



**Olathe Public Schools  
Elementary Safety Manual**

**Kindergarten - 2nd Grade**

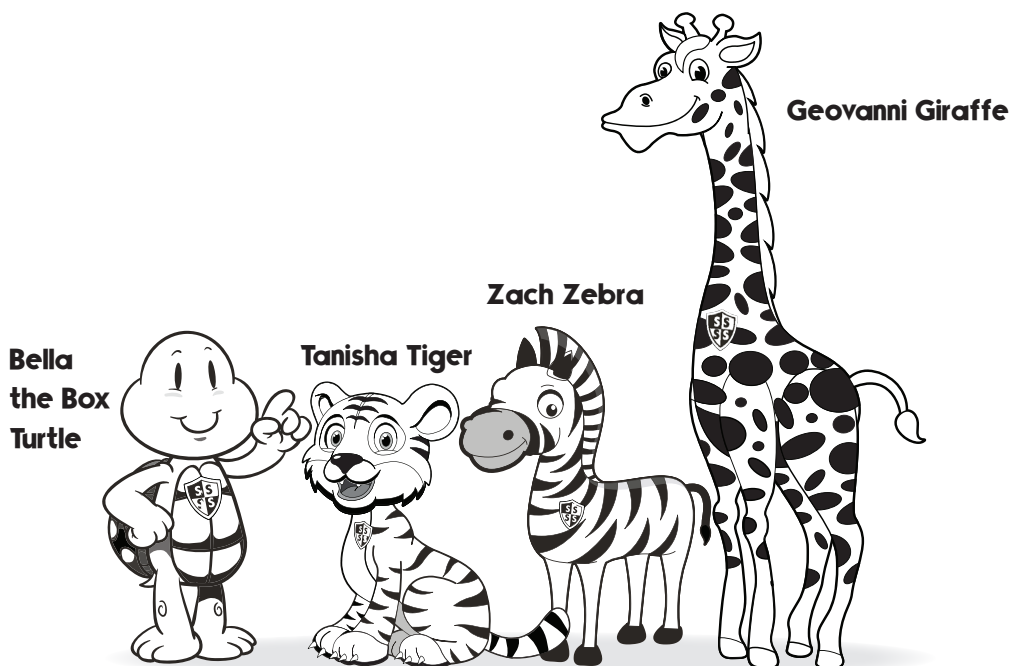


**District Tip Line: 780-7777 (SSSSS)  
Anonymous Hotline: 1-877-626-8203  
Second Edition**



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# Asking for Help

## We all need help sometimes:

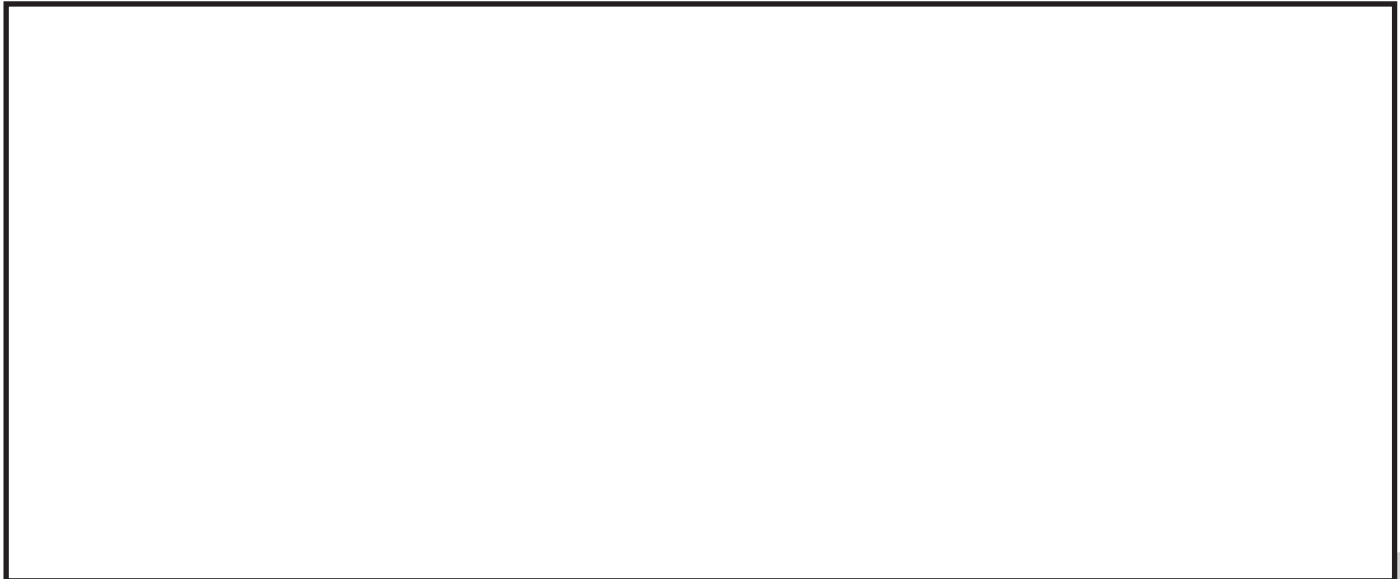
- It is normal to need help.
- There are lots of reasons why people might need help.
- Asking for help can help you learn.
- Asking for help can keep you safe.

## Here is how you can ask for help:

- Choose a trusted adult who you can ask for help.
- Start with saying, “I need help,” or “I don’t understand.”
- Try to clearly explain what you need help with.
- Say thank you.

With your family, talk about some reasons why people need help and may not ask for it.

Draw 3 trusted adults that you know you could ask for help with anything. This might be a family member, a grown-up friend, a teacher, or a police officer.









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# Asking for Help

If these things happened to you, who could you ask for help?

- You don't understand the directions your teacher gave you.
- You don't know where you are supposed to go.
- You need help with your work.
- You are lost.
- You are hurt.
- A grown-up you don't know asks you to help them.
- A grown-up you don't know tries to give you candy.

