

**PIPER UNIFIED SCHOOL DISTRICT 203
ELEMENTARY & EAST (K-5) STUDENT HANDBOOK
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INTRODUCTION

It is with great pride and anticipation that we welcome you to the Piper School District. Please take time to familiarize yourself with the materials in the K-5 Parent-Student Handbook. It is designed to help you know and understand our district and building guidelines. The scope of this handbook makes it impossible to list every rule or district policy, but an effort has been made to include the most necessary and useful information for you. If you have any questions, please don't hesitate to contact the school offices below. Lastly we want to welcome you all and offer our very best wishes for a wonderful school year.

Mrs. Bilee Jo Grable
Elementary Principal
bgrable@piperschools.com



Piper Elementary School (K- 3rd Grade)
3131 N. 122nd Street Kansas City, Kansas 66109
Phone Number: (913) 721-1243



Mrs. Jennifer Woolever
East Principal
jwoolever@piperschools.com



Piper East Elementary School (4th-5th Grade)
4410 N. 107th Street Kansas City, Kansas 66109
Phone Number (913) 721-5000



VISION STATEMENT

“Building the Future One Child at a Time”

MISSION STATEMENT

The mission of Piper USD 203, Piper Elementary and Piper East Elementary is to provide each student with quality instruction, learning opportunities and a safe educational environment which inspires academic success, personal excellence, and responsible citizenship.

CORE BELIEFS

We believe.....

- ✓ Every child can learn
- ✓ Every building will provide a safe, nurturing environment
- ✓ Every opportunity will be provided to foster, educate and recognize diversity
- ✓ Every student will be provided the skills to be successful in institutions of higher learning, career and life-long learning
- ✓ Every opportunity will be made to provide effective, efficient accountability in all areas of fiscal responsibility and educational responsibility
- ✓ Every opportunity will be made to engage in partnering with community members to maximize learning

All goals are based on the following measures:

Rigor, Relevance, Responsive Culture, Results, Relationships

PIPER ELEMENTARY SCHOOL STAFF

2014-2015

PRINCIPAL:

Bilee Jo Grable

COUNSELOR:

Becky Parsons

SECRETARIES:

Leta Dehner

Sheila Callaghan

NURSE:

Ann Ratcliff

KINDERGARTEN:

Valerie Anaya

Sally Gordon

Laura Lee Harris

Angie Harvey

Christy Martin

Rachel Robb

Mary Rogers

FIRST GRADE:

Allison Brown

Renee Brown

Kaina Fletcher

Holly Hackathorn

Mary Patterson

Jocelyn Ward

SECOND GRADE:

DeAnna Denney

Jill Gonzalez

Rebecca Martin

Katelinn Phillips

Katie Pope

Stephanie Sorenson

Madison Ziegler

THIRD GRADE:

Sheree Bicknell

Julie Catron

Julie Eikenbary

Christine Reese

Kim Stucker

Lea Whaley

Heather Williams

PHYSICAL ED:

Kellea Neas

Luke Newell

VOCAL MUSIC:

Amy Crouse

Fonda Telthorst

TITLE I:

Kim Didde

Miki Herman

LEARNING CENTER:

Cindy Coker

Jill Mesa

Doris Santillan

ART:

Stacy Haworth

COMPUTER ED:

Jessica Asbury

MEDIA SPECIALIST:

Linda Hosch/Robin

Conrad (aide)

OCCUPATIONAL

THERAPIST:

Kelly Long

OPPORTUNITIES WITH LEARNING:

Julie Wheeler

SCHOOL

PSYCHOLOGIST:

Jeaveen Neaderise

SOCIAL WORKER:

Amy Bartlow

SPEECH/LANGUAGE:

Judy Smith

FOOD SERVICE:

Kathy Bullis ~ Kitchen
Manager

Opal Bruce

Wanda Gulley

Ramona Jones

Tammy Kivett

Suzie Montgomery

Emily Morrissey

CUSTODIANS:

Deloris Davis

Mark Spradlin

Robert Tatum

SCHOOLBRIDGE:

Sherdine Daniels ~

Director

Cindy Coker

Katie Cromer

Caren Freeman

Vanessa Gentry

Sammy Jo Novak

Nancy Warren

PIPER EAST ELEMENTARY SCHOOL STAFF 2014-2015

PRINCIPAL:
Jennifer Woolever

COUNSELOR:
Becky Parsons

SECRETARY:
Nancy Hobelmann

NURSE:
Ellen Hackathorn

FOURTH GRADE:
Lauren Cole
Sarah Gerber
Stephanie Gareis
Bridget Halterman
Erin Schuler
Susan Stockton

FIFTH GRADE:
Stephanie Damron
Megan Geist
Kevin Kohls
Rachel Konomos
Troy Reade
Amber Young

