

Southeast Elementary Handbook

(revised Sept. 2018)

USD 247 ELEMENTARY HANDBOOK WELCOME

Dear Students and Parents:

We welcome you to USD #247 Southeast Elementary School. We are looking forward to working with you for the education of your child/children. The purpose of this guide is to assist you and your child/children in having a greater understanding of the procedures that are practiced and the rules that are followed at the attendance center. The teachers and administrator are here to help you in every way with your school experiences, so please feel free to ask for help or clarification if the need arises.

Students, the main purpose of education is to prepare you to become good citizens. There will be various experiences afforded to you while you are in school. We hope you will participate in all those activities that interest you and that the participation will help you become a better citizen in our complex society. Remember -- your success in school will depend upon the amount of effort you put forth. Take pride in yourself, your school, and your community.

"HAVE A GREAT YEAR"

Your Administration

USD #247, Cherokee, KS, does not discriminate on the basis of race, color, national origin, sex, handicap, or age in admission or access to , or treatment or employment in its programs or activities. Any questions regarding compliance with Title VI, TTDY number 711 for Hearing Impaired

translation services Title IX, or Section 504 may contact at the address below:

Dr. Brad Miner
(620) 457-8350
506 S. Smelter
Cherokee, Ks. 66724
(Title IX Coordinator or Section 504
Coordinator)

ABSENCE FROM SCHOOL

Whenever a student is absent from school, parents should notify the school by 9:00 A.M. giving the reason for the absence. If no phone is available, a note signed by the parent will be accepted. A child will be determined truant if the absence is in excess of three (3) consecutive days or five (5) or more days in any semester without being excused and will be handled as a truancy and reported to the District Truancy Office.

School attendance has a great impact on student success. Continuous low daily attendance could be reported to DCF and/or County Attorney. The school should have documentation from a health care official of any long term medical issues that a student has.

Students that are ten minutes late to school will be considered absent. After eight (8) absences a student may be required to have a doctor's note stating that the student could not be in school for the absence to be excused.

ALCOHOL, TOBACCO, DRUGS

The possession and/or use of any tobacco product, alcohol or drug at school, school activity or aboard school vehicles will be subject to suspension and/or expulsion from school.

ARRIVAL AT SCHOOL

Pupils who do not use school transportation should not arrive on the school ground prior to the serving time of breakfast, and when they arrive they are to report directly to the assigned areas where they will remain until they are released to the teachers. At the end of the school day, students should be off the school grounds ten (10) minutes after the last class, unless otherwise detained by a teacher or principal.

BEHAVIOR ON THE BUS

Refer to Parent and Student Transportation Guide.

BOOKS

Students rent textbooks owned by the district. At the end of the year, a fee will be charged for a book that has been damaged or defaced in any manner. A replacement cost is based on the actual cost of the book. During the first year of use, we will require payment equal to 100% of the book's purchase price, during the second year an 80% payment, third year 60%, fourth year 40%, fifth and succeeding years 20%.

BUS TRANSPORTATION

1. Children desiring to ride a bus to a different destination other than a regularly scheduled route, must have a note from his/her parents giving them permission for the requested change and have prior approval of the principal.
2. Whenever a school bus stops at a point where traffic is not controlled by human flagmen or a clearly visible mechanical signal to discharge, pupils must cross the street or highway in front of the bus after making sure the highway is clear.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every student maintain an up-to-date address and working telephone number recorded at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHECKING OUT OF BUILDING

If a student leaves school for any reason during the school day a parent/guardian must sign them out. Parental/guardian permission is required when leaving school. Students leaving the school grounds must check out through the office. If a student leaves with another adult, the office will need approval from the students' parent/guardian.