Parent 	Teacher 
Grandparent 	Store Clerk 
Babysitter 	Police Officer 



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# Bullying

*Material in this section is taken from the Second Step Bully Prevention Curriculum. Second Step is approved by the USD #233 board of education for use in all Elementary Schools.*

## Safe and Respectful Schools

Being safe and respectful helps everyone learn and have fun together. It can also help people stop doing things that are against the rules, like bullying. Giraffe is learning about how she can tell when bullying is happening and what to do about it if she sees it. Come along and help Giraffe learn about how to keep her school safe and respectful.

## Recognizing Bullying

There are lots of different kinds of bullying. Bullying can be when someone keeps hurting someone else's body or things. It can be when someone keeps saying something that hurts someone else's feelings. It can also be when someone gets other kids to be mean to someone else. Bullying hurts someone's body, feelings, or things over and over again. No one wants or deserves to be bullied.

**Our Body**



**Our Feelings**



**Our Things**



**Getting others to be mean to someone**



## Bullying vs. Conflict

Sometimes friends disagree or have a problem that needs help to get fixed. It's called a conflict when a problem happens between friends, but it doesn't happen over and over again. A conflict might hurt someone's body, feelings, things, or friendships and you might need to get help from an adult to help make it better. Sometimes it can be hard to tell if something is a conflict or has turned into a way bigger problem called bullying.

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# Bullying

## Bullying Detectives

Now you try it. Read this with your parent or guardian and try to figure out if bullying is happening or if it is just a conflict.

Scenario	Bullying	Conflict
1. Someone leaves you out of a game every day on purpose		
2. Someone grabs a toy out of your hand that you are playing with just one time		
3. A kid keeps telling you every day that he's going to hit you if you don't do what he says		
4. Someone tells you "I was first in line!"		

Answers: 1 = Bullying, 2 = Conflict, 3 = Bullying, 4 = Conflict. Scenarios 2 and 4 are problems that might need help from an adult, but they aren't bullying because they aren't happening over and over.

## Reporting Bullying

Reporting bullying to a trusted adult who cares about you and listens can help you stop bullying when it happens to you or to someone else. Trusted adults can be parents, family members, teachers, the school counselor, the school nurse, the principal, or other adults at school like the bus driver or lunch supervisor.

If the first adult you report to doesn't help, keep reporting to other adults until you find one who does. Adults don't always see bullying when it happens, so it's very important that you tell adults about it so they can help stop it.

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# Bullying

## Practice Reporting

Work with your parent or guardian on reporting someone being mean to you. Pretend someone keeps calling you a mean name. Turn your body toward the adult, keep your head up and shoulder back, and say in a strong, respectful voice “I need to report bullying.” Your adult can answer questions like:

- What happened
- Who else was there
- When it happened
- Where it happened
- If it has happened before

Great job! You are becoming an expert Reporter!






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# Bullying

## Who can help?

Circle the adults that you could report bullying to. Cross out any silly pictures that wouldn't be able to help stop bullying.

Mom 	A Cat 	Dad 
Grandpa 	The Principal 	A Teacher 
Baby Sister 	Grandma 	A Dog 
A Teddy Bear 	The School Nurse 	The Counselor 

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# Bullying

## Refusing Bullying

You can Refuse bullying if it happens to you or someone else. Refuse means not to let something happen. You can refuse something you don't like by standing up straight, turning your body toward the person, and using a strong, respectful voice to say "Stop it. I don't like that." You can also use a signal with your hands that means stop.

## Practice Refusing

Have a grown up read this story to you. Think about what Mia can say to refuse bullying. Then stand up straight, face your grown up, and say Mia's words using a strong, respectful voice.

This is Mia. Every day Camryn calls her mean names. Mia hasn't been able to get Camryn to stop. She recognizes that she is being bullied and reports the bullying to her teacher. Her teacher helps her practice what to say to refuse Camryn's bullying and how to say it. What does Mia say?



## Bystander can help

When you see or know bullying is happening to someone else, you are a Bystander to bullying. Bullying often happens when adults are not around, but there are probably people who see it. Those people are called Bystanders. Bystanders have the power to help stop bullying. Bystanders can also make the bullying problem bigger by joining in laughing, and not reporting the problem to a grown up.

## Bystanders can help by:

- Reporting or helping the person being bullied report the bullying to a caring adult
- Standing up for the person being bullied and saying, "Stop. That's bullying."
- Include other by inviting them to join in and play with you

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# Bullying

## Bystander Heroes

Find the picture below that matches how the Bystanders are helping the person being bullied. After you have found the right picture, stand up and say the words to your parent or guardian using a strong, respectful voice.

1. Stand up for the person being bullied. Say, "Stop. That's bullying."
2. Report or help report the bullying to a caring adult. Say, "I need to report bullying."
3. Include others by inviting them to join in. Say, "Do you want to play with me?"



## Bystander Pledge

Take the Bystander Pledge to be a Bystander who helps stop bullying.

**The Bystander Pledge**  
I promise to be a bystander who helps stop bullying.  
When I see someone being bullied, I will help by:

---

---

---

---

---

(My signature)                      (Adult's Signature)                      (Date)

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# Internet Safety

## Internet Safety Investigators

Bella just got a new tablet for her birthday! She is super excited and wants to download a bunch of apps and games. She has been talking with her friends at school and they have been telling her about all of the cool things they are doing online. Bella has even heard that you can make friends online from all across the world. Her mom tells her that there are so many fun things to do on the internet, but that there are also things that can be dangerous or inappropriate online too. Her mom said that she is going to help her become an Internet Safety Investigator. The first thing that she has to do is to learn the 3 Internet Safety Rules so she can know how to stay safe online!