PHYSICAL ED:
Michelle Stout

VOCAL/INSTRUMENTAL MUSIC:
Cecilia Trabert

TITLE I:
Kim Didde

TITLE I PARA EDUCATORS:
Carol Waltsak

LEARNING CENTER:
Carla Ladish
Vanessa Gentry
Doris Santillan

ART:
Linda Graham

COMPUTER ED:
Jessica Asbury

MEDIA SPECIALIST:
Erica Simpson
Michelle Elkins

OCCUPATIONAL THERAPIST:
Kelly Long

OPPORTUNITIES WITH LEARNING:
Julie Wheeler

SCHOOL PSYCHOLOGIST
Rae Anna Mayfield

SOCIAL WORKER
Amy Bartlow

SPEECH/LANGUAGE
Judy Smith

FOOD SERVICE:
Becky Reynolds Kitchen Manager
Sherry Lewis
Floyd West

CUSTODIANS:
Connie Blanton
Phyllis Hartegan
Sylvia Johnson

DISTRICT OFFICE INFORMATION

USD 203 District Office
3130 N. 122nd Street
Kansas City, Kansas 66109



Mr. Tim Conrad
Superintendent
tconrad@piperschools.com
Phone Number: (913) 721-2088



Ms. Jolene Jackson
Communications, Curriculum & Assessment Coordinator
Piper Early Childhood, Principal
jjackson@piperschools.com
Phone Number: (913) 721 – 2088





GENERAL INFORMATION

Piper U.S.D. 203 consists of five attendance centers:

- ❖ Piper Early Childhood Center, 3 & 4 year old programs
- ❖ Piper Elementary School, Grades K-3
- ❖ Piper Elementary East, Grades 4-5
- ❖ Piper Middle School, Grades 6-8
- ❖ Piper High School, Grades 9-12

Piper Early Childhood Center is located on the northwest side of the district office on Leavenworth Road. Piper Elementary is located on a campus to the east of the district office. The other three buildings are on the campus off of Hutton Road.

FACILITIES

Piper Elementary was built in 2009 and is arranged around a central Media Center. The main entrance is on the south side of the building. Classrooms are air conditioned and networked for technology.

Piper East was dedicated in 1994 and is set up with 3 pod areas. Updates to this building were completed in the summer of 2012. The main entrance is on the south side of the building near the neighborhood.

At both Elementary locations visitors should enter through the main entrance on the South side of the building. During school hours, all visitors should check in with the office to receive a visitor's badge before going into the building.

ANIMALS IN THE CLASSROOM

Pets or wild animals may not be brought to school without first receiving prior permission for the building principal. This is a safety and liability measure for all students and personnel. Please see District Policy "Animals and Plants in the School", Section ING, for further details.

ARRIVAL/DISMISSAL PROCEDURES

Arrival:

Elementary: Students should not arrive before 8:20. If students must be dropped off before that, arrangements should be made with SchoolBridge. Car riders are to be dropped off at the front entry utilizing both driveways.

East: Students should not arrive before 8:15. If students must be dropped off before that, arrangements should be made with SchoolBridge. Car riders should be dropped off at the main entrance (south doors).

Dismissal:

Elementary: Parents of car riders will pick up their children from the west loop drive. Parents will stay in their cars and wait for a staff member to bring their child to their car. Please notify the school of any transportation changes by 3:00PM.

East: Parents of car riders will pick up their children from the main entrance (south doors). Parents will stay in their cars and wait for a staff member to bring their child to their car. Please notify the school of any transportation changes by 3:00PM.

ATTENDANCE POLICIES

Regular attendance is an important part of education and is very important for success in school. By attending class on a regular basis, students can best develop the skills and knowledge necessary to thrive in the school setting. The State of Kansas has a compulsory attendance law. The law's main purpose is to ensure equal opportunity for all youth to receive a sound education. Please visit our website www.piperschools.com/elementary/handbooks/attendance_policies for a detailed list of what is considered an excused and unexcused absence. If your child is going to be absent from school, it is your responsibility to notify the school office of the absence and the reason.

1. **ENTRANCE AGE:** The entrance age for students is as follows:
Kindergarten – must be 5 years old on or before August 31st of the new school year.
First grade – must be six years old on or before August 31st of the new school year.

2. **TARDIES:** Getting to school and into the classroom on time significantly contributes to academic and social success and allows students to be part of the group. Students arriving late, or leaving early, interrupts precious instructional time. Please help support your child(ren) in learning habits that will help them be successful at school and throughout life. If your child is going to be tardy to school, it is your responsibility to notify the school office.

****Five (5) unexcused tardies equals one unexcused absence.****

Elementary: The tardy bell rings at **8:35**. Students who arrive between 8:35 and 9:15 at the Elementary considered tardy. Arrival after 9:15 is considered a half day a.m. absence; leaving before 3:00 is considered a half day p.m. absence.

East: The tardy bell rings at **8:25**. Students who arrive between 8:25 and 9:00 at East are considered tardy. Arrival after 9:00 is considered a half day a.m. absence; leaving before 3:00 is considered a half day p.m. absence.

3. **TRUANCY:** Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Students under 18 years of age who are truant are reported to the Department of Social Services or the Wyandotte County District Attorney.
4. **ABSENCES:** Students are expected to attend school each and every day. Each day of non-attendance is a day of lost learning. The building administration is granted the authority to determine if absences are excused or unexcused.
5. **EXCUSED ABSENCES:** The following are recognized as excusable reasons for absences:
 - Personal illness. (A physician's note will be required for 3 or more consecutive days of absenteeism.)
 - Serious illness or death of a member of the immediate family or close friend.
 - Participation in a school-approved student activity.
 - Verified physician or dentist appointment.

