

From the Principal's Desk

Dear Students and Families,

Welcome to St. Francis Elementary for the 2022-2023 school year! Our staff are very excited to begin a new school year journey with your family!

We are excited to welcome Amy Grace back to St. Francis Elementary as our third grade teacher. Megan Swihart has taken a new position as the at-risk teacher. I am also new to the St. Francis school family. I've spent the last seven years employed in various positions in the Cheylin school district but have been in education for 18 years.

We will continue to use the same curricula for ELA and Math. Journeys is a widely used reading program throughout the country. It is designed to provide solid instruction that is clear and focused. Everyday Math is common core aligned and helps our students to dig deeper into concepts rather than just scratching at the surface. This curriculum will be used with fidelity to ensure our students are getting the most out of the material.

USD 297 has successfully implemented our MTSS (multi-tiered system of support) for 5 years. MTSS is a required component of the Kansas Education Systems Accreditation model. In our daily school schedule, we will have W.I.N. (What I Need) times for reading and math. Our students continue to show great growth receiving more individualized academic support in reading and math throughout the day. The curriculum used during this time has proven to be very successful! We will continue to use our school-wide behavior matrix and social & emotional curriculum, Second Step. This gives our students and staff a consistent model to use throughout the building. We are also excited to have Mrs. Katisha Wieggers (JH math/counselor) available to our elementary students for several hours each day.

On Monday, August 15, from 5:30-6:30 p.m., we will have "Meet the Teacher" night. Everyone is invited and encouraged to attend. This is an informal night with students and families bringing school supplies, while meeting their teachers and checking out the school. The first day of school will begin at 8:20 a.m. and will dismiss at 1:00 p.m., on Tuesday, August 16. Breakfast and lunch will be served.

I have enjoyed meeting students and staff throughout the summer, and I've been tremendously grateful for the positive attitudes and helping hands I've been welcomed with. St. Francis USD 297 is an outstanding district, and I'm thrilled to be part of it. This will be an exciting and fun filled year, and I can not wait to meet you!

Sincerely,

Anne Coon
K-5 Principal

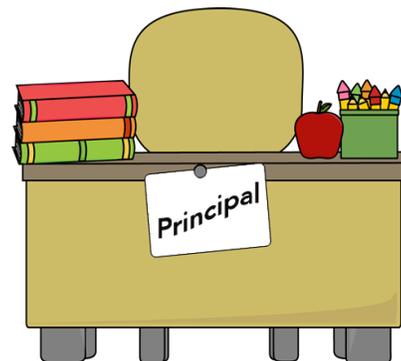


Table of Contents

Mission Statement	3
Core Beliefs	3
Board of Education	3
Age of Entry	4
Kindergarten Information	4
Immunizations	4
Enrollment Fees	4
Change of Address/Telephone Number	4
Student Arrivals/Dismissals	5
Bus Students	5
Attendance/Absences	6
Students Leaving School During the Day	7
To and From School	7
School Safety and Discipline	8
Gun-Free Schools Act	9
Tobacco Policy	9
Crisis Management	9
Emergency Preparation Drills	9
Inclement Weather	10
School Meals	10
Visitors	11
Parent and Teacher Organization	12
Illness/Returning to School	12
Administering Medication	13
Lice Policy	13
Peanut/Nut Policy	13
Abused or Neglected Students	14
Reporting to Parents	14
Homework	14
Student Use of the Telephone	15
Student Dress	15
Birthday Parties and Holiday Celebrations	16
Personal Belongings	16
Field Trips	16
Electronic Mail & Internet	17
Cell Phones	17
Communication in the District	18
Messages	18
Expectations for the Playground/Equipment	18
Expectations for the Hallway	19
Expectations for the Restroom	19
Expectations for Arrival/Dismissal	20
Voice Levels	20
Phone Numbers of Importance	21
Elementary Staff	22

USD 297 Mission Statement

The mission of the St. Francis Community Schools is to prepare each student for a productive life. We will provide the opportunities and the encouragement for learning at all levels of ability, expecting all students to learn. We recognize that teaching students to think creatively, to find solutions to problems, and to use current technology are key skills for people in the 21st century.

