

# **Griffith Elementary School Pawprint Handbook**



GRIFFITH ELEMENTARY  
1802 S. BLUFF  
WICHITA, KS 67218  
(316) 973-8900

Welcome to the 2023-2024 school year! We are very excited to welcome you all back! Many of you will be bringing your students to Griffith for a new year and many of you will be joining Griffith for the first time. We are working diligently to make sure we provide your child(ren) with an outstanding education! Thank you for trusting us with your child's education. Together we will make this a great year at Griffith!

## Communication

### Office Hours:

The office staff is available from 8:00 A.M.– 4:30 P.M. daily. Phone messages may be left at any time of the day or night, at 973-8900.



(316) 973-8900



<https://www.usd259.org/griffith>



[Griffith@usd259.net](mailto:Griffith@usd259.net)



@GriffithElem259



Griffith Elementary School- USD 259 Wichita Public Schools

## Schedules

### School Hours and Information

- Latchkey hours: 6:45am-8:50am and 4:10pm-6:00pm
- Breakfast hours: 8:50am
- School hours: 9:00am-4:10pm

Doors will open at 8:50am to allow students entry into the building.

## Absences

Consistent daily attendance is an important part of ensuring that students learn in a cohesive manner. Tardies and early outs can disrupt the learning process. When possible, please try to schedule appointments that will be the least disruptive to the school day. If a child has to be absent due to illness or for some other reason, we ask that parents notify the school as soon as possible. This is in the best interest of the child. Unreported absences will be designated as an inexcusable absence in our absence reports.

Inexcusable absences for a part of a school day on either three (3) consecutive days, five (5) school days in a semester or seven (7) days in any school year (whichever of these occurs first) will result in a child being reported to DCF or to the District Attorney.

## Checking Students In and Out Early

Please make every effort to have your child arrive at school on time and leave school at the 4:10pm bell.

- When a child is dropped off late:
  - They will need to ring the front buzzer;
  - They will be buzzed in and will come to the front office to receive a pass to class and pick up breakfast;
  - Parents can walk students in to the office.

- When a child is checked out early:
  - Press the front buzzer and an office staff member will provide access for you to come to the office to sign the student(s) out.
  - Please bring a valid ID when picking up a student and ask anyone that is designated in our student system to pick up a student to do the same.

## **Arrival and Dismissal**

**Arrival:** Children should arrive at school between 8:45 and 8:50 A.M. and be prepared to go directly home at 4:10 P.M. **Please do not bring students to school early as there will not be supervision provided.** Students arriving early or being picked up late excessively will be encouraged to utilize our Latchkey Program.

- Students will line up with their class at their grade level entrance.
- Students will enter the building between 8:50-8:55am.
- Students who would like to eat breakfast will pick it up on the way to class and breakfast will be eaten in the classrooms.

**Dismissal:** The school day ends at 4:10 pm each day. Arrangements should be in place so that students leave school grounds immediately after the bell rings at 4:10. Students who are not picked up in a timely manner each day will be referred to our Latchkey program in which (for a fee) students will be provided with after school child care. Students who continue to be picked up late and are not enrolled in Latchkey will be placed in the care of the Wichita Police Department.

**Student Left at School-** In the event you are not able to pick your child up after school, the persons listed as emergency contacts will be allowed to pick up your child. If you prefer otherwise, please let the office know. If a parent/guardian has not contacted us about a child being left at school the student(s) will be placed in the care of the Wichita Police Department.

## **Birthday Treats and Snacks**

We want to celebrate your child's birthday! Treats should be sent with the student to school in the morning. It is strongly encouraged that all treats be individually wrapped store-bought snacks to share.


At the discretion of the teacher, your child may bring a snack to school to eat either in the morning or the afternoon depending on when they have lunch. Please make sure the snack is healthy!







## **Cell phones**

We discourage students from bringing cell phones to school. If it is necessary that cell phones are brought to school, they are to be turned off during school hours and given to the classroom teacher to hold during the school day. If cell phones are used during school hours, they will be kept by school staff until a parent comes to retrieve it. The school is not responsible for lost, stolen, or broken phones. (See BOE Policy 1464)