- Court appearance.
- Emergency situations requiring immediate action.
- An absence that has been requested and approved in advance by the building administration.

Parents are expected to notify the school in advance or the morning of their child's absence from school. The school will contact parents of absent students if notification is not received.

6. **UNEXCUSED ABSENCES:** Kansas statutes require mandatory school attendance. Students with absences from school for reasons other than those outlined above shall be considered unexcused. Kansas statutes require that students that are inexcusably absent from school for three consecutive days or five or more days in a semester shall be reported by the school to proper authorities. Students that are 14 years of age or older will be reported to the County Attorney's Office in accordance with statute. Students that are less than 14 years of age will be reported to the Department of Social Rehabilitation Services (SRS) in accordance with statute. The building administration will make reports to the appropriate agency.
7. **ABSENCE INTERVENTION:** To promote daily attendance, the following interventions will be initiated by the school when students are absent from school for any reason:
 - Upon the 5th absence in a semester, a letter will be sent to the student's parents or caregivers as notification of lost learning time.
 - Upon the 10th absence in a semester, the student's parents or caregivers will be notified to attend a conference with the principal to discuss the student's absenteeism.
 - Upon the 15th absence in a semester, no homework will be sent home and no HS credits may be earned for that semester unless an alternative learning plan is approved by the building administration for the student.

BIRTHDAY TREATS

Before sending birthday treats or class snacks to school, please check with the homeroom teacher. The teacher can inform you of allergies or other restrictions children in his/her room may have, as well as the number needed. According to the district's Wellness Policy adopted May 2006, "Foods offered to students as part of celebrations or parties must originate in companies with a health department license and must contain ingredient labels."

Parents are asked to limit the treat to one item and send enough for everyone to have the same item. Classrooms are not equipped with utensils, cups, napkins, plates etc., so parents need to send in anything necessary for serving purposes.

BOOK RENTAL

Textbooks are provided by the school district on a rental basis. The rental fee is established by the Board of Education and covers the cost of purchasing books based on usual wear and replacement. Students are responsible for books and may need to pay for unnecessary markings, damage or loss of the book.

CLASSROOM VISITS/VOLUNTEERS

Parents are welcome and encouraged to visit their child's classroom. Many teachers ask for parent volunteers; some are needed on a consistent basis and some for special events. If you are interested in volunteering in your child's classroom, please contact the teacher to make arrangements for visits. Visitors are required to check in at the office and wear a visitor's badge.

COMMUNICATION CHANNELS

Communication between parents/patrons and the school is of vital importance. Most problems can be solved through proper communications and by beginning with those closest to the problem.

If a problem involving a particular teacher comes up, please contact that teacher first. Piper teachers are willing to discuss any concerns that parents and students may have. A conference will be scheduled if necessary.

If, after visiting with the teacher, the problem persists, then please arrange for a conference with the building principal. He or she will try to answer your questions and concerns. This conference may, or may not, include the teacher. We will make every effort to resolve differences, keeping our focus on what is best for the child.

Newsletters, memos, e-mails, and information on the website will keep you informed of school activities and events.

CUSTODY ARRANGEMENTS

If a student's parents are divorced or separated, the school needs to be provided with a copy of the portion of the divorce or separation decree that indicates the custody arrangements for that student. This information is needed in order for the school to carry out the directions of the court. A verbal or written request from a parent does not suffice. Unless the school is presented a copy of a legal document limiting the rights of one parent, the school must assume that custodial and non-custodial parents have equal and full rights regarding their child(ren).

EMERGENCY SCHOOL CLOSING

Student safety is our first consideration. When weather conditions or emergency situations warrant it, school will be closed if the situation is not expected to improve in a short time. The following TV stations will broadcast our school closing and late start schedule information:

WDAF TV-4
KCTV TV-5

KMBC TV-9
KSHB TV-41

Most major radio stations will broadcast our school closing or late start schedule. The district office will also send an automated telephone call.

ENROLLMENT

Students must reside within the boundaries of the USD 203 Piper School District in order to enroll. Students whose families have signed a home purchase contract, a lease for a house or acquired land in the district and are in the process of building a home, may be admitted as a resident student. Satisfactory and continual progress toward the completion of the home must be demonstrated.

EVACUATION PROCEDURE FOR DISABLED STUDENTS

The teacher, teacher's aide, or a paraeducator, will take any student who is disabled (whether permanently or temporarily) out the closest exit during a fire or fire drill. During a tornado or tornado drill, disabled students will be taken to a designated tornado refuge area. Students in wheelchairs will be removed from their chairs and placed on the floor in proper position with paraeducator assistance.

FIELD TRIPS

Field trips are planned educational activities that are an important part of the curriculum. These planned activities are for Piper students only. Other children are not expected to attend. Parents will be asked to sign a field trip permission form at the beginning of the school year. Parents will be notified of grade level trips prior to the date of the event.