In order to attain a quality, learner-focused educational program, we will do all we can to provide a well-qualified staff committed to our mission, a purposefully designed curriculum, and a safe and orderly learning environment.

We seek to make the learning community inclusive by combining efforts of families, school, and community.

USD 297 Core Beliefs

- ✓ *We believe effective staff are essential for quality student learning and will model our core beliefs, including the expectation for their own growth.*
 - ✓ *We believe all students can learn and grow academically and socially; they deserve academic and social/emotional instruction that is intentional and is the product of a well-rounded curriculum.*
 - ✓ *We believe high expectations for student learning from all aspects of the school community (students, staff, parents, community, Board of Education) are critical to our mission.*
 - ✓ *We believe all students deserve a safe, respectful learning environment in which they can succeed, constructively fail and grow, all in preparation for post-secondary success.*
-

USD 297 Board of Education

Cale Rieger	President
Troy Hilt	Vice President
Dustin Andrist	Member
Shawna Blanka	Member
Chris Hingst	Member
Danielle McAtee	Member
J.W. Milliken	Member



Welcome to our School

Age of Entry

A child must be five years old on or before August 31 to enter kindergarten. You must present a birth certificate or other legal proof of date of birth before enrolling a child entering school for the first time.



Kindergarten Information

The St. Francis Community School District conducts a Kindergarten Pre-Enrollment each spring. You will need to register at the elementary building. Specific requirements for entering school will be presented at pre-enrollment.

Immunizations

Early Childhood Program Operated by a School Ages 4 Years and Under	
Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Pevnar (pneumococcal conjugate)	4 doses**

KDG - Grade 5	
Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Enrollment Fees

For all students in grades K-5 a \$35.00 book fee, plus \$10.00 activity fee is required. This activity fee helps pay for school assemblies and admits students to all home Jr/Sr High School athletic events except select tournaments. **Fees will need to be paid at the time of enrollment.**

Change of Address/Telephone Number

Please notify the Elementary office immediately if you have a change of mailing address, email address, telephone number (home, work, mobile), place of employment, or babysitter. It is vital that the school always have an emergency contact number on file.

Student Arrivals/Dismissals

7:45 a.m.	Doors Open
8:20 a.m.	All Classes Start
3:40 p.m.	Dismissal



All students are to arrive **NO EARLIER** than 7:45 a.m. Supervision is not provided before the arrival time, nor is it provided after class dismissal times unless students are required to stay.

Playing in the halls, classrooms, or loitering in the restrooms before or after school, is prohibited.

All students (except bus students) are required to enter at the main entrance on the north side of the school. Bus students will enter the cafeteria door on the south side of the building. Please do not drop off or pick up any students in the back of the building. This area is designed for bus drop off and pick up only.

At 8:20 a.m., all exterior doors to the school will lock except the main entrance on the north side. All students, parents, and visitors must use the main entrance once the school day begins and are required to check-in in the office before proceeding through the building.

Bus Students



Buses are scheduled to arrive at school no later than 8:00 a.m. After school, buses will pick up elementary students at 3:40 p.m. If non-route students wish to ride the bus to another student's home, the parent is required to call the school office or send a note. A permit will then be obtained from the office to give to the bus driver. There will be no bus transportation for students who live in town. Please make necessary arrangements to get your child(ren) to daycare, Cherub Choir, etc.

The bus driver is in full control of the bus. Students and parents must adhere to the guidelines for bus conduct as outlined in the USD 297 Bus Riders Contract. This contract will be signed by any bus riding student and his/her parents. Bus riding privileges may be revoked for violation of these rules or for conduct that challenges the safe operation of the bus.

Parent(s) are required to notify the bus garage (785-332-8190) if NOT RIDING prior to the student's scheduled loading time.