DISCIPLINE

We try to maintain an environment that is conducive to learning. Students should show others the same respect they expect to be shown to them. Students are expected to obey school laws, rules, and regulations of the Board of Education. Teachers are required to maintain discipline and

comply with the laws and regulations relating to the operation of the school. Students' behavior disruptive to the classroom and educational process may necessitate the following steps or disciplinary actions:

1. Student conference
2. Parent conference
3. Deprivation of certain privileges
4. Reprimand
5. Detention room
6. Time-out (isolation)
7. In-school suspension
8. Out-of-school suspension
9. Expulsion

FIELD TRIP PERMITS

Any student who wishes to participate in any activity involving a trip away from the school by bus, including class organization picnic, field trips, athletic events, must have completed and signed by parent or guardian and on file in the principal's office, a permission permit before the day of the scheduled activity. We will have these forms for parents to sign on enrollment day.

EMERGENCY PROCEDURES**FIRE DRILLS**

Fire, tornado, and emergency preparedness drill will be done in accordance with State statute. During a drill there must be no talking. It is essential that when the first signal is given, everyone obey orders promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give you instructions. The drill is not completed until you have returned to your seat in your classroom.

TORNADO DRILLS

Tornado drills will be held in accordance with State statute. You are to follow your teacher in an orderly fashion to a designated area on the campus. It is very important that you remain with your class and be extremely quiet. You are not to leave the designated area during a tornado drill.

ALICE/LOCK DOWN DRILL

ALICE/Lock Down drills will be held at random times during the year and done in accordance with State statute. Drills may be conducted with law enforcement. Students are required to conform to all procedures and instructions. Visitors that are in the building during a drill may experience a long wait until the drill concludes.

GRADE CARDS

A. Grade cards or progress reports are given at the end of each nine week period.

B. Grade cards or slips must be brought back to school signed on the indicated space by a parent or guardian.

C. Unsatisfactory work is reported as the need arises without waiting for the end of the nine-week reporting period.

GRADING SYSTEM

Grades one and two:

E - Excellent Progress

S - Satisfactory Progress

N - Needs to Improve

Grades three through fourth:

100-90 A - Excellent Work

89-80 B - Above Average Work

79-70 C - Average Work

69-60 D - Below Average Work

59-below F - Failing

GUESTS

Students are not allowed to bring friends or relatives to school for visitation.

Health Services

The home and the school must work together to foster good health habits of the child. The following health services are provided by the school nurse:

Hearing screening

Vision screening

Dental screening (all grades)

HEALTH INFORMATION

NOTIFICATION OF INOCULATION

REQUIREMENT

The State of Kansas school immunization law requires that all students' immunizations be current when they enter school. If your child does not have all of the required immunizations when they enroll, they then have 90 days to comply with this requirement or they may be excluded from the school setting. This law is especially applicable to new students, beginning kindergarten students and students who have not had a Tdap booster. For required immunizations please log into Kansas Department of Health & Environment website at www.kdheks.gov/immunize for updated information or contact the school nurse.

Vision screenings are performed on students in grades K,1 & 3. Hearing screenings are performed on students in grades K,1,2 & 3. Upon request from a teacher or parent, any student could be screened. Parents will be notified of any abnormalities found.

JEWELRY POLICY

Students may not wear jewelry in physical education classes. The definition of jewelry is the decorative ornamentation that might entangle during activity and cause personal harm or hurt others. Wearing of jewelry may be restricted if disruptive, gang related, or deemed a safety hazard.

LOCKERS

Lockers are owned by the district.

Periodic searches may be conducted by school personnel.

LOST AND FOUND

The school will provide lost and found services. If you have lost an item, be certain that you check in the office. Any items not claimed within a reasonable length of time, will be given to charity. Parents are encouraged to label as many items as possible.

LUNCHESES/BREAKFAST

Lunches, breakfast, and milk money must be paid for in advance. Payment of all money will be collected and receipted in the school office. Parents who feel they cannot afford to pay for lunches/breakfast should apply at the office for free or reduced lunches/breakfast. Lunch, breakfast, and milk prices will be announced at enrollment.