## Internet Safety Rules

### Stay Smart

- o Never tell people online:
  - Your real name.
  - Where you live.
  - Your phone number or email address.
  - Your school.
  - Send anyone pictures of yourself.
  - Your private thoughts or feelings.
  - Anything that will help someone figure out who you are or where you live.

### Be Aware

- o You can never really tell who someone is online. They may be a tricky person trying to fool you.
- o Never meet up with someone in real life that you met online.
- o Sometimes people try and trick you into doing something that could hurt you. They call it a challenge, but really it's a dangerous trick.

### Tell Someone

- o Always tell a trusted adult if someone is being mean to you online, asking you for personal information, or is talking to you or sending you inappropriate things.
- o Ask an adult if you want to do a challenge you found out about online. They will help you know if it's safe.



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# Internet Safety

**Bella is so excited that she knows the Internet Safety Rules now. She can have all kinds of fun online now.**

**Let's read a story:**

Bella the Box Turtle invited her friend, Francisco the Frog, over to her house after school one day. Bella was very excited to show Francisco her new tablet and all of the exciting things she had gotten to do online. "I made a new friend today!" said Bella.

"Oh, awesome! Did you meet them at the park?" Francisco asked.

"No," said Bella. "I met the friend online! He is really nice and he likes a lot of the things that I do, too."

Francisco asked, "Oh, you met them online? Is it someone you know from school?"

"No, I've never met them in real life, but he is in the same grade as we are. I think that we are going to meet at the park this weekend. It's going to be so much fun!" said Bella.

"How do you know he is in the same grade as you?" Francisco asked.

"He told me online, silly!" said Bella.

"I don't know if that's the best idea, Bella. Don't you remember the rules about going online?" questioned Francisco.

"What rules?" asked Bella.

"Well, there are three rules that help keep you safe while you're online. Sometimes people try and trick you online and they aren't always who they say they are," stated Francisco. "The first rule is Stay Smart and don't ever tell anyone online these things: Your name, your address, your phone number, the name of your school, private thoughts or feelings, or anything that will help someone figure out who you are or where you live. You also never, ever send anyone pictures of yourself."

"But Francisco," Bella protested, "my friend sent me a picture of himself!"

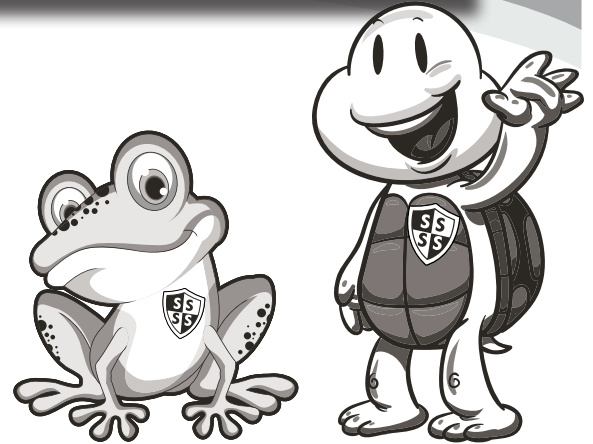
"It could have been a fake picture and might not have actually been the real person," said Francisco. "The second online rule is Be Aware. That means that everyone online is a stranger and you can never really know who someone is."

"The last rule of online safety is Tell Someone," said Francisco. "It's important to always tell a parent or guardian if someone is trying to talk to you online, is bothering you, or if you find something unsafe or inappropriate online. It's important to tell an adult so that they can help keep you safe online."

"Wow!" said Bella. "I'm really glad you told me about the three internet rules. I didn't even think about how someone could be pretending to be someone else online. I'm going to tell my parents what is going on with this person and see what they think."

Bella did talk with her parents about her new online friend. The next day at school, Bella saw Francisco. "Hey, Francisco," said Bella. "I talked with my parents about my online friend. They were worried that an online stranger was trying to meet up with me in real life. They weren't mad at me, but they were so worried that they even let the police know about that person. Thanks for helping me know about the internet rules."

"I just want you to be safe, Bella," said Francisco. "Now, let's go and play!"



**Francisco**

**Bella**

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# Internet Safety

Draw a picture of something you should never share online:

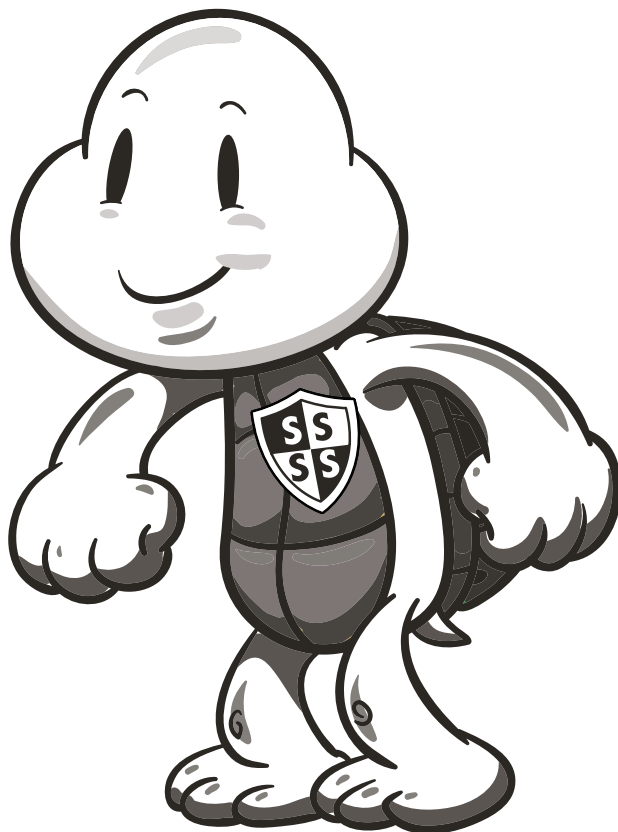
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# Internet Safety

