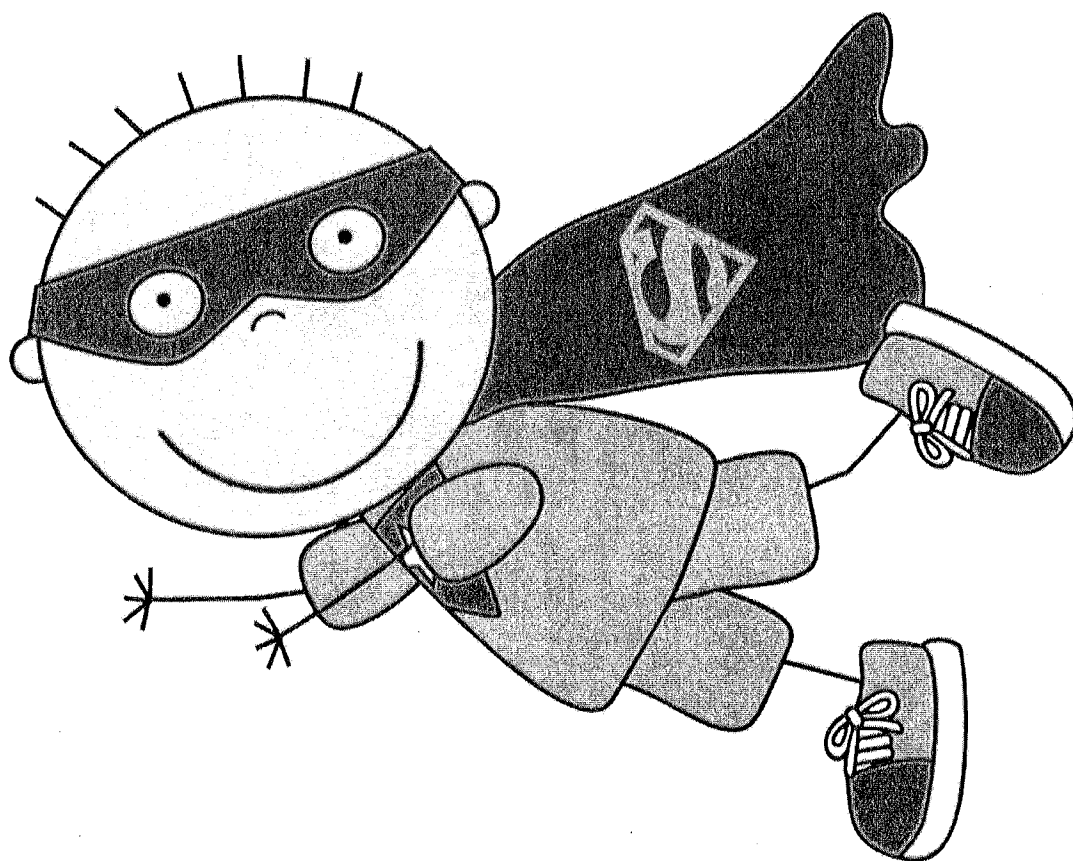


# **Sublette Elementary Student Handbook**



**2016-2017**

**Sublette Elementary School  
Student Handbook  
2016-20017**

**Mission Statement**

*The Purpose of Unified School District #374, Sublette, Kansas is to provide a learning environment so that students will acquire individual academic and decision-making skills, challenging them to become knowledgeable, productive, contributing, successful citizens in a changing society.*

**Sublette Elementary Creed**

*We promise to:  
Do our best  
Do what's right  
Respect others.*

***Sublette Elementary School Pledge***

***As members of the Sublette Elementary community:  
We respect all people; We respect all property; We walk safely; We talk quietly;  
We never touch or speak to hurt another person;  
We always keep our school a safe and bully-free place;  
So we can learn and succeed.***

## AGE ENTRANCE

A child who becomes six years of age on or before August 31<sup>st</sup> of any school year is eligible to enter the first grade. A child who becomes five years of age on or before August 31<sup>st</sup> of any school year is eligible to enter kindergarten. Children who are four on August 31<sup>st</sup> may participate in the pre-school program. A child may enter the first grade, regardless of his age, if he has completed a kindergarten course maintained by a public school district.