SCHOOL BOARD POLICY ON LUNCHESES

Students- Free Lunch students will have to pre-pay for all extra food/milk charges. Reduced/Full Pay students will have to carry a positive balance in their account or pay cash in advance to the office in order to purchase lunch. If an account falls below zero, the students will be provided a minimal meal that meets allowable nutritional standards. This may be in the form of a sandwich and milk etc. Students will continue to be charged at their full meal price. The district food service department personnel and building administration will attempt to assist families towards securing funding for meals if a hardship exists. If a student remains on minimal lunch status for over ten school days, the district balances below ten day's worth of lunches and five days of lunches will be e-mailed or mailed if no e-mail is available to student families respectively.

MAKE-UP WORK

A make-up homework policy for students will be as follows:

1. Excused absences-The student will have a minimum of two school days to make-up the work missed for each day absent. The teacher and/or administration has the option of recording a zero for the student if these assignments are not completed on time.
2. If the student is present when assignments are given, the work is due upon date of return (unless there is a later date assigned).
3. Due to unusual circumstances, such as prolonged illness, the teacher and/or administration may waive any or all of this policy.

If parents desire to pick up homework for their child who is absent, they should contact the school office early in the

school day to allow teachers ample time to write out specific assignments. Assignment requests should be for students who have been absent two or more days.

MEDICAL

Head lice

Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. They multiply fast, so they must be treated promptly. The average adult louse is dull gray or brown in color, it cannot fly or hop. When fully grown, it is about the size of a half grain of rice. A louse will normally live about 30 days, long enough to lay 50 to 150 eggs. They live on the human head only and obtain their meals by stabbing the scalp, and sucking blood with their mouths. Head lice are acquired by personal contact with an infested individual or from infested garments such as coats, caps, scarves, etc. or articles such as combs and brushes. They may also be acquired from infested carpets, upholstered furniture or bed clothing. The school nurse, or delegated staff member, will perform periodic head lice checks, as needed. If a student is found to have head lice, he/she will be excluded from school until treated with an adequate pediculicide (shampoo). Upon return to school, students need to be brought to school by parent/guardian and re-checked. Parent/guardian must bring the empty bottle of pediculicide shampoo (make sure shampoo is not expired) as proof of treatment. If no bugs are found and there is proof of treatment, student can return to school. Student will be re-checked in one week.

FEVER & ILLNESS GUIDELINES

Students will be sent home if found to have a temperature of 99.6 degrees or above accompanied by a headache, sore throat, nausea, coughing and sneezing, or other symptoms. Any student with a temperature of 100 degrees or above shall be sent home even if there are no other symptoms.

The student should remain at home until his/her temperature has been normal (98.6 degrees) for at least 24 hours without the use of Tylenol or other antipyretics.

VOMITTING & DIARRHEA: A child should not be sent to school until the vomiting/diarrhea has been absent for at least 24 hours.

EMERGENCY PROCEDURES FOR INJURIES AND ILLNESS

The school attempts to provide an environment in which your child will be safe from accidents. If an accident should occur, the school is responsible for the emergency handling of accidents and sudden illness, but is not responsible for subsequent treatment. If a child should become ill or injured at school, and it becomes necessary for the pupil to be sent home, the school nurse, teacher, or designated staff member will contact the parent(s) or emergency designee (if the parent(s) cannot be reached). Under no circumstances will a student be sent home until arrangements have been made for the pupil's safety.

In case of an emergency, and parent(s) or emergency designee cannot be reached, appropriate action will be taken by the school. The school will not be responsible for emergency transportation and service cost.

At the time of the emergency or illness, the school has the responsibility for:

- a. Initiating the immediate care of the student.
- b. Notifying the student's parent or, if the parent cannot be reached, for following directions given on the student's emergency card.
- c. In some cases, getting the student under professional care with or without the family's permission.

BEE AND WASP STINGS

The school should be notified of any student who is highly allergic to bee or wasp stings. **Students known to be highly allergic to bee or wasp stings should provide their own bee sting kits.** Directions should be sent to the school by the student's physician for the administration of the medication included in the bee sting kit.

