

# Graber Elementary School



## Parent-Student Handbook

2017-18

Dear Parents and Students:

Welcome to Graber Elementary School and the new school year! I am excited about the coming school year and hope you are also. With teamwork between teachers, students, parents, and the Hutchinson community we are confident that Graber students will have a successful learning experience.

I am asking that you please read and discuss this handbook as a family. Children do better in school when their parents are involved in their learning. I encourage you to seek opportunities to become involved in our school and activities.

We have an active PTO and School Site Council made up of parents, teachers and community members. Please join us at our monthly meetings and get involved at Graber Elementary. There are many ways parents can assist the classroom teachers and Graber programs. Please volunteer your ideas, time, and help. Your efforts are greatly appreciated by all.

Please join us at our Graber Back to School Night on August 14th from 5:00 to 6:00 p.m. This is a time to visit your students' classroom and get to know the teacher. Your child may bring their marked school supplies at this time.

Please know that my office door is always open at Graber. Feel free to either call, email or come visit with me.

Thank you for sharing your children with us. I want to assure you that I will do my best to see that your child experiences positive academic, social and emotional growth. With your help and cooperation, this should be another great year at Graber.

Sincerely,

Kelley McCall  
Graber Principal

# Graber Elementary Staff

Principal	Kelley McCall
Building Secretary	Robin Getting
Food Service Secretary	Megan Mehl
Counselor	Staci Burlie
Nurse	Terri Jones
Pre-K	Kristin Jenkins
Kindergarten	Candy Lawrence
	Ashlyn Wiens
1 <sup>st</sup> Grade	Frank Weeks
	Carrie Horn
2 <sup>nd</sup> Grade	Kelly Curry
	Pam Allender
3 <sup>rd</sup> Grade	Ashley Vieyra
	Rachel Hill
4 <sup>th</sup> Grade	Jesse Ediger
	Angie Williams
5 <sup>th</sup> Grade	Sharon Ensz
	Theresa Corcoran
6 <sup>th</sup> Grade	Marybeth Bryant
	Kelsi Baird
PE	Shane Warren
Music	Glynda McKenna
Special Education	Ashlyn Partridge
	Barbara Tritsch
	Christine Block
	Jennifer Pence
Instructional Support	Mary Adcock
	Deanne Nelson
Speech Pathologist	Anne Potucek
Librarian	Raimy Hester
Custodians	DuWayne Klaassen
	Mark Good

## **Graber Mission Statement**

We will provide a quality education in an engaging, positive and fun environment.

## **Graber Vision Statement**

Graber School: A Kind, Caring, Learning Community.

**1600 N. Cleveland**

**Phone: 620-615-5050 Fax: 620-615-5055**

**Attendance: 615-5050**

**Kelley McCall, Principal**

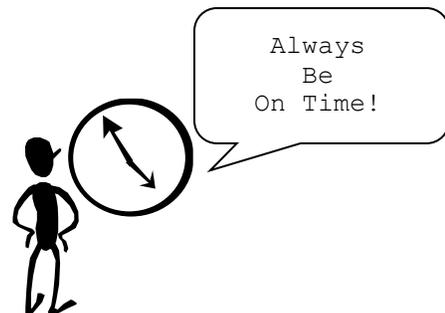
### **SCHOOL HOURS for STUDENTS**

- 7:10 Front (West) Door will be unlocked until 8:00am.  
Students may not go to their classroom. They should wait in Front Entryway quietly. After 7:00, students will go to gym.
- 7:10-7:35 Breakfast served. No students will be served after 7:35. Students must be finished by 7:40.
- 7:45 Teachers take students to their classrooms
- 7:50-11:10 Morning session: Students arriving after 7:50 will be counted tardy.
- 11:00-12:30 Lunch
- 3:10 Dismissal for all grades

Any student is considered absent from a school session if he/she misses 60 minutes or more of the AM or PM session.

### **SCHOOL HOURS for STAFF**

- 7:35-3:30 Professional teaching staff on duty.
- 7:20-4:00 Office staff on duty



## **Arrival at School**

Students should arrive at school no earlier than 7:10. Students are to enter the front and south doors and come to the gym and sit on the floor. They may read, do homework, or visit quietly with friends until the bell rings at 7:45. At 7:45, the teachers will take their students to their classrooms. The tardy bell rings at 7:50.

