physician.



Attendance Cont.

Attendance

Perfect Attendance: All absences including excused and unexcused count against perfect attendance when a student has missed a significant part of the school day (more than two hours, 120 minutes) during a given day. School caused absences is the only exception.

Make-Up Work: It is the student's responsibility to make-up missed assignments. It is the responsibility of the student/parent to obtain the necessary information from his/her teachers with respect to making up the schoolwork assignments missed following an excused or unexcused absence.

School-caused absences (activities, field trips...) are excused but the student is required to make up the work missed and does not get an "extra day" like an excused absence.

Action: If a student's absences, either excused or unexcused, cause, in the opinion of the principal or his designee, the student's grade(s) in any class(es) to drop to failing or near failing, the student will be subject to a to determine a plan for improving his/her attendance and for improving his/her grade(s).

Tardy Policy:

Tardies—A tardy is defined as a student arriving after the morning bell at 7:40. If a student is more than two hours tardy, (a significant part of the day) the student is recorded as absent for that attendance period. Absences of this type must be excessive or must have caused the student's grades to reach a point of failing or near failure before there may be cause for meeting with the administrator.

ABSENCES CAUSED BY TARDIES

Absences, either excused or unexcused, caused by tardies, will not be counted toward the three of five absences based in the statute; these absences will be evaluated separately and action will be based on the effect the tardies are having on the student's grade(s) in the class(es) where the tardies occur. KSA 72-1113



Meals

School Breakfast and Lunch

We will be serving a Grab and Go Breakfast as soon as the doors open . Please have your student here at 7:25 to allow them time to eat before the bell rings.

The lunch facilities of the school are provided to furnish students with a warm well balanced meal. Students should observe the following rules:

1. Orderly and polite behavior is required in the lunch line.
2. Be quiet and orderly at the lunch table. Leave it and the floor as clean as you found them.
3. No food shall be taken from the lunch area.
4. Students who bring their lunches are
 - a. Required to eat with the other students in the lunchroom.
 - b. Cannot bring pop (soda) in their lunches (prohibited by federal guidelines).
 - c. Fast food may not be brought into the lunchroom.

For planning lunches, we must know by 9:30 a.m. who is eating lunch in order to have an accurate count of servings needed. If for some reason you decide you want your child to eat after he/she has left for school, please let us know before 9:30 a.m.

When a student account has a negative balance of \$10, parents will be notified using the school's automated system, and continue to be notified daily until the account is solvent. If parents do not make a payment or payment arrangements with the building principal by the end of the month a letter will be sent. Once letters have been sent 4 consecutive months the negative balance will be considered bad debt. The secretaries will pull a report from PowerSchool and send copies of the letters to Marcia Harkins Board Treasurer, and Brittney Scott, Food Service Director at the District office. The Food Service Director will send an invoice to the Board Treasurer to transfer money to the food service fund. All documentation will be kept at the District office.

If the parent has not made a payment or payment arrangements after the first letter is sent the student will no longer be able to charge to the account. The student will need to bring a lunch on their own, or the district may provide an alternative meal, but is not required to do so.

Meal Fees

Paid meal prices are as follows:

Elementary Breakfast \$2.15

Elementary Lunch \$3.00

Reduced Breakfast \$0.30

Reduced Lunch \$0.40

Adult Breakfast \$2.65

Adult Lunch \$4.75



Behavior

Expectations (See JCDA)

1. A student shall behave acceptably in the classroom, in the hallway, on school grounds and on the way to and from school.
2. A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school. Included is continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.
3. A student shall not deface, damage, destroy, litter, or steal school district property or the property of others either on the school grounds or during a school activity.
4. A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure another student or a school employee. Penalty for causing physical injury could result in suspension or expulsion.
5. A student shall make every possible effort to complete work assigned, make-up work missed due to absences, and complete the required course of study.
6. A student shall at no time throw snowballs or project other objects in the school building or on school grounds, which might cause injury to others.
7. A student at no time shall possess, distribute, or set-off firecrackers or other fireworks on school grounds.
8. A student at no time shall show excessive affection to another student.
9. A student at no time shall write notes, letters, emails, or texts that are of a derogatory nature.
10. A student shall come to school on time and every day unless ill or excused.
11. A student at no time shall use profane or vulgar language or make obscene suggestive gestures.

Bullying

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment, therefore bullying will not be tolerated.

Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless handheld device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Bullying can be:

Emotional – not excluding, tormenting, intimidating, and/or threatening

Physical - pushing, kicking, hitting, punching or any use of violence

Racist - racial taunts, graphic gestures

Sexual - unwanted physical contact or abusive comments

Homophobic - because of, or focusing on, the issue of sexuality

Verbal - name-calling, sarcasm, spreading rumors, teasing, taunting, putdowns

Cyber - all areas of Internet, such as email & Internet chat room misuse

Mobile - threats by text messaging & calls

Misuse - of associated technology, i.e. camera & video facilities

Bullying acts involve the bully, the victim, and may include a bystander. Since bystander support of bullying can encourage these behaviors, the district prohibits both active and passive support for acts of bullying. *Any person falsely accusing another as a means of bullying is prohibited.

Bullying behavior is to be immediately reported to a teacher, counselor, or administrator for investigation. Corrective action for students exhibiting bullying behaviors may include remediation, suspension and/or expulsion.



Behavior Cont.

Discipline

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal. The district follows state statutes with regard to discipline. The board policy will be followed on disciplinary procedures

Substitutes

There will be times when students will be working with a substitute teacher. These teachers have a very difficult job. Please help them by having your student be courteous and on their best behavior. **The substitute has the same authority as a regular teacher and normal student conduct is expected. APPROPRIATE BEHAVIOR IS EXPECTED BY ALL STUDENTS. ANY STUDENT NOT COMPLYING WILL BE DEALT WITH AS THE DISCIPLINE POLICY DICTATES.** You can be assured that the substitute will talk about his/her experiences at school. It may be their only contact with our school or community. You can help us with some positive public relations by having your student be on your best behavior.

SUSPENSIONS OR EXPULSIONS (See JDD-R)

Students may receive a suspension for unacceptable or repeated disruptive behavior. It can be an in-school or out-of-school suspension. On an in-school suspension, students report to the office at the beginning of the day and are isolated in a room alone to work on assignments provided by the classroom teacher. On an out-of-school suspension the parents and the student must meet with the principal before returning to classes. All work missed must be made up if required, or the teacher may give zeros for the assignments and tests missed. This policy conforms to USD 352 policies JDD, and JDD-R, concerning student behavior.

REASONS FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.



Inclement Weather/ Required Documents

INCLEMENT WEATHER

The district will endeavor to have school when a large majority of students can get to school. When this cannot be accomplished due to weather conditions, the district will attempt to reach a decision by 6:30 a.m. or earlier if possible. At that time calls will be made to KXXX in Colby, Kansas; KGCR in Brewster, Kansas; KNAB in Burlington, Colorado; Kansas, KQLS FM in Colby, Kansas; and KLOE/KKCI in Goodland, Kansas. A Power Announcement (POWERSCHOOL) will be made by the superintendent of schools.

If at any time during school time parents feel that the weather is threatening, parents are welcome to pick up their child/children. To help us account for all students, please let the office get the child/children from the classroom(s). If school is dismissed during the day, it is important that the child knows where he is supposed to go in the event that parents are not home. Please remember the decision about sending your child/children to school during inclement weather is yours.

Occasionally, buses are unable to deliver bus students back home due to adverse road conditions; therefore, all bus students must have a "Where Rural Pupils May Stay in Case of a Bad Storm" form on file in their school offices.

Required Documents

INOCULATIONS (See JGCB)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. For additional information, consult your school nurse or your family physician. Students failing to comply with State of Kansas regulations will ultimately be unable to enroll or be suspended until immunization requirements are met.

PROOF OF BIRTH

Prior to attendance, proof of age and identity are required per USD 352 Board of Education Policy and Senate Bill 593. Effective July 1, 1986, whenever a child enrolls in school for the first time, the Board of Education is required to secure proof of identity of the child. Proof of identity can be a certified copy of the birth certificate, a copy of a court order placing a child in the custody of SRS, a certified transcript or other similar pupil record, or other documentary evidence that the board considers satisfactory. If the proof of identity is not provided within thirty (30) days, the board of education must notify the local law enforcement agency that will then promptly investigate the identity of the child.

SOCIAL SECURITY NUMBER

USD 352 requests parents to furnish students' social security numbers upon enrollment. This information will be taken from the students' social security card.



Grading/Technology/ Dress Code

Grading

USD 352 schools are on a 9-week grading system. West Elementary will use several forms of assessments as well as a standards based report card to report grading. Grade cards will be sent digitally through the Seesaw app at the end of each grading quarter.

Technology

Students will be issued an iPad for use at school. We ask that parents/guardians provide a set of wireless headphones. Most students at our age level are not comfortable wearing earbuds. At West Elementary we will use the Seesaw app to extend learning as well as to create a digital portfolio of students' work. It will also be used for parent/teacher communication as well as an additional school to home communication tool.