You are learning to be an Internet Safety Investigator! Let's see how much you know already. Put a GREEN CIRCLE around the things in this list that would be ok for you to tell someone online. CROSS OUT anything that would be unsafe to share and that you should keep private while you are online:

- Your name
- Where I live
- My telephone number
- My birthday
- How tall I am
- How much I weigh
- Pictures of me and my family
- My parent's names
- Where my parents work
- What school I go to
- My teacher's name
- Things I like to do
- Things I don't like to do
- My online name
- My favorite color
- My favorite food
- The names of my friends
- Movies I like
- What I ate for lunch



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# Internet Safety

**You really have got this now. Take this pledge and you will officially be an Internet Safety Investigator.**

I promise:

- I will never tell anyone online my name, where I live, my school, or anything private about me.
- I will tell an adult right away if I see anything inappropriate or scary on my screen.
- I will never send pictures or video of myself without asking an adult first.
- I will never agree to meet someone in real life that I met online without my parents.
- I won't go on websites or apps my parents don't know about.
- I will talk to my family about what I'm doing online.

**That's it! You are now an Internet Safety Investigator.**

**Color this Safety Badge, cut it out, and tape it to your shirt.**

**You really know how to stay safe online!**



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# Personal Safety

Never-Never Rules and Always Ask First Rules are important to keep yourself and others around you safe. Read the pictures below and talk about them with your parent or guardian.



## Always Ask First Rule

Always ask a parent or the person in charge first

## Never Keep Secrets Rule



Never keep secrets about touching

Never-Never Rules and Always Ask First Rules are from the Second-Step Curriculum which is board approved for USD 233.

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# Personal Safety

## Personal Information

You should know your parents' or guardians' full names, your home address, and at least one parent/guardian's phone number. This will help in case you get lost, don't have a cell phone, your phone's battery dies, or you can't contact your family. Write down the information below and then try to memorize it. Tell it back to your parent or guardian without looking so you can make sure you've got it memorized.

### My Personal Information:

1. My full name: \_\_\_\_\_

2. My adult's full name: \_\_\_\_\_

3. My address: \_\_\_\_\_

4. My adult's phone number: \_\_\_\_\_

5. My Birthday: \_\_\_\_\_

6. Another adult's name, address, and phone number:

\_\_\_\_\_

\_\_\_\_\_

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# Staying at Home Alone

Integrity is a big word and it has a big meaning. Integrity is behaving your best even when there aren't any grownups around. Today, while her mom runs to the store, Bella gets to stay home, by herself, for ten...whole...minutes! Can you help her know what to do while her mom is gone?

Draw a picture of Bella playing responsibly and respectfully with her toys. In your drawing, make sure Bella is inside, in a safe area of the house and away from danger. Make sure Bella leaves the doors and windows closed and locked. Be sure to include a note from Bella's mom with the phone number mom can be reached at.



Someday you will get the chance to stay home alone! Let's make sure you are prepared just as Bella was. Work with your trusted adult to be sure you know your phone number, can name who your trusted adults are, can remember your trusted adults' phone numbers and know how and when to dial 911.

**My phone number:**

**My trusted adults:**

**My trusted adults' phone numbers:**

**When to dial 911:**



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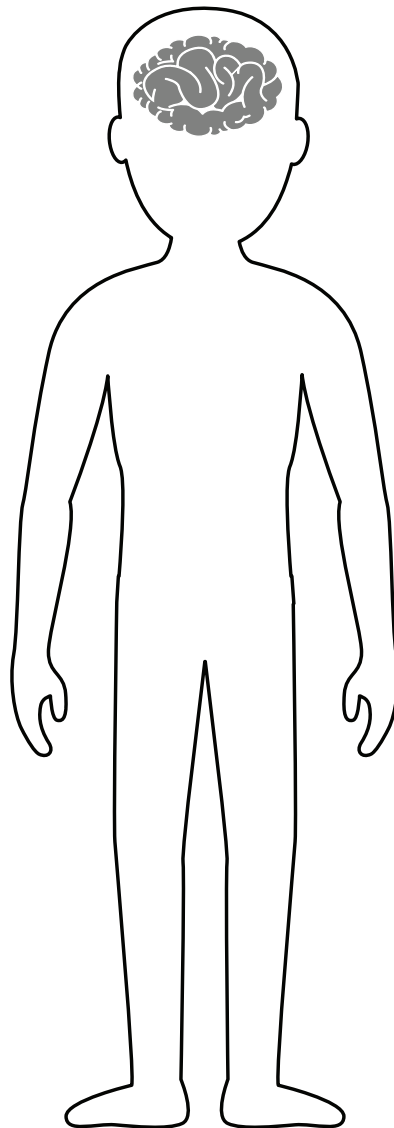
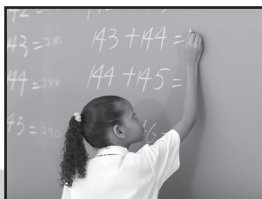
# Substance Abuse

## Healthy Bodies Team

Your body and brain are awesome! They can do such cool things like run, climb, skip, jump, somersault, blow bubbles, eat good food, laugh, do math, read cool things, figure problems out, and love other people. Your job is to keep your body healthy so that you can keep doing awesome things. There are a lot of things that you can do to keep your body healthy.

### Healthy Body and Brain Sort:

Draw a line from the brain or body to the things that can help them get stronger.





# Substance Abuse

## Healthy Bodies Sometimes Get Sick:

Sometimes when our bodies get sick, they get tired and less strong. Sometimes our bodies need some help to get better. A drug is something that's used to treat, cure, or prevent a disease or sickness. Many drugs, or medicines, are good for you when you need them and can help make your body stronger again. But there are many other drugs that aren't allowed or that can make you sick if you don't take them the right way.