## **Attendance**

In order for your child to be successful in school, he/she needs to arrive to class on time and be in attendance on a daily basis. This is critical in the success of your child's education. Your help is crucial and appreciated.

As stated in the district handbook, the only excused absences are those resulting from personal illness, medical/dental appointments, court appearances, death in the immediate family and official school-related activities. All other absences are considered unexcused. Other absences may be approved at the building principal's discretion.

Three or more absences in a row will require a doctor's note for the absences to be considered excused. A student who has unexcused absences for three consecutive school days or five school days in a trimester or seven school days in any school year must be reported to truancy authorities.

## **Building Security**

To provide a safe environment for students and staff, Graber is a secured building. When you wish to enter the building you will need to come to the front entrance and into the office. All other doors remain locked, as the safety of our students and staff is our first priority. All parents need to sign in and out of the office

## **Counselor Services**

We have a full time counselor at Graber Elementary School. Student involvement with the counselor is considered an integral part of a student's educational experience. Along with individual and small group counseling, crisis intervention and family support, counselors provide classroom instruction in career, academic and personal/social (character education) in the content areas.

## **Dismissal from School**

At dismissal time, students are to leave the building and playground promptly and go straight home. After 3:30 any students remaining need to wait by the front doors. Students will not be allowed to re-enter the building.

After-school arrangements need to be made prior to the school day, not during school. Arrangements for a student to stay after school need to be confirmed with the teacher and the parent. Police will be called if students are still at school at 4:00 p.m. and we have not been able to contact their parent.

## **Dismissal and Outside Procedures**

- Kindergarten, 3<sup>rd</sup> and 4<sup>th</sup> grade dismiss out South Doors
- Pre-K, 1<sup>st</sup> and 2<sup>nd</sup> grade dismiss out Front Doors
- 5<sup>th</sup> and 6<sup>th</sup> grade dismiss out North Doors
- CSS students dismiss from the Library doors on the playground
- HALLS procedures apply after school
- Siblings who exit out different doors need to meet at a designated place or at the Flag Pole
- Walk on sidewalks only
- Walk with bicycle, skateboard or other device on the sidewalks until off school grounds
- Leave nature where it lies- snow, rocks, branches, etc.

- Cross with Safety Patrol
- Stay clear of bicycle rack
- Follow directions of any and all adults
- Bus kids wait for bus in orderly manner away from edge of sidewalk
- All parents wait in the front foyer or outside to greet students
- No parking in the front drive or on the east side of Cleveland

## Dress and Grooming

Students are encouraged to use good personal hygiene and come to school in clean clothing, which is appropriate for the season and all school activities, including physical education and recess. (Tennis shoes are required for PE classes.)

Students whose grooming or clothing appears to be in violation of the dress code will be asked to leave the classroom to make arrangements for better grooming or appropriate attire.

Classrooms in the building are air conditioned during warm months. Students are advised to dress for moderate room temperatures.

Parents and students should plan on outside play during the day.

- Shorts and skirts which are mid-thigh in length may be worn. (below fingertips when standing with arms at sides)
- Tank tops, fish net shirts, and cropped tops (midriff showing) may only be worn with another shirt underneath or over them.
- Shirts must meet the three finger rule on the width of the material on the shoulder. No racer back shirts.
- Clothing that advertises drugs, tobacco or alcohol, or displays inappropriate writing or pictures will not be allowed.
- Baseball caps and hats need to be removed when the student is inside the building. Exceptions to this dress code would be headgear for costumes worn for a specific event or needed due to health or religious reasons.
- Clothing and shoes that are hazardous to the health and safety of students or disruptive or distracting in school are deemed inappropriate. Items deemed unsafe would include, but not be limited to jeans dragging on the ground and shoes with higher heels. **Slide-on, flip flops, or very loose fitting sandals, and platform shoes are inappropriate for recess and gym activities. Students must have tennis shoes for PE and recess. They will not be allowed to participate in PE without tennis shoes.**
- Sagging jeans, low riding pants, or shorts are deemed inappropriate for school.
- Coats, jackets, and book bags must be removed and hung in the student lockers at the beginning of the school day. Students will be allowed to keep a sweater or sweatshirt available to wear should they become chilly.
- No shoes with wheels are allowed.
- Belts should not hang down more than 2 inches.
- Any dress or grooming that is disruptive, distracting, or indicates gang or group affiliation is inappropriate at school.