Students are required to ride school transportation to and from the activity unless prior permission is approved by administration.

HARASSMENT

Parents and students should be aware of the following Piper USD 203 Board of Education policies:

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

INTERNET

Information about U.S.D. 203 may be obtained at our website: www.piperschools.com the website provides calendars, newsletters, and other information.

Personal communications websites including, but not limited to, Facebook and Twitter have the potential to be disruptive factors in the school setting. For this reason, access to these sites on school equipment and/or while on school property is forbidden. Messages posted on such websites may be considered aggravating factors in school disciplinary proceedings, and any statement in the form of a threat of physical harm or property damage may be referred to the appropriate law enforcement agency.

INVITATIONS

Students will not be allowed to pass out any type of invitations (i.e. birthday, skating, slumber party, etc.) at school or on the bus.

LOST AND FOUND

The school office maintains a lost and found box. Students who find articles should turn them in at the office. Students and parents are asked to check the lost and found box for missing articles. Unclaimed items will be disposed of after a reasonable length of time. In order to avoid losing clothing items, please label clothing with children's names.

LUNCH PROCEDURES

Students will be supervised during the lunch period. Students may bring a lunch or purchase a school-prepared lunch. Milk is provided with each school lunch and can also be purchased for sack lunches. Juice is available for purchase. Students have a daily choice of three hot lunch items; salads are also offered daily. Students have the opportunity to self-serve other menu items.

Parents may deposit any amount of money into their student's account through Skyward. Parents should make sure their children's account does not fall into a negative balance. Please check your child's Skyward account for balance and payment information. We are not allowed to carry a negative balance.

If lunch money is sent to school, please make sure it is in a sealed envelope marked with the student's name, grade, and teacher's name.

Free and reduced applications are available at the district office. Parents are invited to eat lunch with their student. We do need to ask that parents bringing outside food (from a restaurant) bring it for your student **only**. When only a few from a class are singled out, feelings get hurt. We also ask if you do bring in a fast food lunch please stay with your child while they eat.

MONEY SENT TO SCHOOL

There are times when it is necessary for students to bring money to school. Please send the money in a sealed envelope with the student's name, teacher's name, purpose for the money, and the amount enclosed. All money should be given to the classroom teacher as your student enters school.

NUISANCE ITEMS AT SCHOOL

Items such as toys, skateboards, trading cards of any kind, electronic games, cell phones, CD or tape players with headphones, trinkets and other distracting items are not allowed. Candy and gum are not to be brought to school unless prior arrangements have been made with the classroom teacher. These items will be

confiscated and returned only to a parent. Students are also not allowed to bring software programs from home computers to use on school computers. If students are allowed to use CD players, electronic games, or toys on the bus, these items must be put away before entering school.

PTA

The Piper PTA serves all four buildings as one organization. If you are interested in being a room parent, please talk to your child's teacher. Please visit the PTA website at www.piperschools.com/community/PiperPTA for more information.

RECESS GUIDELINES

We believe that fresh air and exercise are good for the body and the mind. Students will have daily recess and should dress appropriately for the weather conditions. If the wind chill index is above 20 degrees, students will go outside. Recess times may be shortened, depending on the teacher's good judgment. If for medical reasons your student is restricted from this play, a note from the physician should be sent.

RESIDENCY REQUIREMENTS

Board of Education policy JBC speaks specifically to residency and a copy is available upon request. New students enrolling in the district, as well as those enrolled students moving within the district, must provide proof of residency. Proof of meeting the residency requirements include:

- Documents of home ownership
- Documents of rental or lease of residential property
- Property tax statement in the name of the caregiver
- Proof of BPU utilities in the name of caregiver to said property
- Verification by a school official employed by USD 203

Students who reside with a person of legal age other than the parent who own or lease a residence in the Piper District must complete a Custody Agreement for Educational Purposes form. Educational Guardians and Parents must have a face-to-face meeting with the Principal in order to explain the policy and requirements. Educational guardianships will be considered after the meeting has taken place and all other documentation is on file. Please call the office to schedule an appointment with the building principal. The Educational Guardian and parent must be present at the appointment.

SAFETY

Fire, tornado, and safety drills and procedures will comply with Kansas Fire and Tornado Safety Regulations. Tornado refuge areas are provided. Cooperation will be given to local area safety agencies and officials regarding the safety of students while in school.

SCHOOL PARTIES

Parties should be well planned with teacher and/or parent supervision at all times. According to the district's Wellness Policy adopted May 2006, "Foods offered to students as part of celebrations or parties must originate in companies with a health department license and must contain ingredient labels."

SCHOOL PICTURE INFORMATION

Individual student pictures are taken early in the first semester. Class pictures are taken in the spring. Appropriate information will be sent home with students prior to picture dates.

A Photo Release Form was included in the enrollment packet. Parents may grant or refuse permission for student photos or videos to be published in school publications, in media outlets such as local newspapers, or on the World Wide Web.

SKYWARD

USD 203 has student management software called Skyward. Parents or Guardians are able to access their students' grades and attendance information by logging on to the website. Each parent and student will have their own unique user name and password available at the office or from the students' teacher.