Attendance/Absences

There are few factors more important to a student's academic success than regular school attendance. Poor attendance not only jeopardizes any chance a student has to be successful in the classroom but also represents one of the most problematic personal habits one could have in adult life.



© Can Stock Photo

Students are expected to be regular and prompt to school. It is unfair to your child and the teacher to keep your child out of school for reasons other than sickness and emergencies. A written notice signed by one of the parents, or a phone call to the office is required when a child has been absent, is tardy, or is to be dismissed early. If your child arrives after the start time of school or will be leaving before school is dismissed, a parent is required to sign him/her in.

Please make every attempt to schedule appointments and/or trips after school or during school holidays to avoid school interruptions.

Students who are absent are expected to get their work ahead of time, if possible, or to make up their missed work when they return. This make-up work needs to be completed as soon as possible, at the teacher's discretion, and on the student's own time.

Procedure:

Contact the school office (preferably before school), but no later than 8:45 a.m. if your student will be absent. Messages can be left on the school's voice mail (785-332-8143) during non-school hours. If your student is not in attendance and the school has not received parent/guardian notification, an attempt will be made

to contact the parent. Please do not contact your child's teacher about an absence without also notifying the school office.

Absences:

All absences are recorded as excused or unexcused. If the school receives no notification from parents informing us that they are absent for the day, the student will receive an unexcused absence on PowerSchool. Students arriving after 10:00 a.m., are marked absent through the morning. Students leaving before 2:00 p.m., are marked absent in the afternoon.

The following are valid reasons for excused absences: personal illness, family illness, death in the family or of friends, doctor/dental/counseling appointments, court proceedings, and religious observations. Please bring verification from any medical or legal appointment.

Parents must consult with and receive prior approval from the building principal to receive an exception to the above reasons for absence.

Tardies:

Tardies will be recorded and monitored. Students who arrive from 8:20-10:00 will be counted tardy for the day. Students who arrive late must first report to the school office to sign in. If the tardiness becomes excessive, the student may be required to make up the missed time after school hours.

Students Leaving School During the Day

Any student leaving during school hours must be checked out through the office after receiving permission from the appropriate party. The school must be notified in writing (court order or legal documentation) if a student is **not** to leave with a specified adult.



To and From School

Students who ride bicycles are required to follow safety rules and procedures. Disciplinary action, including loss of bike riding privileges, will occur if rules are not followed.

Each student riding his/her bicycle is to follow the following the safety rules:

- Do **not** ride on the sidewalk.
- Park bicycle in the bicycle racks on the east or west sides of the building.
- Walk bicycle to street and cross at corners or at designated areas only.
- Stop and look in all directions before riding away from the building.
- Do **not** ride double.
- Parent(s)/guardian(s) are encouraged have their children wear bike helmets while riding to and from school.

Parents are encouraged to discuss these situations with your child regarding walking to school:

- **Always cross the street at the crosswalk.**
- When waiting to cross, wait on the curb.
- Use sidewalk, where available.
- If sidewalk is unavailable, students should walk on left side of street facing on-coming traffic.
- Wear clothing that can be easily seen for the day.
- Always exercise safety as a parent when walking and picking up students with your automobile.

Students who are bussed are expected to obey school bus rules and regulations. If you drive children to school, you are requested to deliver them at the curb on the east side of the building. Parents are encouraged to walk their child(ren) across the street if not parked closest to the building.

Skateboards, skates, and shoe skates will not be allowed at school.

School Safety and Discipline



St. Francis Elementary is committed to providing a safe place for learning. The school must have the support and cooperation of students and parents to keep our school safe. Disruptive behavior, threats, and weapons will not be tolerated and may have serious consequences.

Students are expected to exhibit proper behavior at school. The result of misbehavior may include student conferences, detention, parent conferences, suspension, and/or expulsion if necessary. Students are expected to behave properly on the playground and in the school building. Supporting courtesy, respect, and self-discipline is a mutual responsibility of the home and school.