## ANIMALS IN THE CLASSROOM

Teachers are encouraged to pursue the study of life sciences through the possession and observation of living organisms, but precaution must be taken to protect children from animals which bite or scratch and to protect children who have allergic reactions to animals. Parents are requested to consult with the teacher before bringing animals to the classroom. With teacher approval, animals may be admitted to the classroom in a cage or on a leash. They should be accompanied by a parent who can take the animal home immediately after sharing. Animals will not be transported on school busses.

## ATTENDANCE (STUDENT)

We cannot stress enough the importance of being at school every day, on time, if your child is to achieve the greatest academic success. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic activities are integral to the learning process and can't be replicated. However, when a child is ill, they should stay away from school. If your child will be absent or tardy, please call the school (620) 675-2286 between 7:30-9:00 A.M.

### **The following reasons shall be considered excusable absences:**

- Illness
- Death in immediate family/close friend
- Medical or dental treatment
- Religious obligations
- Physical emergency (fire, storms)
- Suspension from school

Students whose absences are excused are required to make up all assignments within five days of the absences to receive full credit. The classroom teacher has the authority to review the time allowed when the seriousness of the absence prevents completion of make-up work in the specified time.

Repeated absences may result in requiring a doctor's note for the absence to be considered excused. Parents will be notified when their child has missed **five** days in any nine week period. Absences greater than five days will require a parent/student meeting with the principal.

### **The following are examples that shall be considered unexcused absences:**

Truancy – An absence which was not approved by the school district. Any absence not reported to the school secretary.

Students with unexcused absences are required to make up all assignments as directed by the classroom teacher within **five** days of the absence. Full credit for completed assignments is at the

discretion of the classroom teacher.

Parents will be notified if their child has multiple unexcused absences in any nine week period. Repeated unexcused absences will require a parent/student meeting with the principal.

**Tardiness:**

Students who do not have permission from the office, or a teacher, and are not in their seats or assigned areas when the “take-up” roll begins, will be listed as absent. **Roll will be taken promptly after students are dismissed from morning meeting and again when class takes up after lunch.** The tardy bell rings at **8:00 a.m.** and students will need to be in the gym before the tardy bell. Students who accumulate **three** or more tardies will be disciplined by the principal, including but not limited to early morning and or after school detention. Parents will be notified by note, phone or mail. Students may be recognized for perfect attendance. In order to create a mutual understanding between home and school, “perfect attendance” has been defined as follows: **the student has not been tardy or missed any portion of a school day for any reason.**

**Consequences of excessive absences and tardiness:**

Each student’s attendance record will be studied and consequences could vary depending on the causes for absences or tardiness.

**Consequences for excessive absences or tardiness could include:**

- Required after school attendance
- Required summer school attendances
- Lower grades due to missing assignments

**Suggestions for helping students maintain good attendance:**

- Expect your child to attend on a regular basis and to arrive on time.
- Make school a priority. Spend time discussing his/her day.
- Make sure your child is well rested.

**Truancy**

**A student will be considered truant if they have three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a year.** The district Resource Officer will be notified if this should occur. Additionally, on a case by case basis, SRS could be contacted.

**ATTENDANCE-COMPULSORY**

Every parent or person acting as a parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 16 years, shall require such child to attend continuously each school year a public, private, home, denominational or parochial school for the duration of the school term as provided for in Kansas School Law. **Parents will need to notify the office at (620) 675-2286 when your child will not attend school. Students whose parent doesn’t call or send a note to the office when absent will be counted as unexcused.**

## **BICYCLES**

Students riding a bike to school are expected to place their bike in the designated rack on the south side of the school and should not move it until the end of the school day. No bikes should be left in front of the school or on a sidewalk.

## **BREAKFAST / LUNCH PROGRAM**

Breakfast and lunch will be served from the first day of school. Prices will be \$1.50 per breakfast and \$2.75 per lunch. Please make arrangements with the office to purchase meals for your child as necessary (\$3.50 for an adult lunch).

The meal schedules are as follows:

**Breakfast:** 7:30 a.m. - 7:55 a.m.

**Students need to be in the cafeteria by 7:50 a.m. to be able to eat breakfast.** The tardy bell rings at 8:00 a.m. In the event that buses are running late, times will be extended.