Dress Code

Appropriate attire and grooming is expected by all students. Students will be asked to change into appropriate clothing.

Lycra running or biking shorts, unhemmed cut offs, halter tops, low-cut shirts, bare midriffs, see-through clothing, muscle shirts, shirts or blouses with narrow straps (less than 1" or strapless), clothing with suggestive and obscene material or that advertise alcohol or tobacco products are NOT appropriate dress. No hats, caps, bandannas, or other headgear are permitted. No long, heavy chains or other similar items are permitted. Appropriate length for shorts, skirts, and/or slits in skirts are those that extend below extended fingertips. The body must be sufficiently covered to insure modesty. All clothes are to be worn as designed.

"Heelies" or "Spinners" are not to be worn to or at school.

WINTER CLOTHING

It will be of great help if you will MARK all outer clothing and winter wraps--sweaters, jackets, coats, overshoes, gloves, caps, etc. Each year, students leave many items of clothing unclaimed. As the weather changes from hot to cool, it will be helpful if the child will come prepared with a light jacket or sweater. We recommend that students wear appropriate footwear for playing in the snow.



Rosters/Valuables/Parties

Class Rosters

As we look towards determining class rosters for the upcoming school year, we want to communicate that classroom placement is made with each student's best interest in mind. Among the many aspects considered are learning styles, personality preferences, learning levels, and boy to girl ratios. We have full confidence in our staff, and we will work carefully to place each student in a learning environment that best suits them. If you have any questions or concerns please feel free to contact your building administrator.

Valuables

The school is unable to assume responsibility for personal money and valuables brought to school; therefore, students are discouraged in bringing such items. However, if the student must bring such personal items, he/she is encouraged to check them into the office upon arrival at school. Lunch money and book club money should be made payable to your student's attendance center. Money (cash or check) for book club books should be given to the student's teacher. Lunch money should be brought to the office upon arrival at school.

Parties

We have holiday class parties with which parents may assist. Also, some children like to treat the other students in their rooms on their birthdays. We suggest an individually wrapped food treat. Birthday party invitations may be handed out at school ONLY if the entire class is invited. Students whose religion does not recognize nor celebrate holidays and wish not to participate at parties will be allowed to opt out of participation.



Programs

School Counseling Program

USD 352 employs counselors to serve the needs of the district's students. School counselors are important resources whose main goals are to help your child in the following areas: 1) problem solving techniques, 2) meeting the needs of the school, and 3) finding effective ways to deal with emotions.

A school counselor's duties involve: 1) talking with your child, you, and the teachers, 2) helping your child learn and grow, 3) observing your child in the classroom, 4) working with your child one on one if needed, 5) helping develop positive social skills and self-help skills.

There are three ways a student may see the counselor: 1) you may refer your child, 2) your child's teacher may make the referral, 3) your child may make their own request.

There are three ways the counselor may see your child: 1) visits to the classroom in which lessons are taught on problem solving skills which will be taught to the whole class, 2) small group counseling in which programs on self-esteem are taught, and 3) individual counseling in which things like behavior management and other concerns are met.

Prior to any long-term counseling, the parents will be notified.

After School Program (ASP)

West Elementary offers an After School Program Mondays-Thursdays from after school until 5:10. The program offers child care, snack, and learning enrichment activities.

More information and a calendar will be sent out at a later time.



Health and Safety

Nurse

The district employs a full nurse to be shared among all three schools. She works as a guide for health and wellness for district.

Health

GUIDELINES FOR MEDICATION ADMINISTRATION (See JGFGB-R)

The Kansas State Department of Health and Environment has provided school districts with revised guidelines on the administration of medication in schools. This medication includes, but is not limited to, items such as aspirin, Tylenol, cough syrup, and prescription drugs.

According to USD 352 Board of Education policy JGFGB-R, the school may cooperate with parents in the administration of medicine when "...medication is necessary in order that the student remain in school..."

In order for the school to cooperate, the following steps must be taken:

FOR PHYSICIAN PRESCRIBED MEDICATION:

1. A form, "Request for RX Medication to be Administered During School" (Form B in appendix) must be completed by a physician or dentist, signed by the parent or guardian, and on file in the school office;
2. If a medication is brought from home, it must remain in its original container (two original containers should be requested from the provider of a prescription item, one for home and one for school.)
3. Any medication changes will require a repeat of items No. 1 and No. 2.