Gun-Free Schools Act

Due to the growing concern nationwide about maintaining safe schools, our Board of Education has adopted the following policy (in part):

A student will not knowingly possess, handle, or transmit any object that can be reasonably be considered a weapon at school, on school property, or at a school-sponsored event.

This policy includes any weapon, any item used as a weapon or destructive device, or any facsimile of a weapon. Possession of a weapon or destructive device or facsimiles of a weapon will result in expulsion from school for a period of one calendar year, except that the superintendent may recommend this expulsion requirement to be modified on a case-by-case basis. Students violating this policy will be referred to the appropriate law enforcement agency(ies) for prosecution in accordance with applicable laws.

Tobacco Policy

School district property is tobacco free. The use of tobacco products is prohibited at all times in or on all district owned, leased, personal, or real property.



Crisis Management

Keeping students safe while at school is a priority. Every school in Kansas is required by law to create a crisis management plan. This plan, which encompasses the entire district, is on file with and coordinated with the appropriate emergency response personnel throughout Cheyenne County. In the event of a crisis that impacts the operations of the school, school staff will consult the plan to take the appropriate actions. The staff and administration of USD 297 will be familiar with the district's crisis management plan.

Emergency Preparation Drills

Tornado, fire, and crisis drills will be practiced routinely so students will be prepared to move to areas of safety in the event of a real emergency without panic. By law, all Kansas school districts are required to complete four fire drills, two tornado drills, and three crisis drills throughout the school year.

Inclement Weather



Occasionally, the weather dictates the school's schedule. In that event, many of the school's operations are affected, causing logistical challenges for parents, students, and school staff. Over the years, the school has adopted the use of various media to inform parents and students of these changes.

If any change is made to the schedule of the school day or to events that had been scheduled for that day, the school will immediately publicize those changes.

Parents will be officially notified through the following media:

- Remind Notification (patrons must download and use the app to receive notifications)
- Facebook (USD 297 St. Francis Elementary)
- Area TV and Radio Stations

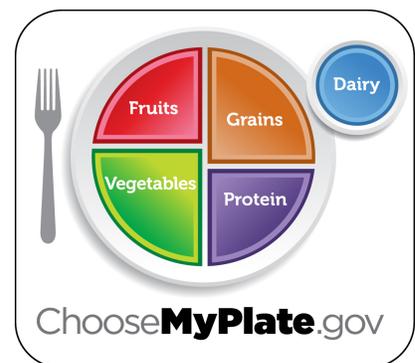
Bus Routes

Most weather-related changes to the school's schedule will involve a decision as to which bus routes will be used for the day. A message will typically be sent to parents of bus students via Remind Notification.

School Meals

Breakfast and lunch are served on all full days of school unless unusual circumstances arise. Breakfast begins at 7:45 a.m. and serves until 8:15 a.m.

Students are to arrive at school **NO EARLIER** than 7:45 a.m. Please get your child to school at the appropriate time for breakfast to avoid being late to class. Students are expected to go straight to breakfast before going to class.



We encourage all students to eat a well-balanced breakfast each day. This can be done at home or school, but research indicates that hungry children find it difficult to concentrate on learning.

School lunch is served each day, with certain grades eating consistently at the same time each day on an established lunch schedule. Again, we encourage your children to eat at school or to bring a well-balanced sack lunch from home to eat during the designated lunch period.

The following rules should be observed during breakfast and/or lunch:

- Use self-management
- Keep hands, feet, and property to self
- Say please and thank you
- Use voice level 0-1 at tables
- Use table manners
- Clean up after yourself
- Follow entrance and exit procedures
- Walk in single file line
- Hold lunch card in hand
- Students who bring their lunches:
 - are required to eat with the other students in the lunchroom.
 - cannot bring pop (soda) in their lunches.
 - **must not bring foods containing peanuts/nuts.**

The 2021-2022 meal prices are as follows:

Students:

- Breakfast - \$ 2.45
- Lunch - \$2.90

Adults:

- Breakfast-\$3.35
- lunch-\$4.65

All families are encouraged to fill out a *National School Lunch* application at the beginning of the year. Depending on your family's income, your child(ren) may be eligible for free or reduced priced meals. The applications will be available at enrollment or can be picked up at either the elementary school or high school

offices. Completed applications should be returned to the Determining Official (Anne Coon) promptly.