	<b>Recess</b>	<b>Lunch</b>
Kindergarten	10:55 a.m. – 11:10 a.m.	11:10 a.m. – 11:35 a.m.
1 <sup>st</sup> & 2 <sup>nd</sup> Grades	11:33 a.m. – 11:43 a.m.	11:43 a.m. – 12:08 p.m.
3 <sup>rd</sup> & 4 <sup>th</sup> Grades	12:03 p.m. – 12:13 p.m.	12:13 p.m. – 12:38 p.m.
5 <sup>th</sup> & 6 <sup>th</sup> Grades	12:33 p.m. – 12:48 p.m.	12:48 p.m. – 1:15 p.m.

**Prices are subject to change by the Board of Education**

**There will be no charges.** Adult prices are \$2.00 per breakfast and \$3.50 per lunch. Free or reduced price meals are available to those who qualify. Applications will be filled out at the time of enrollment.

A sack lunch may be carried from home and eaten in the lunchroom. Milk may be purchased for \$.50 cents per carton. Please, **NO SOFT DRINKS WITH SACK LUNCHES IN THE LUNCHROOM.**

**Students going home for lunch must have a permission note on file in the office. If a student is going someplace other than home, they must be picked up by a parent.**

**Milk is available for purchase as a snack each day. The cost is \$2.50 a week. There are no free and reduced waivers for snack milk. There will be no charging so once a child has exhausted their milk balance milk will not be available until money is added to the account. Notices will be sent home weekly indicating the balance.**

## **BUS INFORMATION**

Bus routes are planned to serve all eligible pupils who will regularly ride. Eligible pupils are those who live outside the city limits of Sublette, but within the school district and for those whom transportation is mandated by the state. Alternate “mud and snow” bus routes are used when such use is in the best interest of pupil safety and vehicle maintenance. Routes are planned after enrollment and are revised as needed throughout the school year.

Please make sure your child wears appropriate clothing during the winter months in case students have to remain in the bus for longer periods of time than usual.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Communication to parents (special events, scheduling changes, emergencies, etc.) will be sent out via TextCaster. Contact the Elementary Office for information on signing up for this service.

All written communication, including grade cards, progress reports, program notes, information regarding lunch ticket balance, field trips, and many others **WILL BE SENT HOME WITH STUDENTS AND/OR MAILED. Please advise the office if multiple copies of mailed school communication are needed.** For all other communication, please contact your child's teachers and make arrangements for necessary multiple copies. Please remember to ask your child daily if there is information from school.

A Back to School Night is scheduled for the day before school starts to provide an opportunity for families to meet teachers and visit classrooms.

Progress Reports and/or Grade Cards are issued four times a year. In 4<sup>th</sup> through 6<sup>th</sup> grades, students receive letter grades (A, B, C, D, and F) in most academic disciplines. There are two scheduled Parent-Teacher Conferences, one in the first quarter and one in the third quarter. Additional conferences will be arranged whenever the parent or teacher perceives the need. If a child needs help, teachers will not wait for grade cards, reports, or conferences to communicate with parents.

### **DRESS CODE**

Students are encouraged to look neat when attending school and/or related activities. No t-shirts, caps, or other clothing with inappropriate wording, pictures, or alcohol/tobacco advertisements are allowed. If it is decided that a child's clothing is inappropriate they may be asked to call home for a change of clothes. Fourth through Sixth Graders wearing tank tops or spaghetti strap must wear a shirt under or over clothing. When wearing shorts the length needs to be mid-thigh. Appropriate clothing should be worn for winter/inclement weather to ensure safety and comfort. Caps or hats will not be worn inside the school or classroom unless a student has teacher permission for a specific project or occasion.

**PLEASE MARK ALL ITEMS WITH STUDENT'S NAME AND PHONE NUMBER. THIS WILL HELP IDENTIFY LOST ARTICLES.**

### **ELECTRONIC DEVICES AND CELL PHONES**

All electronic devices are prohibited at school unless they have been cleared through the building principal. Confiscated electronic devices will be placed in the office until a parent/guardian makes arrangements to come in to pick them up.

Cell phones are allowed if they are stored in lockers and set on the silent mode during the school day. They are subject to the same consequences as stated above.