## CHAMPS

CHAMPS is a positive approach to classroom management that allows students to have a high structure in the classroom and in common areas. Teachers and staff have worked together to make sure that routines and procedures that are in place spell out exactly what our expectations are so that students have a clear understanding of what is expected of them while in the classroom, when transitioning from one location to another, during lunch recess, etc. The CHAMPS guidelines and expectations clearly explain the procedures for students to follow throughout the day to be successful and to ensure that your child is treated with dignity and respect. You will see evidence of CHAMPS expectations all throughout the building. You may see posters for the common areas or flip charts for an activity in the classroom. By following CHAMPS, everyone works together to create an atmosphere of respect and a positive learning environment. An example of CHAMPS for the hall is shown below:

  
Griffith Hallway

<b>C</b>	Level 0, no talking	
<b>H</b>	Raise hand EMERGENCIES ONLY	
<b>A</b>	Waiting or Moving	
<b>M</b>	<b>Waiting:</b> standing still, voice level 0, hands to self, 2nd square <b>Moving:</b> walking feet, voice level 0, hands to self, 2nd square, stopping at STOP signs	
<b>P</b>	Following expectations	
<b>S</b>	Success!	

## Dress Code

Students will not be permitted to wear the following:

- Clothing items that advertise drugs, alcohol and/or tobacco products; contain references to sex or profanity; show suggestive, vulgar, obscene writing or pictures, weapons or display negative comments.
- Any shirt/top that exposes an excessive amount of skin such as halter tops, shirts with no sides, cut off tank tops, (straps must be three fingers wide), bare midriffs, tube tops, or spaghetti straps.
- Any shorts, or dress that does not fall below the fingertips.
- Headwear in the building (hats, caps, bandannas) unless this restriction has been lifted for a special event
- Underwear worn as outside attire, i.e. boxer shorts and/or underwear exposed, such as sagging.
- Any clothing or item that gives the impression of any gang affiliation.

The above dress code will be applied fairly and equally regardless of gender. The decision of the building principal will be final in all disputes concerning student dress. If the student is not following the dress code they will be asked to change.

## Field Trips

Field trips will be planned based on standards and curriculum for each grade level. Therefore, younger siblings WILL NOT be allowed to attend field trips other than those for their grade level. Students attending a field trip are required to return on the bus to school after the field trip, unless prior arrangements have been made with the office. Written permission must also be obtained prior to the class leaving at the scheduled time for the field trip. We will no longer call parents and verbal permission over the phone will not be acceptable. Any parent that would like to volunteer to help with a field trip must be a district approved volunteer. Parents are to provide their own transportation to and from field trips and are not allowed to ride the bus with students.

## Food Service

Currently, the USDA is providing free breakfast to all children ages 1-18. Once this free program ends the following will apply:

**Breakfast:** School breakfast will be served at 8:50 a.m. Breakfast prices are:

\$12.50 for 10 meals

\$3.00 for 10 reduced priced meals

Lunch prices are provided at different rates. To qualify for free or reduced meals, an application must be submitted and approved. All information will be confidential and subject to audit and verification.

**Lunch:** Each class will have an assigned lunch time. If your child will be late to school and needs a lunch, please call and let the office know by 9:30. Lunch prices are:

Full priced lunches are \$2.70

Reduced priced lunches are \$.40

Food Service accounts: Breakfast and lunch payments are to be made in advance. The district will send information to families regarding negative balances through calls and emails. You may come in to pay for meals in the office or online at [linqconnect.com](http://linqconnect.com). If sending payment to school, please send money in an envelope with your child's name on it.

## Guidelines for Pets

For the safety of all children, NO animals will be allowed on the school grounds. When bringing or picking up your child, please DO NOT bring any animals onto Griffith school grounds.

## Health

Griffith Elementary has a nurse on staff five days a week. If you need to get in touch with the nurse, please call 973-8904. Students who are suspected to have a communicable diseases (i.e. strep throat, Chicken Pox, etc.) will be excluded from school according to Board of Education policy. BOE Policy will also be followed as it relates to exclusion of school for those students who have not met the minimum immunization requirements and/or do not have a valid Kansas Certificate of Immunization on file in the office.

Medications: A written permission via district form with parent signature is needed and instructions from a doctor provided in order to dispense medication. Forms may be obtained through the school nurse or office. Note: Cough drops, ointments, and sunscreen are considered medication.

Contacting parents in case of illness or emergency: We rely on information that you have provided us during enrollment to reach you and/or the stated emergency contacts. Please keep the school informed if there are changes in phone numbers, job location and/or addresses.