Visitors

You are always welcome to visit your child's classroom. Please arrange for an extended room visitation through the office. The elementary school principal and the classroom teacher will approve visitation requests. Visitations will be no longer than one hour in length and will be limited in



number due to the potential disruption they may have on student learning. All visitors are required to stop at the office and sign in, before proceeding throughout the building. **Student visitors are discouraged.**

Parent and Teacher Organization



The Parent & Teacher Organization (PTO) meetings are held on the third Wednesday of each month beginning at 5:00 p.m. (location to be determined). PTO is an organization designed to support and improve school communities. The first event of the year is Wednesday, August 15, 2022, from 5:30-6:30 p.m.. This is "Meet the Teacher" night. Everyone is invited and encouraged to attend. \$5.00 PTO dues can be paid at enrollment, "Meet the Teacher" night, or throughout the year.

Illness/Returning to School

If students are ill, they should remain at home. Now, more than ever, students should be fever-free and symptom-free for at least 24 hours before returning to school. Students should be able to tolerate solid foods if they have had vomiting or diarrhea. Returning to school too soon may cause a relapse. When students return to school, they should be well enough to participate in normal school activities unless they have a written excuse. A request to be excused from regular activities for an extended period of time must be supported by a physician's statement.

Added precautions regarding COVID-19 are in place. Any and all information specifically relating to COVID-19, will be communicated with parents/guardians.

Please help keep our students, staff, and community safe. Stay home if you don't feel well.

Should a student become ill or injured during the school day, the designated adult will be contacted, generally by the school secretary, at home or work. Therefore, it is important that you keep emergency phone numbers and contact person's names updated.

Administering Medication

Prescription medication or over-the-counter medication including aspirin and/or cough drops may only be administered by office staff, provided that:

- the parent(s)/guardian(s) has submitted a written request for the school's cooperation and releasing the school district and staff from liability.
- the medication is in the original pharmacy container and properly labeled.
- the first dose of medication has been given at home.



Lice Policy (Approved November 2019)

If a school designee or health official should identify a student with an active case of head lice (which is defined as live lice or nits within a quarter-inch of the scalp), the parent/guardian will be notified that the student(s) needs to be removed from school. All siblings of the affected student will also be screened, including siblings at other buildings within the district. The student(s) should not return to school for 24 hours after the discovery of the head lice to allow for treatment. To be readmitted to school, students in grades PreK-5th must be accompanied to school by a parent/guardian. The student(s) must be cleared by a school official and/or health office, be free of live lice, and there must be visible progress of treatment. The school will continue to monitor the student for the next 6-10 days. If live lice or viable nits are found, the parent/guardian will be notified and the student will be removed from school. Classroom screenings will not be conducted. However, should multiple cases be reported, the population of students most likely to be exposed may be examined. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits, a school official may report the matter to the Kansas Department for Children and Families (DCF).

Peanut/Nut Policy

St. Francis School District has multiple students in the Elementary school and Jr/Sr high school with allergies to nuts and/or peanuts. The allergies vary in severity among the students; however, we believe the exposure to nuts/peanuts (or any foods that contain them) poses a potentially life-threatening situation in some cases. **For this reason, we have removed any nut/peanut products from our school food service program and vending machines.**



Parents and students are asked to help by not bringing nuts/peanuts (or any foods that contain them) into the USD 297 schools. We understand this may be considered an inconvenience to some, but please try to understand and empathize with the students and parents with this type and severity of allergy.

Abused or Neglected Students

Kansas statues require any staff member having reasonable cause to suspect that a student has been physically abused, emotionally abused, or neglected to immediately report this to the Kansas Department of Children and Families. Staff members who believe a student has been threatened with an injury and that abuse has occurred must report this situation.