## **Bella's three tips to help you stay safe around medicine and drugs:**



1. Tell a grown up if you are hurt or aren't feeling good.

a. *Bella says, "The adult you live with or a grown up at your school can help get you medicine to help you feel better."*

2. Kids aren't allowed to take medicine by themselves.

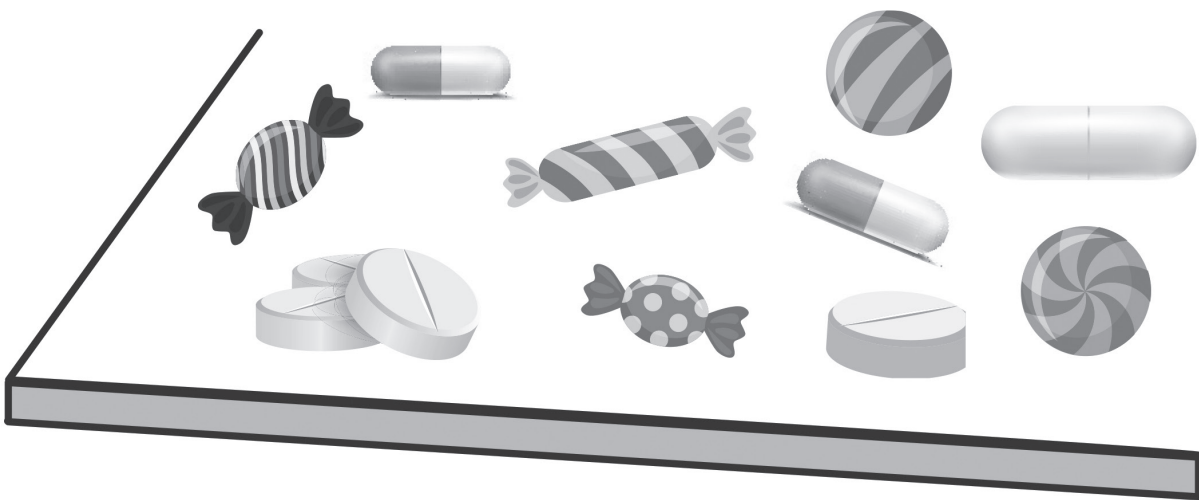
a. *Bella says, "Adults know what kind of medicine and how much medicine to give you. If you take the wrong kind of medicine or too much it can make your tummy hurt really bad, make you really sick, or even make it so you have to go to the hospital and see a doctor."*

3. Only take medicine from a trusted adult.

a. *Bella says, "Sometimes people can be tricky and try to give you medicine or things called drugs that actually will make your body and your brain sick and weak."*

## **Is it Candy or Medicine? Picture search.**

Oh no! There has been a spill and the candy and the medicine got mixed up together. Try and find all of the candy and circle it. Watch out for the medicine though! Put an X on them if you find any. Only an adult is allowed to give you medicine.



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# Substance Abuse

## Tricky People Detectives:

Tricky people are out there. These tricky people may try to do things that could hurt your brain and body. They are sneaky, and sly and super duper tricky about how they try to do it. They might seem really nice and extra friendly, but they could be trying to trick you. Watch out! Sometimes a tricky person might try and get you to eat or drink something called drugs or alcohol. Always ask your parents or guardians if you aren't sure so they can help you know about tricky people.

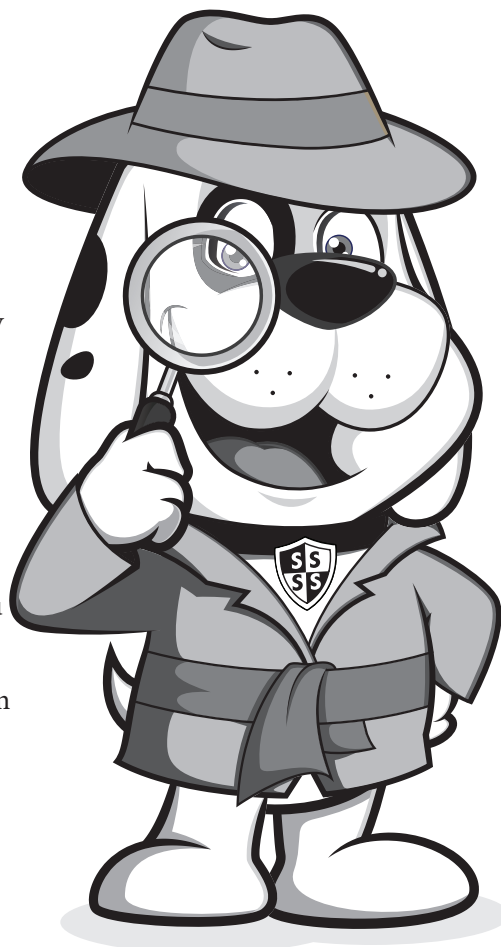
Write the name of two trusted adults that can help you know if someone is being tricky:

1. \_\_\_\_\_

2. \_\_\_\_\_

**“Tricky” People may do or say things that make you feel nervous, worried, sad, angry, or gives you an “uh-oh” feeling:**

- They ask kids for help. If grown-ups need help, they should ask other adults.
- They ask you to do something that breaks a family rule or a safety rule.
- They ask you to do something that does not feel right.
- They try to tickle, touch, hug, or wrestle with you when you do not want them to.
- They tell you to keep a secret, even from your trusted adults. They might try to make you feel like you will get in trouble if you tell anyone.
- They tell you there is an emergency or ask you to come with them immediately without giving you time to ask your trusted adult.



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# Substance Abuse

## Tricky people story:

One day, Tanisha and her friend Geovanni were playing at the park. On their way over to the swings, Tanisha and Geovanni saw something. “Hey, Geovanni!” said Tanisha. “That guy over there is giving out free candy!”

“Wait,” said Geovanni. “What guy? Have you ever met him before?”

“No,” said Tanisha, “but he looks super nice!”

“We shouldn’t go over there,” said Geovanni. “That might be a tricky person.”