SITE COUNCIL

As part of the School Improvement process, every school has a Site Council made up of interested patrons, parents, and staff members. The council is an advisory body only, not a decision-making body. If you are interested in participating, please contact your building principal for meeting dates and times.

STUDENT INFORMATION

School personnel cannot give out information regarding student's home address, telephone numbers, etc.

STUDENT WITHDRAWAL FROM SCHOOL

Please notify the school office several days ahead of your scheduled move so that we can prepare refunds and gather the student's belongings. Library books and textbooks should be returned before withdrawal. Records will be sent to the new school upon its request.

TELEPHONE AND ADDRESS CHANGES

After open enrollment closes, please notify the school office when a phone number, home address, place of employment, emergency contact, doctor, etc. has been changed. The school must have complete and current information about each student. It is important that we have the name and phone number of someone who can take responsibility for your child in case you cannot be reached. Please provide cell phone numbers and e-mail addresses as appropriate.

TRANSPORTATION

Durham School Services provides transportation to and from school according to a contracted agreement with the Piper school district. The following information is taken from the contract and may be of importance to students and parents.

Instructions for Students and Bus Drivers

1. **The driver is in charge** of the students and the bus. Students must obey the driver promptly and respectfully.
2. **The driver may assign a seat** to each student. Each student must be provided with a seat. Students must not stand while the bus is in motion.
3. **Students must be on time.** The bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.
4. **Students must never stand in the roadway** while waiting for the bus. All students 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.** Students must not talk loudly or distract the driver's attention. **REMEMBER-STUDENT SAFETY IS IN THE DRIVER'S HANDS.**
6. **Classroom conduct is to be observed** outside of ordinary conversation.
7. **Students must not throw waste paper or other rubbish on the floor** of the bus. The bus should be kept clean and sanitary at all times.
8. **Students must not at any time extend arms or head out of the bus windows.**

9. **Students must not try to get on or off the bus** or move about within the bus while it is in motion.
10. **Students must observe the directions of the driver** when leaving the bus. If crossing the road, do so in front of the bus after making sure the road is clear. The student should be far enough in front to make eye contact with the driver.
11. **Any damage to the bus is to be reported** at once to the driver.
12. **Students riding a bus during a stormy season** are advised to listen to the radio for emergency school closings.

The Bus Driver

1. **The bus driver will outline expectations** for students on the first day of school. Acceptable and unacceptable behavior will be explained.
2. **First Offense** - The driver will complete a disciplinary report form and send it home with the student for the parent. A copy will be sent to the building principal. The driver may call the parent about the disciplinary problem. A plan of action will be developed to prevent future problems.
3. **Second Offense** – The driver will complete the disciplinary report and send a copy home with the student for the parent. A copy is sent to the building principal.

The Principal

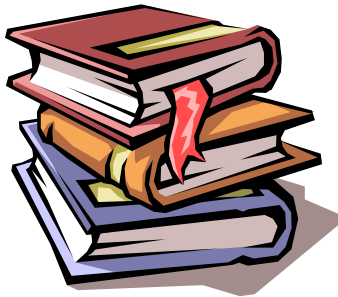
Upon receipt of the disciplinary report issued to a student by a bus driver, the building principal shall decide whether to talk to the driver only, talk to the driver and student separately, hold a driver/student conference or hold a driver/student/parent conference.

1. **First Disciplinary Report** – The principal will have a conference with the student regarding the inappropriate behavior. Consequences of similar behavior in the future will be explained to the student.
2. **Second Disciplinary Report** – A conference will be held with the student to discuss the inappropriate behavior. The parents will be contacted and notified of the principal's disciplinary decision. With the second disciplinary referral, a student may be suspended from riding the bus for a three to five day period.
3. **Additional Bus Disciplinary referrals** may result in the student being placed on probation and being refused transportation privileges for the remainder of the current semester. The parent is notified of this in a letter.
4. **In case of Expulsion from the bus** for the remainder of a semester, the student may, within five days of the date of expulsion, request a conference with the superintendent of schools. If the issue is not resolved to the student's

satisfaction, he/she may, within five days of the time of the conference with the superintendent, request by letter a hearing before the Board of Education at the Board's next regularly scheduled meeting.

USE OF SCHOOL TELEPHONE

The telephones at school are for school business and emergency use. Students should make arrangements before leaving home for outside school activities, permission to go home with other students, etc. Please do not phone your child during school hours unless there is an emergency.



ACADEMIC PROGRAMS

ACADEMIC STANDARDS

It is the goal of Piper USD 203 that every student achieves proficiency in all academic standards established at each grade level. To this end, the Piper USD 203 Board of Education has established this policy for inclusion in the Piper Elementary School and Piper East Elementary School student handbook.

All students are expected to score at “meets standards” or above before being promoted to the next grade level. Grade level formative assessments, curriculum embedded assessments, and Kansas State Assessments shall be measures used to determine academic achievement. At any time a student's achievement is judged to be below standard the student assistance team may prescribe any combination of the following interventions: Title I, Student Intervention Teams (SIT), Response To Intervention (RTI) and tutoring services during the day.