Reporting to Parents

Parent-teacher conferences will be held late in November and again in March. All parent(s)/guardian(s) are expected to participate in these conferences. If you would like to schedule additional conferences, contact your child's teacher or the school office to make arrangements.

REPORT CARD	
MATH	A
PE	B+
HISTORY	A-
ART	B
ENGLISH	C

Report cards will be sent home following the close of each nine-week grading period.

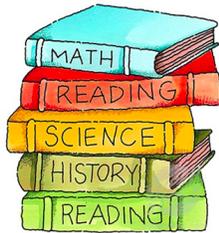
St. Francis, USD 297, uses the PowerSchool student information system by Pearson. There are many useful tools that parents can utilize to track their student's academic progress, absences, grade-point averages, and other aspects of

student involvement. Parents are strongly encouraged to use the login information provided by the school to access and utilize these PowerSchool tools.

Homework

There are multiple theories about the value and use of homework. In general, we believe in homework at varying levels dependent upon the age of the students. Homework is crucial in some subjects and must be completed to ensure the students' success. We will do our best to make homework relevant and meaningful to the students' learning.

We believe parents have a responsibility to provide positive support to their students while completing homework assignments. Listed below are a few ideas to support your student(s).



- Designate a consistent study time for homework.
- Designate a location for completing homework.
- Ensure distractions are minimized.
 - Turn off the TV and cell phone.
 - Go to another room to visit or talk on the phone.
- Model for your student how to solve problems they are having instead of merely providing them the answer. Homework is meaningless to the student if it is completed by someone else.

Student Use of the Telephone

In an emergency situation, students may use the school telephone. If the request to use the telephone is one that can wait until after school when the child is home, permission will likely be denied. Students are reminded that school phones are business phones.

Student Dress

Students should be clean and neatly dressed while attending school. Dress codes are difficult for schools to enforce due to varying opinions on what is proper and what is not. We do not plan to make a lot of rules for dress unless it becomes necessary. Here are some guidelines for parents/students to follow:

- You are coming to school and should dress the part.
- Young ladies and young men should dress modestly with little skin showing.
- If shorts and/or dresses are worn, they should be of appropriate length.

- Clothing or hair that is a potential physical danger to others, contains messages about alcohol, tobacco, or other drugs, is obscene or indecent, or causes a distraction to the educational process will not be allowed.

We ask for parental support and reasonableness with student dress. It is understood that dress is a form of personal taste and way of expressing one's self; however, just as students and parents have preferences, so do the school staff and administration. If problems arise, they will be dealt with on an individual basis, and parents will be notified if a student needs to change attire.

Birthday Parties and Holiday Celebrations



If you and your child wish to share simple birthday treats with his/her classmates for birthday parties, please schedule this with the classroom teacher in advance.

Holiday celebrations provided by classroom room-parents will be held for Halloween and Valentine's Day. Contact a PTO representative if you are interested in helping with this.

Invitations to private parties should NOT be distributed at school unless all girls and/or all boys in the class are invited.

St. Francis Elementary requests that parents NOT send Valentine balloons, flowers, candy, etc., to the school for your student(s). If balloons are sent to the school for birthdays, they will remain in the office until after school is dismissed. Your child may pick them up at that time.

Personal Belongings

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 or with his/her teacher upon arrival at school. **Lunch money should be brought to the office immediately upon arrival at school.**

Students are discouraged from bringing toys/electronic devices to school. On the occasion that toys/electronic devices are brought for educational purposes, **the item must be approved by the classroom teacher or principal.** Personal toys will

not be allowed on the playground during recess. The school will not assume responsibility for broken, lost, or stolen items.

Students sometimes misplace personal items. Therefore, all clothes and school supplies should be plainly marked with the student's name. Students are expected to check the "Lost and Found" for missing items.