## Early Release Days

Throughout the year there are early dismissal days that allow staff in-service training time. On these days students are dismissed at 1:00 pm. Please make arrangements to see that your child is picked up promptly at this time and/or plan on their early return home or to their after-school care giver.

## Behavior

Students learn best in a safe, orderly environment.

The behavior management plan at Graber is based on helping students be responsible for their choices and behavior. We understand that this is a learning process and want to provide the help and support needed for the students. The following expectations have been established to ensure that teaching and learning are provided for all students.



1. **Be Respectful!**  
Being respectful means:
  - I am polite and kind to others.
  - I listen and follow instructions.
  - I move quietly through the halls without disturbing others.
  - I interact with adults in a positive manner.
  - I use appropriate school language.
  
2. **Be Responsible!**  
Being responsible means:
  - I accept consequences for my decisions.
  - I am in control of myself.
  - I care for my school environment, (room, building, playground, materials).
  - I am at the right place at the right time.
  - I dress appropriately for school.
  
3. **Be Safe!**  
Being safe means:
  - I follow school rules for the: building, lunchroom, playground, and traffic.
  - I cooperate with the safety patrol.
  - I use equipment and supplies appropriately.
  - I am a positive role model for others.
  
4. **Excel!**  
Excel means:
  - I will strive to do my best
  - I will work hard
  - I will produce quality work
  - I will do what it takes

**KAHFOOTY Rule:** Keep All Hands, Feet, and Other Objects To Yourself

## School Bus Rules

1. When boarding the bus, students are to be seated and remain seated until arrival at their destination.
2. The driver is in charge at all times. When on activity trips, the teacher/sponsor and driver are in charge.
3. It is mandatory that the bus driver see a parent when a pre-schooler student is dropped off at stop. If no parent is seen the child WILL BE returned to the school and you will be responsible for picking them up.
4. No pets or other animals in boxes, jars or other containers will be allowed on the bus.
5. Radios and other audio equipment will not be permitted on the bus unless the student is wearing headphones to listen to the music.
6. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through town.

7. NO EATING OR DRINKING ON THE BUS. Please do not send your child on the bus with uneaten breakfast. We have to remember that children with food allergies cannot be exposed to certain foods.
8. Students are NOT to place their hands or any other part of their body out of the windows.
9. No fighting or horseplay on the bus. Classroom conduct shall be observed at all times.
10. Each student WILL be held accountable for any damage and destruction of bus and personal property. This includes graffiti and seat destruction.
11. If your student will not be riding the bus on a particular day, notify the bus office in advance.
12. Changes in pick-up and drop-off locations shall require a 24-hour notice in writing from the parent/guardian so another route may be notified of the change.
13. Driver may not transport any person not regularly assigned to the bus unless otherwise authorized by building administrator.
14. The driver will assign seating arrangement K-12 on the bus.
15. The use of alcohol, tobacco and/or drugs is NOT permitted on the bus or at the bus stops. The use of matches and/or lighters will not be permitted.
16. Obscene and unacceptable language, gestures and signs will not be tolerated and will result in disciplinary actions.
17. Students who need to cross the street must pass 10 feet in FRONT of the bus and establish eye contact with the driver before doing so. Students should NEVER walk behind the bus. Students are to stand a minimum of 10 feet back from the road while waiting for the bus. This is a major safety issue and applies to all students, kindergarten through 12<sup>th</sup> grade. NO EXCEPTIONS.
18. The school bus is an extension of the school day. All school rules and regulations which pertain to the students are applicable on the bus at all times.
19. Skateboards are NOT allowed on the bus. NO EXCEPTIONS.
20. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines set by the school district.
21. The use of cell phones and taking pictures with camera phones will not be allowed on the bus. Phones will be confiscated.
22. Instruments are to be taken to the seat with student and may be held or placed under the seat. Instruments WILL NOT be left with the driver or unattended in a seat. Instruments are not to be played on the bus.