If a student performs below standard on a Kansas State Assessment, that student will be assigned one or more of the interventions above by the student assistance team for the duration it takes for the students to demonstrate standard level achievement. In the event a student cannot demonstrate standard level achievement during the prescribed school year,

the students will not be promoted to the next grade unless they attend summer school and standard level achievement is demonstrated.

ACCREDITATION

Piper schools are accredited by the State of Kansas. As part of an ongoing school improvement process, each school develops goals and strategies to reach those goals.

Piper Elementary goals are:

1. English Language Arts: To be accomplished readers, writers, and speakers in a global society
2. Mathematics: To have a robust fundamental knowledge of mathematics that promotes problem solvers who communicate effectively, values different approaches, and are confident in their mathematical abilities
3. Staff: To have a school climate that is professional, safe, secure, and encouraging where everyone is appreciated, listened to, and respected through dedication, teamwork and communication.
4. Students: To have a successful learning environment where individual students persevere, excel and realize their dreams.

Piper East goals are:

1. English Language Arts: To be accomplished readers, writers, and speakers in a global society
2. Mathematics: To have a robust fundamental knowledge of mathematics that promotes problem solvers who communicate effectively, values different approaches, and are confident in their mathematical abilities
3. Staff: To have a positive school culture that supports innovation, promotes shared leadership, creates confidence in collective capabilities and continues to work for the betterment of the building
4. Students: To have a successful learning environment where students are safe, supported, empowered, and accountable

ASSEMBLIES

From time to time, assemblies may be held for individual classes or the entire student body. Parents are welcome to attend and will be given notice in the school newsletters as to the time, location and reason for the assembly.

CLASS ASSIGNMENTS

The building principal is responsible for the assignment of students to a teacher. Children are grouped for instructional purposes. Each student is carefully considered. Parents may provide in writing information that they feel will be important to consider.

CURRICULUM PROGRAM

Common Core Kansas College and Career Ready Standards

Language Arts Overview: The Common Core State Standards for English language arts demonstrates a student's understanding and development in the areas of reading, writing, language, speaking and listening.

What are we doing here at Piper Elementary and Piper East?

- Reading Street: Designed to help teachers build readers through motivating and engaging literature
- Writer's Workshop: Creates an environment where students can acquire skills, confidence and desire to see themselves as writers
- Balanced Literacy Framework: Direct and indirect instruction

Mathematics Overview: The Common Core State Standards for mathematics include two types of standards: one for mathematical content (what students know about math) and one for mathematical practice (how students are able to apply and extend math principles).

What are we doing here at Piper Elementary and Piper East?

- Math Workshop: "Mini lessons" that help build on mathematical skills over time
- EnVision Math Series: Standards-based objectives are covered through a series of lessons and assessments

Development and alignment of curriculum and the development of assessments are ongoing district and building projects.

Teachers and administrators are provided time for staff development meetings during the school year to address the instructional needs of the students. Teachers also meet in their PLC (Professional Learning Communities) every other day during the school day with an additional 40 minute plan time.

SPECIAL EDUCATION

The Wyandotte Comprehensive Special Education Cooperative provides special education services to students who qualify for special education services. Services for Learning Disabilities, Behavioral Problems, Hearing and Visual Impaired, Speech and Language, Gifted and Talented, as well as others, are provided to the schools by certified teachers and trained paraeducators, a school psychologist, and social worker. Services are provided according to the needs of each child. The decision on how the services are to be provided is arrived at jointly in a meeting of parents and educators.

SECTION 504 PLAN

The district adheres to Section 504 of the Rehabilitation Act of 1973. Contact the counselor for qualifying information.

TITLE I PROGRAM

The Title I Program is a federally funded program that provides assistance to children who need extra help in reading. Parental consent and parental participation are required for this program. Services are provided in the Title I classroom.

ENGLISH LANGUAGE LEARNING

The English Language Learning Program provides assistance to children who need support to become proficient English Language Learners.

PHYSICAL EDUCATION

Physical education is provided to all students K-5. Classes are held in the gym on an every other day basis.

ART

All students have one art class once every six days, which provides art experiences in a wide variety of media. Classes are held in the art room.

COMPUTER

All students receive basic computing instruction from a certified teacher in a lab equipped to handle a classroom of students.

INSTRUMENTAL MUSIC

Instrumental music instruction is provided to 5th grade students only that are interested in learning to play an instrument. This is not a requirement for all 5th grade students. Band students meet in the music room before the school day begins with a schedule being set by the teacher as student's progress. Students will perform a concert near the end of the school year.

LIBRARY

The Media Specialist offers instruction in library and literacy skills to students approximately once a week. Students may check out books and videotapes. The Media Specialist also sponsors a Book Fair, at which parents are invited to purchase books for their children.

VOCAL MUSIC

Vocal music instruction is provided to all students on an every other day basis. Students will perform one concert per grade level.

ADDITIONAL STAFF

COUNSELOR: Provides academic, personal/social competencies to K-5 students.

SOCIAL WORKER: A social worker from the Wyandotte Cooperative assists with the small group discussions that provide students with skills and support to meet difficult situations in their lives.