“What’s a tricky person?” Tanisha asked.

“Tricky people sometimes try and trick you into doing something that can hurt you,” replied Geovanni. “That candy might actually be drugs.”

“Wait, what are drugs?” asked Tanisha.

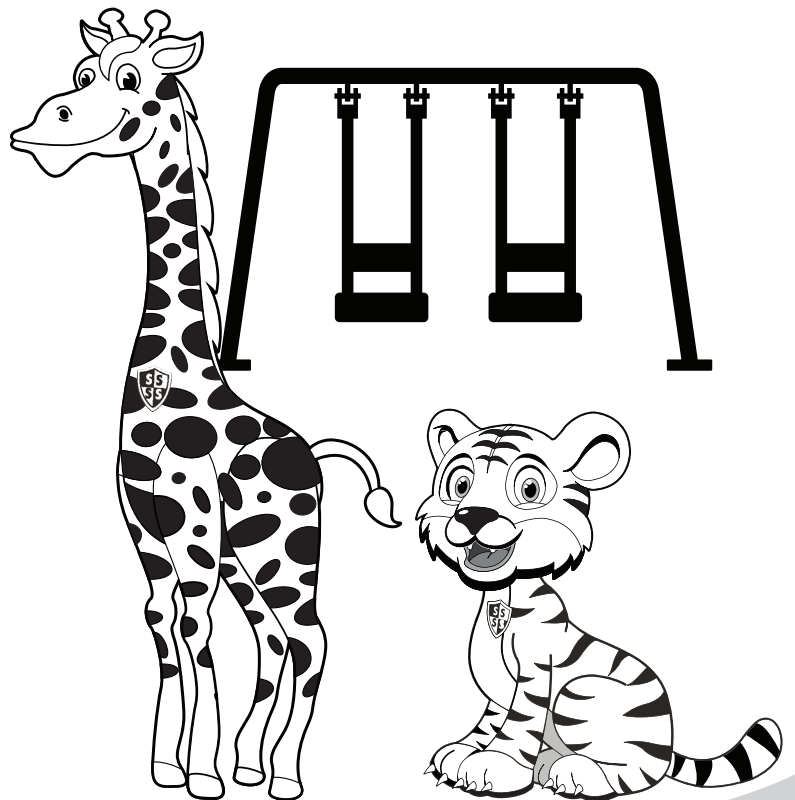
“Well, some drugs you can get from your mom and dad like medicine and they can help make your body strong or to feel better. Other kinds of drugs from tricky and unsafe people can hurt your body and your brain. You should never take drugs unless your parents or trusted adults give them to you,” stated Geovanni.

“Wow!” exclaimed Tanisha. “Do you think that person is trying to trick kids into taking drugs that can hurt them?”

“I don’t know,” Geovanni replied. “Let’s go ask your mom about it.”

Tanisha and Geovanni ran to her mother, who was close by watching them play. They pointed out the man. Tanisha’s mom said, “I’m so glad you told me about that person. I think he may be a tricky person and may be trying to give you something that could hurt your brain and body. I’ll help to make sure he doesn’t hurt anyone else. I’m glad you knew to never take anything from anyone other than a trusted adult.”

“Thanks for helping me to learn to watch out for tricky people and to learn to say no to drugs,” said Tanisha. “Geovanni, race you to the slide!”



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# Transportation Safety

## Safety Smarts:

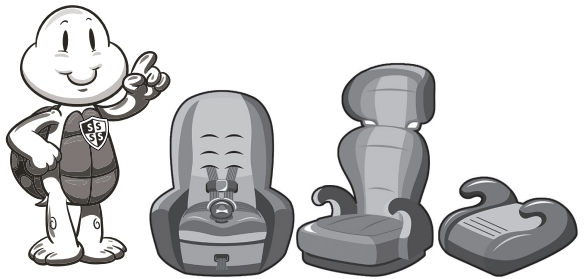
Hello! It's me, Bella! Today I am going to help you learn Safety Smarts so you can keep yourself safe on your way to and from school and on field trips!

I wonder how you get to school? Can you show me? *Circle one.*



## Car Safety Smarts:

My mom tells me that in our family car I must sit in a booster seat to keep my body safe. My big brother only needs to use a seatbelt because he is big. My little brother still sits in a car seat because his body isn't as big as mine. When you ride in the car which safe seat do you use? *Circle one.*



## Walking Safety Smarts:

Some kids live close enough to school to walk. Do you know how to keep yourself safe when walking to school and on field trips? I do!

- Walk on the sidewalk.
- Stay with your trusted adult or group.
- Always use the crosswalk.
- Be aware of vehicles.
- Be aware of strangers.
- Follow directions of the crossing guard or safety patrol.
- Use self-control and be responsible.
- Report problems to your trusted adults at home and at school.



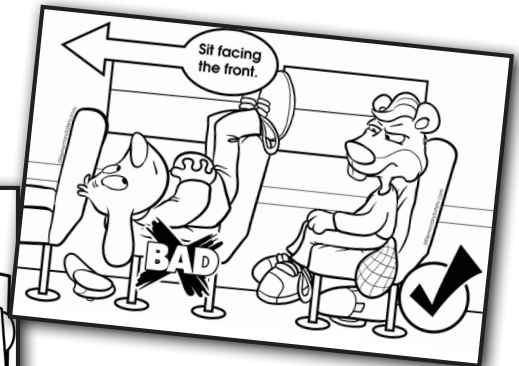
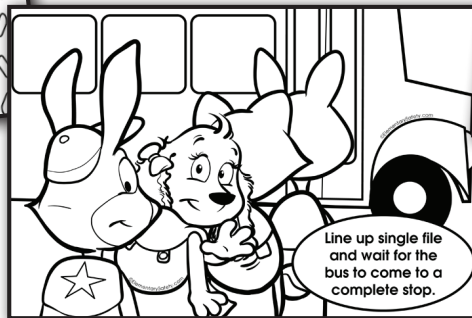
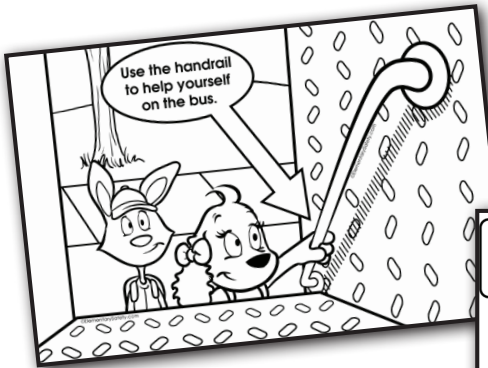
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# Transportation Safety