## Hallway Expectations

- H- Hands to yourself
- A- All eyes forward
- L- Lips zipped
- L- Low speed
- S- Straight line

## Lunch Times

### Recess/Lunch

Grade	Recess	Lunch Time
2nd/3rd	10:50-11:10	11:10-11:30
1st/5th	11:15-11:35	11:35-11:55
Kinder	12:10-12:30	11:50-12:10
4th/6th	11:40-12:00	12:00-12:20

## Breakfast/Lunchroom Expectations

- Sit appropriately
- Use good manners
- Walk in the lunchroom

- Use quiet voices
- Line up Quietly
- Listen
- Eat only your food
- Clean up Table/bench/floor
- Use hand sanitizer appropriately
- 3 Students in line at the window
- You may take one straw per drink and one or two napkins.
- Ask permission if you need to leave the lunchroom for any reason.
- Adults may not take any food off students' trays.
- There is absolutely NO trading or sharing food.
- The lunchroom supervisor will dismiss you to scrape trays.
- After you scrape your tray, you are to WALK and quietly line up in your assigned spot until your teacher picks you up.
- Enter and leave the lunchroom in a quiet and orderly manner.
- All toys and other objects must remain in backpack
- During coat weather, keep your coat with you and either sit on it or put it under the bench.

## Lost and Found

A container is provided for lost items in the front entry. Small items will be kept in the office. Labeling removable items such as jackets, coats, sweaters, boots, hats and gloves will be very helpful in preventing loss. All lost and found items will be taken to Good Will at the end of the trimester.

## Math Honor Roll

The Principal's Math Honor Roll is an opportunity for students to receive recognition for mastering the basic math facts. When students have mastered all the requirements for their grade level, they will receive a certificate.



## Meal Program

**Breakfast-** Students may eat breakfast at school from 7:10 – 7:35 a.m. No breakfast will be served after 7:35 a.m. with the exception of a late arriving bus.

**Lunch** – Lunch orders are turned in by 8:00 a.m. If your child is going to be late, please call the school office before 8:00am so that a hot lunch can be ordered for your child. If an adult/parent would like to eat lunch with a student, please notify the office before 8:00 a.m. as well. Lunchroom behavior requires that all food is eaten in a polite manner at the table and that their trash is disposed in the proper trash container. Students are not to take, share, trade, or touch other student's food or drink. Misbehavior in the lunchroom will not be tolerated. Should several attempts to encourage proper conduct be necessary without improvement, the student may eat in isolation or the student's lunchroom privileges will be revoked for a period of time. Parents will be notified before the student's lunchroom privileges are withdrawn.

## Meal Money

When sending lunch money to school with your child, please place the check or cash in an envelope; please mark the front of the envelope with the student's name and teacher name.

Lunches will not be served on credit, so please mark the days on your calendar and watch for the notices stating that money is due. If your child eats hot lunch regularly, he/she will bring home a lunch payment envelope when the student's account runs out of funds. Please pay the amount shown; please call the secretary if you have any questions. You may pay for your student's lunches online at Skyward.

## **Moving/Change of address and phone number**

If, during the school year, you must move your child, please let us know as soon as you can. If you are moving to another school within USD 308, letting us know early helps staff to work together and ease the transition between schools, If you are moving out of district, it allows us to get your student records to your new school on a timely basis.

Should you move or change your telephone number and remain at our school, please let us know that information as well. That will keep important communication lines open between school and home.

## **PTO**

The Graber Parent Teacher Organization is an active and vital support for our school. PTO organizes fundraising events and school picture days and assisting in a variety of other school activities. All parents who have children at Graber are urged to become involved in PTO and attend our meetings. PTO meetings will be held at 6 p.m. on Aug. 28, Sept 25, Oct. 23, Nov. 27, Dec. 18, Jan. 29, Feb. 26, March 19, April 23 and May 14 (if needed).

## **Parent Listserv**

We have set up another way to communicate with parents through email. Please make sure the office has your current email address. We will be sending out emails to inform you and keep you updated on Graber news and activities.

## **Parent Visitation and Involvement**

Parents are cordially invited to visit the school at any time. Please call ahead and make arrangements with the teacher. If you plan to eat a hot lunch with your child in the lunchroom, please call the office before 8:00 a.m. All parents must check-in at the office upon entering the building.

Parents who want to supervise on fieldtrips will need to be trained through Youth Friends. We need and want parent volunteers, so please call Youth Friends and go to training.

## **Parties**

Birthdays will be celebrated once a month during lunch. Parents are invited to come eat lunch and celebrate their child's birthday. The birthday lunches each month are part of our healthy schools initiative, focusing on eliminating unhealthy eating in the classroom. Students who are celebrating a birthday for that particular month will be given a special treat at lunch. A schedule of each birthday luncheon will be sent out at the beginning of the school year. Students who have June birthdays will celebrate in May. Students who have July birthdays will celebrate in August. By celebrating birthdays during a special luncheon, instruction time during the day will not be interrupted by individual birthdays celebrated in the classroom. If you wish to eat a school lunch with your child on this day, please contact the school office by 8 a.m. to order a school lunch on the day of the birthday luncheon. Students may eat with their parents at the designated birthday tables during their birthday lunch. If guests are unable to attend the birthday luncheon, the student will be able to invite one friend to sit with them at the birthday tables.