SCHOOL NURSE: The school's nursing staff serves the students from Kindergarten-12th grade. They work closely with parents of students with special medical needs.

SUPPORT STAFF: The secretary, custodians and food service workers all strive to make the elementary buildings efficient, safe and orderly.

LITERACY COACH: The literacy coach provides staff with an ongoing staff development focused on improving reading and written language student learning results.

PARA EDUCATORS: We are fortunate to have highly skilled para educators. These aides provide support for teachers and students in a variety of ways. They are called on to provide supervision in the lunchroom and an extra hand in the classroom. They also work with small groups of students on a project or skill or work with individuals.

ENRICHMENT ACTIVITIES

All students and teachers participate in a variety of activities throughout the school year that enrich the school experience. These activities include:

- Special guests and community resources, which are brought into the classroom or to special assemblies
- Celebrations of learning held at various times in the buildings
- Fun Day
- Transitional activities
- Classroom programs and celebrations
- Buddy Programs that match classrooms of different ages for special activities

SUMMER SESSION

The Piper USD 203 summer school session provides students with the opportunity to continue learning beyond the regular school year. The primary goal of the summer session is to increase student proficiency in English Language Arts and Mathematics. Students attending the summer session will experience an intense and focused learning environment with small class size and a high expectation for active participation and success.

HOMEWORK POLICY

In order for the practice of homework to be educationally sound, individual classroom teachers have the responsibility to determine the need for and the amount of homework.

MAKE-UP WORK

If, due to a student's absence, make-up work is desired, please contact the school office by 9 a.m. The work may be picked up in the school office after 3 p.m.

PARENT-TEACHER CONFERENCES

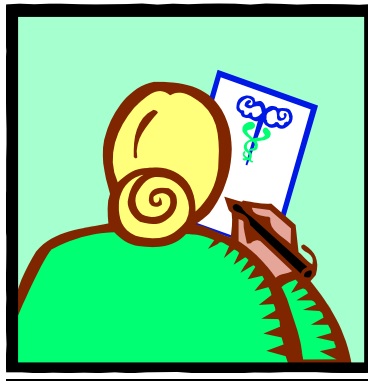
Parent-Teacher Conferences will be conducted during the first and third quarter of the school year. Additional conferences may be scheduled any time during the school year if deemed necessary from either the parent's or the teacher's standpoint.

PLAGIARISM

A district policy on plagiarism has been developed. Plagiarism, the taking and using of another individual's material and the presentation of that work as one's own, will not be tolerated. Students will have the opportunity to learn the meaning of plagiarism and how it can be avoided. Giving proper credit to the author and to sources will be taught at appropriate grade levels.

REPORTING PUPIL PROGRESS

All elementary students of the Piper USD 203 district are issued a progress report at the end of each nine-week grading period. Teachers are asked to contact parents of students at any time deemed necessary, for both positive academic/behavioral performance, and when the student is performing in a less than satisfactory manner.



HEALTH SERVICES

The functions of the schools' nursing staff include health services, health education, and the maintenance of a safe and healthy school environment. The school health program includes: maintenance of health records, health appraisal of students, emergency care and first aid treatment of injuries, health counseling and education, weight and height measurements, hearing and vision testing, and notifying parents of illness, injuries or defects revealed by screenings.

ABUSE

When a school employee has a reason to suspect a child has been injured as a result of abuse (physical, mental, emotional, neglect or sexual) the employee shall report the matter promptly to the State Department of Social and Rehabilitation Services (SRS) and if the local SRS office is not open for business,

then to the appropriate law enforcement agency. Anyone participating without malice in the making of such an oral or written report to SRS or law enforcement has immunity from any civil liability.

HEAD LICE

According to the Kansas Department of Health and Environment students spread lice by direct contact with an infested person, or with their combs, brushes, clothing or caps. Mattresses, bed clothing, and fabric-covered furniture may become infested.

Students determined to have head lice will be excluded from school until treatment has been initiated and all nits (head lice eggs) are removed. Prevention is extremely important at school and home. During the fall the school nurse will present a head lice prevention lesson in each classroom. Each child will receive an informational handout to take home to parents.

Identification of children with head lice will be determined privately in the school nurse's office. Students will be checked for head lice when parents express concerns regarding their child, a sibling has been confirmed to be infested, a teacher referral, or when the student complains of symptoms.

Any time the school suspects a student has head lice, the child will be checked to confirm the infestation. The child's siblings and classmates will be checked. Parents of the infested child will be notified by telephone and will be required to pick their child up from school. The student must be treated with an effective lice-killing treatment. Head lice and nits must be removed from the hair before returning to the classroom. When the parents return the child to school, staff from the school, the school nurse or principal must check the infested student before he/she is allowed to return to the classroom. Notification and written instructions for treatment will be sent to all parents in the student's classroom.

HEALTH INFORMATION

Kansas State Law requires that each child enrolling in a Kansas school for the first time must furnish before the child can attend class:

- ✓ **a certified birth certificate issued by the state,**
- ✓ **a Kansas Certificate of Immunization,**
- ✓ **a physical exam by a doctor, trained nurse, or the health department,**
- ✓ **a health assessment, completed by parents, if eight years old or younger**

A student dental exam is recommended prior to school attendance.