Field Trips

Classes may take field trips to enrich their classroom experiences. A basic Field Trip permission slip will be signed at enrollment. Each student must have this signed by a parent/guardian to participate in field trips within city limits. Any field trip outside of city limits will require an additional permission slip. Prior to the event, parents will be notified of trip details, including the amount of each student's share of the cost, if applicable. Since field trips are closely related to activities in the classroom, students are expected to participate.

Electronic Mail & Internet



Students are responsible for appropriate behavior when using school computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school if abused. Parents must sign a permission/agreement form before their student will be allowed electronic mail or Internet usage.

We understand the Internet is a valuable tool in today's society, but that it can certainly be used for inappropriate and damaging purposes. We are required to provide Internet filtering in the schools. With this filter, we believe we can control inappropriate content from reaching Internet-connected devices operating from the school's Internet access. Although this filter is in place, it is still the responsibility of the students to use the Internet appropriately.

Cell Phones



Student cell phones and electronic devices are not to be used, heard, or visible at school between arrival and dismissal times. The cell phone and electronic device will be confiscated if it is seen and taken to the office. If it is the first infraction, the student will receive the phone back after school. If it is not the

first infraction, a parent must come to pick the phone up from the school.

Staff use of personal cell phones should be limited to emergency situations. The number one responsibility of a teacher or staff member during the school day is to properly and effectively educate our students. If you need to contact your child's teacher during the school day, please call the SCHOOL OFFICE (785-332-8143). The school secretary will transfer you to the requested individual or his/her voicemail. **Please do not directly call/text your child's teacher during school hours.**

The school is not responsible for stolen, damaged, or lost cell phone/electronic devices brought on school property by students or parents.

Communication in the District

The St. Francis School District supports direct and clear communication between home and school. If you have a question concerning your child, please follow the chain of command below:

1. Teacher
2. Building Administrator
3. Superintendent
4. Board of Education

Messages

Teachers and staff will not be called out of their classrooms during school hours or receive calls during class time (except in cases of extreme emergencies). A message will be delivered to the teacher to return the call at a time when he or she is free from students. **Please refrain from calling or texting your child's teacher during the school day.**

Parents are urged to make arrangements for after-school activities before the child comes to school. If it is necessary to get in touch with your child, the building secretary will relay messages to students at the end of the day.

<i>While You Were Out</i>	
For _____	Time _____
Date _____	_____
M _____	_____
of _____	_____
Phone _____	Fax _____
Email _____	_____
<input type="radio"/> Called	<input type="radio"/> Returned Call
<input type="radio"/> Called to See You	<input type="radio"/> Will Call Again
<input type="radio"/> Stopped By	<input type="radio"/> Will Return
<input type="radio"/> Wants You to Call	<input type="radio"/> Wants You to Email
<input type="radio"/> Other _____	_____
Message: <input type="radio"/> General	<input type="radio"/> Urgent
_____	_____
_____	_____
Signed _____	_____

Expectations for the Playground/Equipment

Be Safe

- Follow safety instructions & report all unsafe behavior.
- Stay in designated areas.
- Wear appropriate clothes and shoes.

Be Respectful

- Respect personal space and keep hands, feet, and property to self.
- Show compassion and be inclusive of others.
- Problem-solve disagreements peacefully.

Be Responsible

- Use playground materials and equipment appropriately.
- Follow teacher directions and playground procedures.
- Follow teacher instructions, when given.



NO DOORS TO THE BUILDING WILL BE PROPPED OPEN.

Expectations for the Hallway

Be Safe

- Use self-management.
- Follow safety instructions & report all unsafe behavior.
- Keep hands, feet, and property to self.
- Walk using the traffic flow pattern.

Be Respectful

- Keep the hallways clean.
- Respect others' personal space.
- Voice level 0 when transitioning.
- Voice level 1 with adults.
- Communicate with care and compassion.

Be Responsible

- Follow teacher procedures and hallways procedures.
- Walk with purpose.

Expectations for the Restroom

Be Safe



- Use self-control and keep hands, feet, & property to self.
- Wash hands with soap.
- Keep water in the sink.
- Follow safety instructions & report all unsafe behavior.