## **EQUAL EDUCATION OPPORTUNITIES**

It is the policy of the Board of Education to offer an educational program which attempts to meet the needs of all the children of the school district to the fullest possible extent. All school personnel will be encouraged to utilize the suggestions of students in every way possible in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers in developing curriculum and activity program recommendations from the consideration of the Board of Education shall give a high priority to meeting individual needs.

## **FIRE AND TORNADO DRILLS**

Fire drills are conducted monthly with all personnel leaving the building to pre-designated areas. Severe weather drills are conducted during the year and children are taken to one of the two elementary school basements and kept there until an "all clear" is sounded.

## **GUM, CANDY, ETC.**

Chewing gum, eating candy, etc. is **prohibited** in the building except with teacher permission due to special circumstances.

## **HEALTH**

Kansas Law (K.S.A. 72-5208) requires students to be compliant with required inoculations to attend school. A current immunization record is required at enrollment. According to K.D.H.E., non-immunized students will be excluded from school during outbreaks of a vaccine-preventable disease.

A health physical is required at the time of initial enrollment into preschool or kindergarten. New students under the age of nine years, who are attending a Kansas school for the first time, also require a health physical within 12 months prior to the first day of school.

When head lice are discovered on a student, the student will be sent home. Effective treatment must be completed prior to return as required by state regulation. Students must report to the nurse when returning from head lice treatment.

Students who have a cast, sutures, incapacitating injuries or illness should bring a note from a medical provider or parent detailing any limitations in school activities. If a student has a significant injury or illness at school, parents will be notified immediately by school personnel.

**Consider keeping your student home if he or she:**

- 1. Has a fever of 100.4 degrees or higher**
- 2. Has been vomiting and / or diarrhea**
- 3. Red eyes that itch and have discharge**
- 4. Severe colds, sneezing and cough**
- 5. Undiagnosed rash, skin lesions or suspicion that student is contagious**

**Please keep your student at home until he or she has been symptom-free for 24 hours.**

## HOMEWORK

### Sublette Elementary Homework Policy

*“For homework to be effective, it should support educational goals, take in to account students’ abilities and needs, and strengthen the school=home link.” Nancy Protheroe*

The purpose of homework at Sublette Elementary School is to give students the opportunity to extend learning, develop good work habits and to engage in critical thinking. It is important that homework does not add stress to family life. Therefore it is up to students, family and teachers to share the responsibility of homework.

#### Goals for Homework

To reinforce classroom instruction

To extend and enrich curricula

To assess independent work

To provide parents with an opportunity to become active in their child’s learning

#### Consensus of Time Ranges

Kindergarten-1            0 minutes to 10 minutes Monday-Thursday

Grades 2-3                 0 minutes to 15 minutes Monday-Thursday

Grade 4                     No more than thirty minutes Monday-Thursday

Grades 5-6                 No more than sixty minutes for all subjects Monday-Thursday

**If your child spends more time than listed above, please contact the classroom teacher.**

#### General Guidelines

- Homework will always consist of skills students have been practiced in the classroom prior to being assigned as homework.
- On occasion unfinished daily work may be sent home as homework. **Parents will be notified by a phone call / written note in assignment book when this occurs.**
- Homework may also be sent home due to absences and or sickness.
- Exceptions to this policy may be made on an individual basis. **Parents will be notified by phone should this occur.**

#### Primary Grade Guidelines (K-2)

*Examples of homework assignments:*

- **Kindergarten/First/Second Grades**
  - Leveled Readers, AR books
  - Math Facts
  - Sight Words
  - Writing Assignments

In addition, students are responsible for bringing backpacks and take home folders to school each day.

#### Intermediate Grade Guidelines (3-4)

*Examples of homework assignments:*

- **Third/Fourth Grades**

Read every night/Leveled Readers/AR  
Math Facts  
Written assignments  
On occasion, differentiated math assignments when applicable

### **Upper Elementary Guidelines (5-6)**

#### ***Examples of homework assignments:***

- **Fifth/Sixth Grades**  
Independent reading practice  
Differentiated Math skill practice  
Quiz preparation  
Written assignments  
Long term projects  
Study assignments

After Fourth Grade, 25% of student homework should be spent on long term assignments. These assignments are characterized by engaging students in higher levels of cognitive processing.