The **Kansas Immunization Requirements** (KCI) are as follows:

Pre-School (4 year old program)

- 4 Doses of DTaP (Diphtheria/Tetanus/Pertussis)
- 3 Doses of IPV/OPV (Polio)
- 1 Dose of MMR (Measles/Mumps/Rubella)
- 1 Dose of Varicella (Chicken Pox)
- 3 Doses of HEP B (Hepatitis B)
- 2 Doses of HEP A (Hepatitis A)
- 4 Doses of HIB (Haemophilus Influenza B)
- 4 Doses of PCV7 (Pneumococcal Conjugate)

Kindergarten

- 5 Doses of DTaP (Diphtheria/Tetanus/Pertussis)
- 4 Doses of IPV/OPV (Polio)
- 2 Dose of MMR (Measles/Mumps/Rubella)
- 2 Dose of Varicella (Chicken Pox)
- 3 Doses of HEP B (Hepatitis B)

Students who fail to provide documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/guardian as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Kansas state law requires that any student new to Kansas schools, up to age nine, must provide the school with the results of a health assessment conducted within the last 12 months by a nurse who has completed the Kansas Department of Health and Environment training and certification, by a physician, or by a person acting under the direction of a physician. The Wyandotte County Health Department offers school health assessments. All immunizations may be obtained there as well. If interested, call 321-4803 for an appointment.

The above requirements are Kansas school health laws and are required before entering kindergarten and for all new students enrolling and attending Piper schools beginning August 2003. Students should also visit a dentist yearly for early detection of defects and for treatment.

All health forms are available in the school offices and should be returned to the office upon completion by the physician or dentist.

ILLNESS

Children who are vomiting or running a fever will be sent home. “Fever” refers to a temperature of 99.6 or above. In case of a fever, a child needs to be fever-free, without medication, for 24 hours before he or she may return to school. If children are sick, we ask that you not send them to school, as they continue to spread their illness to others. Please report any illness and symptoms to the school. A doctor’s note stating that a child may return to school should be presented after any contagious illness, such as strep throat, chicken pox, rashes, Fifth disease, or any other serious communicable illness.

MEDICATION

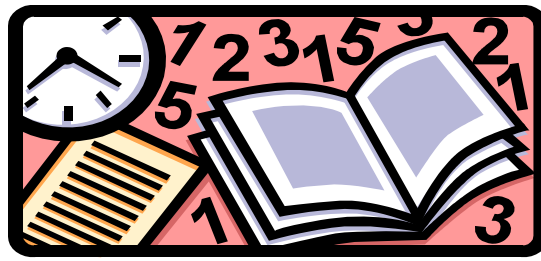
The school cooperates with parents in giving students needed medication according to the following procedures:

The student’s parent or guardian shall complete a “Permission to Administer Prescription or Non-prescription Medication” form before any medication, prescription or over-the-counter, will be administered to the student. If the doctor isn’t able to sign the school form, he or she may FAX the order for medication to the nurse at the school.

All medications should be in *the original* container clearly marked as to the medication contained therein and with directions.

Prescription medicines should be marked with the amount of single dosage, name of physician and date. Forms requesting the school to give medications will be available at the school office.

Immediate first aid is provided in the event of injury at school. Parents are contacted to assume responsibility in case of serious injury or illness.



GUIDELINES AND RULES

HOTLINE

A statewide hotline is available 24 hours a day and 365 days a year to report impending school violence to the Kansas Highway Patrol. Information on this hotline will be immediately shared with local law enforcement and school officials. The number is **1-877-626-8203**.

NO SMOKING POLICY

All district facilities and grounds are smoke-free campuses. No smoking is allowed on school grounds or at school-sponsored activities. Parents who accompany their children on school trips will also need to abide by this rule.

SCHOOL DRESS

While our school does not have a formal dress code, we ask that parents monitor closely their student's clothing selection to assure that it is appropriate school attire. Inappropriate or suggestive wording on shirts or caps, halter tops, tank tops, mesh or lace shirts are discouraged. Please put names on all articles of outer clothing. Shoes should be appropriate for P.E. classes and recess. Flip-flops and platform shoes are not appropriate for those activities.

STUDENT CONDUCT

Board policies speak to a number of severe conduct situations. These policies apply even at the elementary level. They are as follows:

1. Students will not intentionally cause or attempt to cause damage to private property or attempt to steal private property;
2. Students shall not intentionally cause physical injury to a school employee;
3. Students shall not knowingly possess, handle or transmit any object that can be reasonably assumed to be a weapon;
4. Students may not knowingly possess, sell, use, transmit, or be under the influence of drugs or alcohol;

5. Students should not fail to comply with a reasonable request of school personnel during any period of time when s/he is under the authority of school personnel;
6. Smoking by students, and/or the possession and use of any tobacco product is prohibited.

Appropriate disciplinary actions will be taken, which may include suspension or expulsion.

NOTICE OF NON-DISCRIMINATION

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.