## Bus Safety Smarts:

Riding a school bus can be fun! It is important to know bus safety rules. Can you help me choose the pictures below that show the correct way to ride in a school bus?



## Other Safety Smarts Tips:

*Never be too friendly with strangers.*

*Never go with a stranger or approach a stranger's car.*

*Always stick with your family's plan for getting to and from school.*

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# Tricky People

## “Tricky” People:

- Although most adults are safe adults, some may not be.
- Some adults may try to “trick” you.
- You cannot tell who may not be safe just by how they look. “Tricky” people may not look scary.

It is important to tell someone you trust if you feel uncomfortable or unsafe. Draw a picture of 2 trusted adults that you could talk to.

A large, empty rectangular box with a black border, intended for drawing a picture of two trusted adults.

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# Tricky People

**There are things you can do to help keep yourself and your body safe:**

- Talk about safety rules with your family. Talk about what you would do if an adult makes you feel scared or worried or tries to trick you.
- Practice your adults' names and your address and phone number.
- **ALWAYS** check with your adult before you go anywhere.
- There is a difference between surprises and secrets. Surprises are only secrets for a little while and then everyone knows the secret. Secrets are things you are never supposed to tell anyone about. No adult should ask you to keep a secret that you can never tell anyone, especially if the secret makes you feel scared or nervous.
- Do not take anything from or go anywhere with someone unless you have checked with your adult.
- You are the boss of your body. You can tell someone "NO" and tell a trusted adult if someone tries to touch you on any part of your body and you do not want it and/or it makes you feel scared or nervous, even if it is an adult.
- No one should see or touch your private parts unless it is a parent or guardian or doctor helping you stay healthy.
- Make a lot of noise and "GO Bananas" if a "tricky" person tries to hurt you or take you somewhere. You can yell, "Help," or "This is not my mom," or "This is not my dad," as loud as you can.

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# Tricky People

## Detectives in Action:

You saw how Tanisha and Geovanni stayed away from that Tricky Person. Practice with an adult how you would say “No” to a Tricky Person.

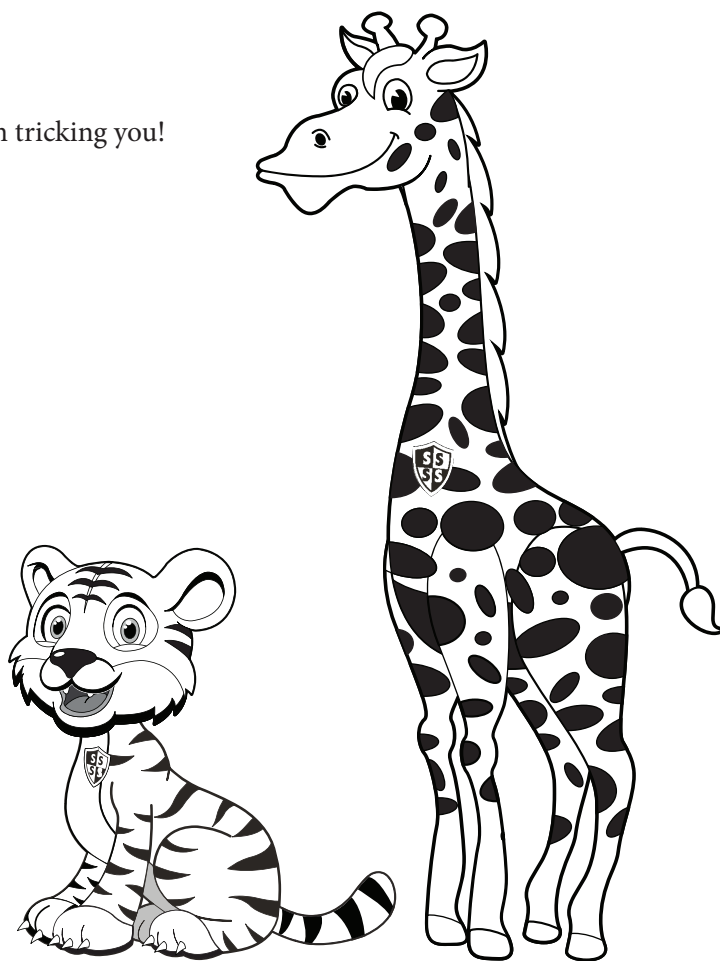
### Here are some ideas

- I don't know you, I can't talk to you.
- I have to go ask my dad first.
- That doesn't seem safe. No thank you.

Come up with your own idea of how to stay away from Tricky People. Write that idea here.

## **Congratulations!**

Now you know about how to keep Tricky People from tricking you!  
You are really a Tricky People detective now.