Teachers will work together when assigning homework so that students are not spending over their grade level time limit.

### **HOTLINE NUMBER**

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. The following hotline number 1-877-626-8203 allows students to anonymously report possible impending violent acts in school. The hotline is a cooperative effort between the Kansas Highway Patrol and the Kansas Department of Education.

### **INVITATIONS**

In order to be sensitive to the feelings of others, students will not deliver personal party invitations at school unless **all** members of the class are invited.

### **LOCKERS**

Students in grades 4-6 will be assigned lockers. Lockers are your child's home at school, but remain the property of the school and are subject to inspection by school officials.

### **LOST AND FOUND**

Please have your child check in the office for lost items. You are welcome to call and check for lost items also. An amazing quantity of clothing is unclaimed and is left at school. Unclaimed clothing will be kept for one school year and then donated. **Please put your child's name and phone number on coats and bags.**

### **NON-DISCRIMINATION IN EDUCATION**

Sex will not be used as a basis for determining admission to educational programs of the district. **Sex will not be used as a basis for determining a student's access or participation in any course. Students may be separated on a basis of sex for class activities where the materials and discussion deal exclusively with human sexuality or where physical education classes are engaged in competition in body-contact sports. No other courses will be offered to only**

**one sex. Sex discrimination in academic or vocational counseling is also prohibited.**

Title IX requirements do not apply in any way to the selection or use of textbooks or curricular materials. The Board does recognize, however, that sex stereotyping in curriculum materials is a serious matter and that textbooks and materials considered for use in the school system must be carefully examined for such stereotyping.

### **RECESS GUIDELINES**

All students are expected to participate in recess unless they stay in because of a teacher or parent request. **If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason for the request.** Appropriate clothing will be necessary for winter days.

There will not be outdoor recess when the temperature and wind create a wind chill index that is below the safety margin and/or there is significant moisture. Teachers may take their class out briefly for fresh air at their discretion. **Recess rules will be posted and discussed with students at the beginning of the year and as needed throughout the year.**

### **RECOVERY PROCESS**

Students who interrupt the learning process may be sent to the office/recovery room until they are ready to conduct themselves in a manner that is conducive to learning. The Recovery Process is used to minimize behavior that interferes with learning. Students may lose their recess privileges and/or may be asked to eat lunch away from the other students. On occasion an individual student may be required, by a teacher, to be present before or stay after school. Parents will be notified should detention be necessary. Parents of bus students will be notified and students will be expected to stay the following day. Parents will also be notified for physical threats, physical harm to others, unacceptable language, damages to property, or other behavior that **warrants** immediate parent intervention. Documentation of office referrals will be filed with the principal.

### **SCHOOL PARTIES**

Birthdays can be celebrated within the classroom following teacher's guidelines. All treats must be prepackaged or bakery purchased. No homemade food items are permitted. Ask your child's teacher for details.

In compliance with the District Wellness Policy, we ask that you limit the amount of sugary items you bring for your child's birthday party.

Room parties are scheduled at teacher discretion throughout the year. The first party is held in the fall, the second before the Christmas holiday, the third on Valentine's Day and the final party is in the spring. Parents are encouraged to make arrangements with the classroom teacher to assist in these activities. Please limit the amount of sugary items brought for the parties.

The fall party will be a late afternoon Halloween party held on October 31<sup>st</sup> or on the Friday before Halloween, if the 31<sup>st</sup> falls on a weekend. Costumes may be worn by students who want to wear them. Costumes should not focus on violent or frightening themes. Students will be provided with the time to change to their costume just prior to the beginning of the party. **There**

**will be an alternate activity for those who wish to not participate in the costume parade.**

Christmas holiday parties will be held on the last day before Christmas vacation. Gift exchanges will be decided upon by the teacher and students. Sublette Elementary continues to participate in a project that provides canned and dry foods for the Community Food Bank during the holiday season.

Valentine's Day is celebrated with an exchange of valentines and will be on Valentine's Day or the Friday before, should the 14<sup>th</sup> fall on a weekend. Students who choose to bring valentines must bring one for every member of the class.

A spring party at Easter can be celebrated at the teacher's discretion.

All other parties/birthdays should occur at the end of a day, if possible, do not exceed more than 15 minutes.