ADMINISTRATION OF MEDICATION TO STUDENTS

The following guidelines will be followed to insure the safety of school children/youth in the administration of medications during the school day:

1. **Medications will not be administered to any student during the school day unless a completed and signed "Request to Administer Medication" form is received in the school office.**
2. **A signature from the physician or dentist must accompany all prescription medications given during the school day.**
3. Medications will be given by the school nurse or delegated staff members only.

4. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by new physician and parent signatures as required, and a newly labeled pharmacy container.

5. All medications, whether prescription or non-prescription, shall be brought to the school office by parent or guardian in their original containers:

a. The prescription container shall indicate the physician's/dentist's name, the student's name, name of the medication, dosage, date filled, and Rx number. (When medication must be given at home and at school, parents should request two labeled containers from the pharmacist).

b. The student's name must be indicated on all nonprescription medication containers.

6. If the prescription medication is ordered to be given three times a day, it is unnecessary to give the medication during school hours. The medication should be given before school, after school, and before bedtime. Therefore, medication prescribed to be given three times a day will not be given during school hours, unless specifically ordered to do so by the physician.

7. The first dosage of any medication must be given at home. School personnel will not initiate the dispensing or administering of medication to students.

MONEY AT SCHOOL

Students should not bring money to school unless it is lunch, breakfast, or milk money, or the school notifies the home of a fund-raising event. The school prefers money transactions to be in the form of a check rather than cash.

PARENT-TEACHER CONFERENCES

There will be two parent-teacher conferences during the school year. One in the fall and the other in the spring. Dates are posted on the district calendar. If you should wish to have an additional conference with a teacher, please feel welcome to call the school and make an appointment.

PERSONAL PROPERTY

It is each student's responsibility to learn to take care of his/her property. It is suggested that personal items be marked before bringing them to school. Students should leave toys, balls, radios, electronic games, remote control toys, trading cards, and all other items of a distractive nature at home. Beepers, pagers, and laser beams are not permitted in the building. Note: pocket knives are not permitted on school grounds or buses.

PETS AND TOYS

Pets and toys frequently constitute a problem around the school. Pets may only be brought to school for academic purposes with prior administrator permission.

PHYSICAL EDUCATION

Classes in physical education will be offered for those students in grades kindergarten through fourth grade. Classes will be under the direction of a physical education instructor. Parents will be notified of the type of gym clothes the pupils will need at the first of the school year. Gym shoes must be worn in P.E. class. Parents are encouraged to have an extra pair of shoes for student participation in the gym.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not allowed and may result in disciplinary action.

PUBLIC PROPERTY

Students who damage or destroy school property will be held responsible for repairing, replacing or paying for the damages.

RIDING BICYCLES TO SCHOOL

Bicycles should be kept locked. The school is not responsible for the bicycles. Bicycles are to remain parked until time to leave for home. Students are to walk their bicycles at all times when they are on the school grounds.

SCHOOL DRESS GUIDELINES

We believe that our dress affects both our own and our classmates actions. Your dress reflects that quality of the school, of your conduct and of your school work. In many ways the appearance of a person will influence the way they feel about themselves. The appearance of the student body will also make an impression on the way visitors feel about our school. A student's appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual. The following guidelines are to be used in planning wardrobes for school:

1. Practice good grooming habits and dress in a neat, clean and thoughtful manner.
2. Skirts, shorts, or other dress must be of a modest length in which material is below the length of the student's extended fingers when standing with arms at side in a relaxed state. Styles are not to be a distraction to the educational process. Shorts and shirts may not be rolled.

3. Holes above knees in pants and/or shorts must not expose skin or undergarments.

4. Shirts must not allow the midriff or underclothing to be visible and excessively loose under the arm.

5. Hats/head coverings are not to be worn in the building during the school day.

6. Clothing with writing which has alcohol, tobacco, sexual or other inappropriate overtones will not be allowed.

7. Pants and/or shorts must be pulled up above the hips-No sagging.

8. No chains can be worn.

9. Visible body piercings must not be disruptive to the educational environment or health/safety violation as determined by administration.