## **Peaceful Playground**

We are very excited to have adopted a program called Peaceful Playgrounds. It is a program based around five principles that will reduce injuries, bullying, confrontations, nurses visits and an increase in the number of children involved in games and more physically active.

1. Conflict Resolution - Teach problem solving skills with three different solutions
  1. Walk away from the problem
  2. Talk with the person and come to an agreement
  3. Use rock, paper, scissors
2. Rules – Consistent and enforced rules
  - Be Kind
  - Use Walk, talk & Rock-Paper-Scissors
  - Play safely

- Freeze at bell and wait for instructions
- Travel in one direction on equipment
- You can't say, you can't play
- Invite others to join in
- Telling not tattling
- Speak out against bullying
- Use only school supplied equipment
- 3. Equipment – A cart with enough equipment for all
- 4. Expectations – All procedures will be modeled, taught, and trained. The rules will be enforced and consistent
- 5. Designs- A well designed playground with games and activities for all ages

## **Playground Rules:**

The playground equipment needs to be used in a safe way.

- If you can't reach it, you can't play on it.
- One at a time
- Sit, don't stand
- No pushing and shoving
- Heads higher than feet
- Move in a horizontal direction on the bars
- Do not skip a step on the spring steps
- Do not jump off the equipment.
- No playing tag
- No hitting, pinching, scratching, biting or kicking
- No throwing rocks, sticks, dirt or other objects

All games need to be played following instructions given by the physical education teacher.

On the swings and slides, students need to keep their heads higher than their feet. Do not jump out of the swings. Do not climb up the slides.

Running should be done in the grassy areas NOT on the blacktop. Kicking balls should be done in assigned game areas and NOT on the blacktop. Throwing of sand, rocks, or snow is not allowed.

Absolutely NO STUDENTS are allowed in the area where cars are parked. If a ball rolls in the area, the adult supervisor needs to get the ball. A student going into the area will lose recess privileges for a period of time. This is a safety issue and is not negotiable.

Students should not bring toys or playground equipment from home.

The school does not provide playground supervision before 8:00am nor after 3:10pm.

## **Personal Property**

Students are encouraged to bring only items from home that is related to topics they are studying. Toys, trinkets, and any items (such as card collections, game boys, game gears, CD players, etc.) that distract from the educational process are not appropriate for students to bring to school.

Students should not bring electronic devices to school including cell phones, pagers, PDA's, CD player's iPods etc. Items will be taken away and kept in the school safe until a parent or guardian is able to pick up the item. Graber is not responsible for any stolen or lost property.

## Safety Patrol

The school safety patrol is under the direction of a Safety Patrol Supervisor. Sixth grade students serve on the Safety Patrol. Parental consent is necessary for a student to serve on the Safety Patrol.

### Safety Patrol Duty Times:

7:40 - 7:55

Safety Patrols will be on duty at:

16<sup>th</sup> and Cleveland  
South Parking Lot  
North Parking Lot



Parents and students are asked to give the Safety Patrol their full cooperation. If there is a question or concern related to the behavior of a patrol member please contact the supervising teacher or the principal. Safety Patrol does not go out in sub zero weather or when there are rainstorms with lightning.

## Site Council

The Graber School Site Council includes representatives of teachers and other school personnel, parents of pupils attending the school, business members, and community members. The council provides advice and counsel to the school's programs and operations. All parents are encouraged to attend our meetings. We meet right after our PTO meetings (See PTO above)

## State Assessments

All 3<sup>rd</sup> through 6<sup>th</sup> grade students will participate in the State Assessments. These are multiple choice tests that are not timed. All assessments will be given in March and April. We strive for all students to perform at Meets Standards and above. It is very important that students are prepared to perform their personal best on the assessments. Here are some test-taking tips:

- 1) Get a good night's sleep
- 2) Eat a nutritious breakfast
- 3) Wear comfortable clothing
- 4) Allow extra time in the morning to arrive on time and without rushing
- 5) Schedule appointments during times other than testing days
- 6) Remember to listen and follow directions
- 7) Check over completed work

Please encourage your student to do the best they can do. If you have any questions, please feel free to talk to your student's teacher.