Be Respectful

- Allow others privacy.
- Keep surfaces and walls free of graffiti.
- Problem-solve disagreements peacefully.
- Use voice level 0.

Be Responsible

- Flush toilet & dispose of trash appropriately.
- Use restroom quickly.

Expectations for Arrival/Dismissal

Be Safe

- Walk using designated walkways (sidewalks, crosswalks).
- Follow safety instructions & report all unsafe behavior.
- Keep hands, feet, and property to self.



Be Respectful

- Respond immediately to teacher/adult directions.
- Use voice level 0-1.
- Problem-solve disagreements peacefully.

Be Responsible

- Be prepared, be on time, and follow school dress code.
- Move with purpose to designated area.
- Follow adult directions and stay in assigned area until dismissed.

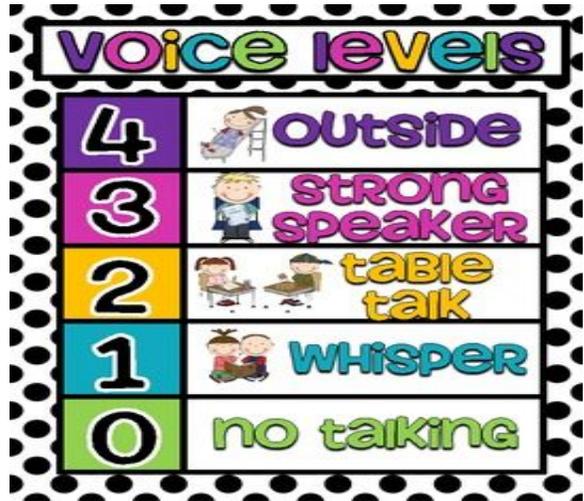


If a student chooses to break an expectation, the child will follow his/her teacher's consequences set forth for that classroom. If the child chooses to continue to break the expectations, he/she may be referred to the principal. It is in your child's best interest that we work together in relation to his/her schooling. The teachers will be in close contact with you regarding your child's progress in the classroom.

Your child's teacher will likely communicate about classroom rules home at the beginning of the year. When a student is referred to the principal's office, the parent(s) may or may not be noticed directly. The building principal will then determine what course of action will be taken. A student will be penalized for his/her inappropriate behavior in proportion to the gravity of the offense.

Voice Levels

The following voice levels will be followed in all areas of the building. Students are expected to respect these levels at all times.



Phone Numbers of Importance

Mark Penka, Superintendent of Schools
785-332-8180

Traci Neitzel, District Clerk 785-332-8182

Anne Coon, K-5 Principal

785-332-8136

Dave Morrow, 6-12 Principal

785-332-8150

Jackie Butler, K-5 Secretary - Elementary Office

785-332-8143

Elementary Fax

785-332-8144

Garrett Sundstrom (bus garage)

785-332-8190



St. Francis Elementary Staff

Anne Coon
Jackie Butler

Principal
K-5 Secretary

Teresa Barron
Becca Butler
Jean Ann Confer
Kelly Emerson
Debbie Grace
Amy Grace
Deanna Grice
Tammy Grice
Holly Hingst
Meghan Kinen
Deanna Kriegh
Cassandra Krien
Abbey McWilliams
Jennifer Milne
Katie Myers
Kaye O'Brien
Janeth Perez-Medina
Roxanne Martinez
Erin Perrigo
Kim Queen
Marlin Queen
Lori Rieger
Megan Swihart
Dana Timmons
Karyn Vandenberg
Katisha Wiegers
Jen Witzel

Custodian
K-12 Art
K-5 Music
Aide
Speech Language Pathologist
Third Grade
Cook
Special Education
K-8 Physical Education
First Grade
Paraprofessional
Aide
Paraprofessional
Paraprofessional
Second Grade
Librarian
Migrant/ESL Paraprofessional
Cook
Fifth Grade
Title I
Custodian
Kindergarten
At-risk
Paraprofessional
Cook
Part-time K-5 Counselor
Fourth Grade