10. Footwear worn by students should be appropriate to maintain personal health, safety and be appropriate for the activity the student is participating in.

11. Hair dyes can be of any natural hair color so that they are not disruptive to the school environment. Students may not wear temporary powered hair dyes without prior approval of an administrator.

12. Powdered dyes, costume devices, masks, costumes, pajamas, and disruptive cosmetics are not permitted on school grounds or buses without prior permission from an administrator.

13. Judgements as to the appropriateness of any clothing under the guidelines above will be made by the administration. Disciplinary action will be taken as necessary to bring compliance with the policy.

SPECIAL EDUCATION SERVICES

Unified School District #247 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

These services are provided to our students through membership in the Southeast Kansas Interlocal #637.

Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth.

Acquisition of these services through a cooperative is necessary due to the reasons of small incidence of exceptional children, economy in providing the services and the ability to serve the varying needs of these children.

For information regarding these programs and services for the exceptional child, please call your Board of Education Office, 620-457-8350, or the Director of Special Education, 400 N. Pine, Pittsburg, Ks. 66762, 620- 235-3180 or 1-800-281-2749.

USD #247 provides many services for students who have special needs. Any student may be referred by his/her teacher to the multi-disciplinary team which is composed of teachers, administrators, and specialized personnel, who study the child's learning needs in order to recommend the best possible educational program or special services available.

SEVERE WEATHER

The decision to close school because of severe WEATHER is made by the Superintendent. School closings will be announced over radio stations KKOW, TV station KOAM, other local stations, and other media outlets.

STUDENT INSURANCE

Accident insurance is not provided by the school district for students. Insurance is available by enrolling online at www.K12StudentInsurance.com or calling 1-866-409-5733.

TARDINESS

You will be considered tardy if you are not in your classroom within 10 minutes of class start. Excessive tardiness will result in disciplinary action.

TELEPHONE USE

1. Students are discouraged from using the telephone unless it is absolutely necessary.
2. Students will not be called from class to the telephone except in case of an emergency.
3. Cell phones are discouraged, but will be permitted in building with ringers off.
4. If a cell phone is discovered other than designated times and areas or inappropriate use of : 1st violation: cell phone will be taken and returned to student at the end of the day, 2nd violation: cell phone will be taken and returned to parent only. Further violations will be treated as a discipline violation.
5. Students may not take pictures of others at school or school events without permission of all individuals photographed and with permission of teacher or administrator. Cell phone cameras must have staff permission to be used.

VISITOR'S POLICY

All individuals must report to the school office upon entering building, to receive a pass or approval before going to any classroom.

PARENTAL RIGHT TO KNOW

You have the right to request and receive timely information on the professional qualifications of your child's classroom teachers. In order to be considered "highly qualified" under the federal law, teachers hired before the 2002-03 school year must have obtained full state certification, hold at least a bachelor's degree and either demonstrate competence in all academic subjects in which the teacher teaches based on a high, objective, uniform state standard of evaluation or meet the same requirements as a newly hired teacher. Newly hired elementary teachers must have full state certification, hold a bachelor's degree, and pass a state test for teachers in

reading, writing and other areas of the elementary curriculum. New hired middle and high school teachers must meet the same certification and degree requirements and pass a state test in the subject area in which they teach or have an academic major, graduate degree or comparable course work in the subject

If you have any questions, or you would like to request information on the qualifications of your child's classroom teacher, please contact the school.

Any person desiring additional information concerning access to district programs, services, activities, or organizations beyond what is published in handbooks and on website, may contact the USD 247 Section 504 Coordinator, Dr. Brad Miner, Superintendent, at 620-457-8350, or mail inquiry to USD 247 Section 504 Coordinator 506 S. Smelter Cherokee, KS 66724.

As an Equal Employment/Educational Opportunity Agency USD 247 Southeast does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent Dr. Brad Miner, 506 S. Smelter Cherokee KS 66724 (620) 457-8350.