**When a child is ill, take his/her temperature at bedtime. If it is over 100.4 the child should stay home until temperature free (without medication) for 24 hours. Students should also stay home until diarrhea and/or vomit free for 24 hours without medication. Sending them to school sooner may slow their recovery and expose other children to unnecessary illness.**

## **Inclement Weather**

Some days, the weather does not cooperate and allow for us to dismiss students as usual. During these times, students will be dismissed from inside the building for everyone's safety. **Please be ready to tell staff your child's name, grade and teacher.** Having this written and placed on the passenger's side of your dashboard is also appreciated and will help us to expedite this process.

## **Latchkey**

Before and after school childcare will be available (for a fee) for before school care beginning at 6:45 A.M. until school starts and then again at school dismissal until 6:00 P.M. Sign-up at enrollment or before or after school.

## **Personal Items**

Students should not bring personal belongings from home to school, such as toys, dolls, balls, electronics, fidget toys, toy guns\*, etc. Griffith Elementary will not be responsible for items that are brought that become lost, stolen, damaged, etc. Students will be asked to place personal items brought to school in their backpacks for the remainder of the day or the teacher may hold on to the item until he/she speaks with a parent/guardian. Additionally, candy and gum are not a necessary part of the school day. Please help us keep students safe by not allowing students to bring candy and gum without expressed permission for a specific activity.

\*See BOE Policy 1466

## **School Safety**

**Picking up students**: Parents and students should use designated crosswalks to travel to cars across the street from the school grounds. For those students who regularly ride the bus but on certain days may need to be picked up by a parent, please be sure to call the office before 3:50 p.m. in order for us to get your child off of the bus and waiting for you with their classroom teacher.

**Crisis**: The school has a plan that lays out the procedures that should be followed in a crisis. Safety, medical attention and communication are all addressed in the plan. We will have crisis plan drills, much like fire and tornado drills, at various times throughout the school year.

**Tornado-** If a tornado warning goes into effect while school is in session, we will not allow children to board buses and leave. They will be secured in our designated FEMA Shelter (the gym). We WILL NOT OPEN the FEMA Shelter to release students once all students and adults are inside UNTIL an ALL CLEAR notification has been given by the appropriate authorities. Note: There are secondary shelters available to the public located by the school library in the boys' and girls' restrooms.

## **Release of Students During the School Day**

Children will be released from school for a doctor's appointment or for any other reason if an adult comes to the office for the child. Students will only be released to adults who are indicated as having permission in our student information system. In the event an adult other than yourself will be coming for your child, we appreciate hearing from you in advance so we know that your child is where you expect him/her to be. As previously stated, please be sure to bring a valid ID with you when picking up a student to be released from school.

**Bicycles, Skateboards & Blades-** Riding a bicycle to school is a decision to be made by the parent and child. The bicycle must be in safe riding condition and safety rules must be followed at all times. Bicycles are not to be ridden on the sidewalk or playground and should be walked from the street to the parking rack.

Skates, including shoes with skate inserts, skateboards and in line skates should not be used as a means of transportation to and from school. Shoe skates, skateboards and inline skates are strictly prohibited on school grounds.

## **Traffic Guidelines**

The following traffic guidelines are being shared in an effort to ensure the safety and well-being of all students, staff, visitors, and family members of Griffith Elementary. Please review these procedures and share them with **all adults** that transport children to and from Griffith.

- All cars on Bluff, children must exit and enter cars on the EAST side of the car closest to the curb (not from doors that open into the street).
- Loading/unloading in the middle of the street is against the law. Please pull over to the curb before students enter or exit the vehicle.
- The front of the school is for loading and unloading only. DO NOT leave your car parked or unattended.
- Pedestrians must cross the street at the crosswalks. DO NOT walk or cross in the middle of the street. Please model safe and legal practices for our students by crossing at the crosswalks.
- Children should NOT be dropped off or picked up in the staff parking lot. (North of the building)
- Handicapped parking spaces should be left for designated patrons.
- Use courtesy when parking in front of neighborhood homes. DO NOT block driveways.
- Please help us keep things moving in an orderly fashion by going to the end of the line and finding your place to move forward as the line moves forward. It is dangerous and discourteous to others when vehicles cut into the middle of the traffic line and slows the process down for those who have been waiting patiently.

## **Visitors and Volunteers**

- Please check with your child's teacher for possible opportunities to provide classroom help.
- All volunteers must be approved by the school district.
- Thank you for understanding!

## **Parent Teacher Conferences**

Parent Teacher Conferences will be done twice a year. Each Child will have a 20-minute Conference with their child's teacher. More information will come on how to sign up for your child's conference!

For this school year, conferences will be held:

October 10-12 (No school October 12)

February 7-9 (No school February 9)