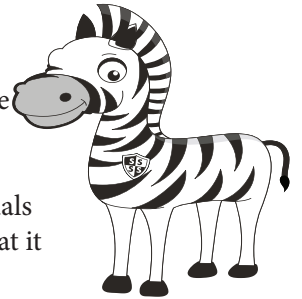
**District Tip Line: 780-7777 (SSSS)**  
**Anonymous Hotline: 1-877-626-8203**



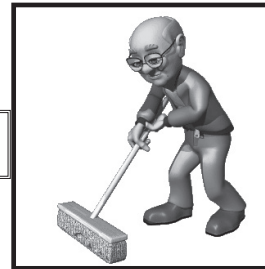
# Vandalism

## What is vandalism?

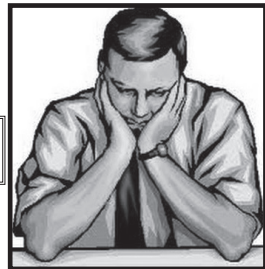
Taking care of our school building and materials is what a good citizen does. Some people choose not to take care of what is around us and it hurts many people. When someone destroys our playgrounds or makes messes in our bathrooms, it is called vandalism. Vandalism is very serious and makes many people sad. Help Zach Zebra match the pictures of vandalism with the individuals who suffer because of the vandalism. Draw lines from the pictures of vandalism to the people that it might hurt or make feel sad.



School Custodians



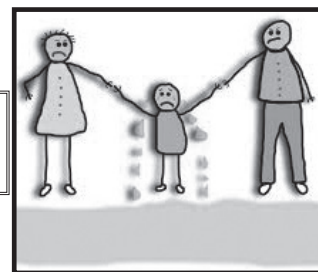
Principals & Teachers



Students



Families that live by or attend the school



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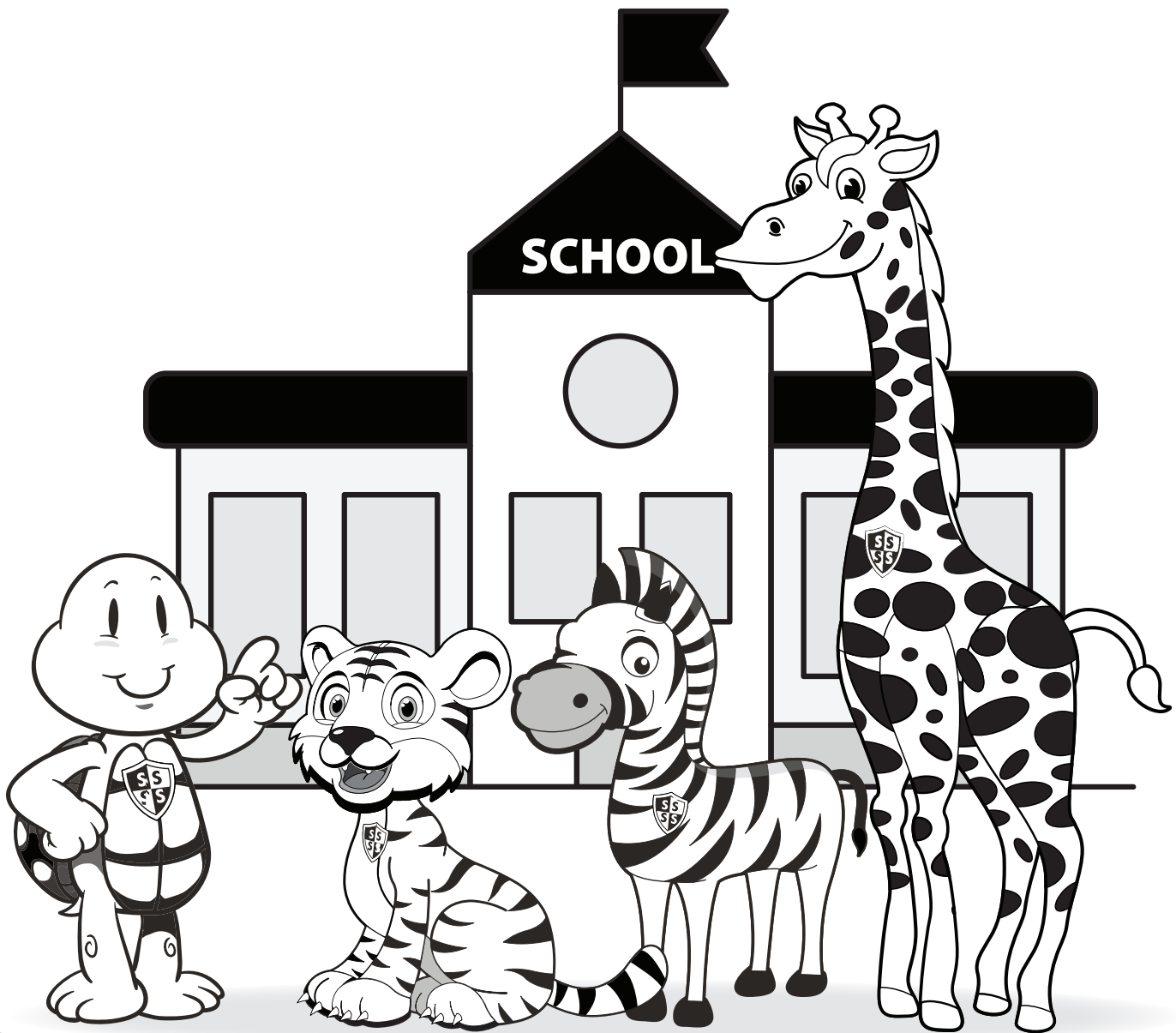




# Vandalism

## Take Zach's Property Respect Pledge:

I pledge to help keep our school clean and looking nice. I promise to use playground equipment properly and with care. I promise to ask before borrowing. I promise to take care of borrowed things as if they were my own. If I break something I promise to own up to it and try to make it better. I will show pride in my school community.



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# Notes

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**Notification Statement of Non-discrimination:**

The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Equal Access Act of 1984 and other relevant state and federal laws as amended. Inquiries regarding compliance with applicable civil rights statutes related to race, ethnicity, gender, age discrimination, sexual orientation, gender identity or equal access may be directed to Staff Counsel, 14160 S. Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Assistant Superintendent of Support Services, 14160 S. Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent of Support Services. (03/19)