FOR STUDENT (NON-PRESCRIPTION) ADMINISTERED MEDICATION:

1. The form, "Permission for OTC Medication Administration" (Form C in Appendix) must be completed and signed by parent or guardian.
2. The non-prescription medication is to be brought to the office in the original container.
3. Students are to bring all medication (prescription or non-prescription) to the office when entering the school.

Safety Protcols

The following link is the USD 352 Crisis Plan for your reference.

[USD 352 Crisis Plan](#)



USD 352

Transportation

Country Bus

Parent(s) and/or students are required to notify the bus barn and driver if their student is NOT RIDING no later than 1 hour prior to the student's scheduled loading time. Please let the school, bus barn AND driver know in the afternoon, no later than 1 hour prior to the student's scheduled loading time.

BUS SAFETY INFORMATION

Safe transportation of students to and from school and school activities is vital to the administration and bus drivers of USD 352. To assist bus drivers in accomplishing this task, riders must follow the driver's directions, maintain discipline, and follow bus rules at all times.

INSTRUCTIONS TO BUS STUDENTS AND DRIVERS

The requirements of this regulation shall apply to all passengers when transported in a school bus:

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Your safety is in his/her hands!
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not extend any part of their body out of the bus windows.
8. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
9. Students shall not get on or off the bus or move about while the bus is in motion.
10. Any damage to the bus is to be reported at once to the driver.
11. Smoking inside a bus shall be prohibited.
12. Intoxicating liquor or alcohol, or illegal drugs, shall not be consumed or carried in a bus.
13. Animals shall not be transported in a bus.
14. No weapons of any type except side arms carried by a law enforcement officer shall be transported on a bus. (Authorized by K.S.A. 1977 Supp. 8-2009; eff. E-78-22, Aug. 10, 1977; eff. May 1, 1978.)
15. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
16. No glass objects of any kind shall be allowed on the bus.
17. Non-bus students will be allowed to ride the bus with prior written permission from the parent.
18. No food or drinks will be allowed on the activity bus.

When a bus rule violation takes place, the transportation department will directly

- notify the parent/guardian
- notify the building principal

Parents and building principals will receive a copy of all safety violation reports, signed by the driver. A copy of the report signed by both the driver and the parent will be given to the building principal.

BUS SAFETY VIOLATIONS

*Fighting on the bus, disrespectful to driver and/or fellow passengers, continually too noisy, refusal to follow directions, bothering others continually, constantly out of seat and/or will not stay seated, improper language, destroying school property

Other

*Fighting on the bus will bring mandatory suspension, placing the student on step 2, and further action as deemed necessary.



USD 352

Transportation

Country Bus

DISCIPLINARY ACTION OVERSEEN BY BUILDING PRINCIPAL

Step 1. The first report is a warning that the above-noted safety violation has taken place. **All bus violation reports must be signed by the parent and returned to the driver prior to student's bus privileges being reinstated.**

Step 2. The second report for a safety violation will bring suspension of bus riding privileges for a minimum of 1 day. The student and parent must make contact with the building principal to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met. **All bus violation reports must be signed by the parent and returned to the driver prior to student's bus privileges being reinstated.**

Step 3. Any additional bus safety violation reports will bring suspension of bus riding privileges for a minimum of 3 days. The student, parent, and building principal will meet to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met for transportation privileges to continue. **All bus violation reports must be signed by the parent and returned to the driver prior to student's bus privileges being reinstated.**

TRANSPORTATION FOR BABYSITTER/DAYCARE PROVIDERS

USD 352 transportation will provide transportation for babysitter/daycare providers under the **following** conditions. All the following conditions must be met before service is provided:

1. The babysitter/daycare provider must live on a regular bus route and have students of their own which attend USD 352 schools. The service will only be provided if we are picking up or delivering regular route students to that address at that time of day.
2. USD 352 will allow a maximum of three extra students to ride to and from a baby-sitter's/day-care provider's residence in addition to the babysitter/daycare provider's own kids.
3. The picking up and delivering of students to babysitter/daycare providers will only be provided if there is capacity on the bus. The service may be eliminated at any time due to route and/or capacity changes. In all circumstances priority will be given to regular route students.
4. USD 352 buses will not alter routes to provide service to babysitter/daycare providers.

Non-bus students will be allowed to ride the bus to another student's home for overnight stays or emergencies upon a request—written or telephone—to the building principal or bus barn personnel. The exception to this rule will be if the bus is full. If that is the case, the principal/bus barn will be unable to honor the request.



Thank You

If you have any questions about anything in our handbook please let me know. You can contact me at the email below or schedule an appointment. We look forward to an amazing year with you and your student at West Elementary School.

Julie Dautel

Principal

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