## Student Conduct

The students at Graber Elementary have good behavior and demonstrate cooperative and caring attitudes that contribute to the school's positive learning environment. The staff believes the children respond well to praise and recognition of their efforts and acts of kindness. As our children are human and learning to make choices, the students act occasionally before considering the consequences of their behavior.

- Students learn best in a safe, orderly environment.
- All adults will help children be in control:
  - Respecting other's rights by speaking kindly, playing fairly, and listening to other students
  - Allowing others to learn by moving with care, keeping noise and talking appropriate for the time and place, and waiting your turn
  - Respecting the property of the school, other children, and the community by allowing others to have their possessions, picking up after you, and taking good care of school property

- If a student chooses not to be in control, consequence will be given. Consequences may include:
- Conference, which may include the principal, student, teacher, counselor, parent, and other appropriate people
  - Detention, during or after school
  - Loss of privileges
  - Time out away from other students
  - Community service
  - Suspension, in-school or out-of-school
  - Expulsion

## **Students Entering and Leaving the Building**

Students are asked to use the following plan for entering and leaving the building.

All students – enter the building through the FRONT (west) or SOUTH doors.

1<sup>st</sup> - 2<sup>nd</sup>: Leave the building through the front (west) doors.

Kdg, 3<sup>rd</sup>- 4<sup>th</sup>: Leave the building through the south doors.

5<sup>th</sup> - 6<sup>th</sup>: Leave the building through the north doors.

Any student entering the South or North parking lot must be accompanied by an adult. Students who have a brother, sister, or neighborhood walking partners in other grades are to plan an agreed upon meeting place, we suggest the flag pole out front.

## **Skyward**

This is the district's student information database. You may access information about your students' meal balances, attendance and grades. You should have been mailed the information with your username and passwords to access Skyward. Please contact the office if you need this information.

## **Tardies**

It is important that your student arrives to class on time. The student misses out on important classroom activities when they arrive at school late. The tardy bell rings at 7:50.

After 3 tardies, a notification letter will be sent home to parents. 10 tardies are considered an unexcused absence. Continued unexcused tardies will be reported to appropriate authorities.

## **Telephone Usage**

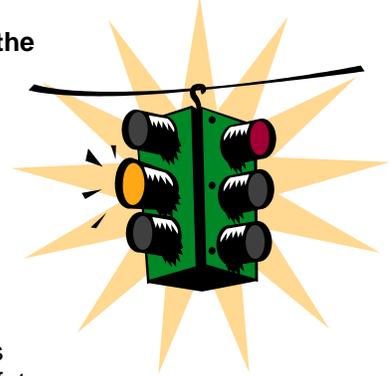
The office phone is a business phone and should be used for school business. If you need to contact a teacher or student the office will give them a message and they may return the call at a convenient time.

Please make after school arrangements for pick-up and after school care with your child before the day begins. Only call the office to make such arrangements in an emergency situation and before 2:00 pm.

## Traffic Regulations and Safety

A Hutchinson City Ordinance regulates the conditions of safety of students as they arrive and leave the school area. The ordinance is posted on the East Side of Cleveland Street and indicates:

- **It is illegal to stop in the school block (in the street or along the curb) on the school side of the street.**
- **It is illegal to stop to let children out or to get into the car on the school side of the street.**
- **20 mph speed zones are posted in front of the school and on 17<sup>th</sup> street.**



This ordinance is enforced by the Hutchinson Police Department.

When stopping to leave or pick up students, please use the curbs away from the front of the school, opening doors to the curb side. For safety reasons, students are not to get in and out of a car in the middle of the street.

Please follow the posted signs in front of the school and in the south parking lot.

In the South Parking Lot the outside lane is the pickup/drop-off lane. The inside lane is the driving lane. Students need to get in and out of the car only on the curb side only. Use the crosswalks to get from the parking area to the sidewalk. Students must be accompanied by an adult to enter the parking area.

## Watch D.O.G.S

Watch D.O.G.S (Dads of Great Students) is a national innovative program aimed at using fathers as positive role models in schools. Each father volunteers at least one day a year as an official Watch D.O.G spending the day at school. If you are interested in getting involved, please visit with Mrs. McCall.