### **STUDENT CONDUCT AND CONSEQUENCES**

School should award our students with the opportunity for developing the skills that must be mastered to become a responsible citizen. Students at Sublette Elementary School will be expected to develop and practice a code of self-discipline that is in keeping with the expectations of our school. This means that students must strive to be friendly, courteous, honest, respectful, understanding, and fair in all situations.

#### **Sublette Elementary Behavior Core Values**

1. *We believe that every attempt should be made to maintain the dignity of both the adult and the student.*
2. *We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.*
3. *We believe that students should have the opportunity to tell their side of the story when consequences seem to be unfair.*
4. *We believe that there should be a logical connection between misbehavior and resulting consequences.*
5. *We believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.*
6. *We believe that all people should be respected and respectful of others and the environment.*

#### **Guidelines for Student Behavior**

*You may engage in any behavior that does not create a problem for anyone else in this school.*

*You may engage in any behavior that does not jeopardize the safety or learning of others.*

*If you find yourself with a problem, you will be asked to find a way to solve it that does not create a problem for others.*

*Unkind words and actions will not be tolerated.*

Each student is a unique individual with unique personal, social, emotional, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for students learning from their mistakes increase dramatically when students see a reasonable connection between their behavior and the resulting consequences. The consequences could range from working with the student to solve their own problems, to sending a student home to let the family work out the situation. The school, staff, student, and parent working together are the keys to making our school the best it can be.

### **SUPERVISION OF MEDICATION**

Diagnosis and treatment of illness and the prescribing of drugs and medications are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized herein under. School personnel are advised that the Nurse Practice Act KSA 65-1113 ET. Seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any diagnosis.

**Students who need to take medication at school must have a completed permission form. Prescription medication requires a signature from the prescribing medical provider. All medications sent to school must be in the original container with the student's name. Prescription medications must have the prescription label from the pharmacy. All medications must be locked in the health office or school office (with the exception of inhalers or epinephrine pens, which the medical provider may order to be carried with the student). The school nurse is responsible to unlicensed staff member after receipt of medication and initial assessment.**

**Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician, parent permission signatures and a newly labeled pharmacy container.**

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

### **TEXTBOOKS / LIBRARY**

Students are responsible for all books and will be expected to pay for any which are lost, abused, and/or damaged.

**TRANSPORTATION**

When a change of plans necessitates you picking up your child after school instead of riding the bus, please park your car on the SOUTH side of the building. Notify the office of the change and we will notify your child. **DO NOT PARK ON THE NORTH SIDE.**

School bus drivers are not authorized to release a child from the bus except at regular daily stops and mud route stops nor are they authorized to transport a child who is not a regular passenger unless they have received a request from the child’s parents or been notified by the elementary office.

Riding the bus home with a friend must be cleared through the Sublette Elementary Office. A parent may make such a request in writing or in person to the office (620) 675-2286 or to the director of transportation (620) 675-8113. Students not riding their regular bus should notify the Director of Transportation at (620) 685-8113 or the Sublette Elementary Office (620) 675-2286. For the safety of our students, regular bus riders MUST ride the bus home each day unless arrangements have been made with the Sublette Elementary Office.

**TV STATIONS: EMERGENCY CLOSINGS AND DISMISSALS**

School may be dismissed early some days, start later, or be cancelled due to weather or other emergencies. All school cancellations and time changes will be sent out via TextCaster. Parents are urged to sign up for TextCaster along with turning on a radio or television set whenever the weather is threatening. (The radio is most effective for early hours.)

If we have changes, public announcements will be made on the following stations:

Dodge City	KDCK	KGNO	95.5	93.9	96FM
Garden City	KWKR	KKJQ	KUBF		
Liberal	KSLS	KSCB	KUL		
Meade	KJIL				
Channel 13	KUPK				
Channel 11	KSNG				
Channel 6	KTVK				

On early dismissal days or for emergency situations, K-4 children who live in town will be sent home only with an older brother or sister; or when a parent either comes for them or phones the school office to request they be sent home.

**VISITATION**

Parents are encouraged to visit the classroom and have lunch with their child. Visitation in the classroom gives parents an opportunity to evaluate their child’s participation, while providing greater insight into curriculum, teacher expectations, and classroom procedures. Please remember to check with the teacher **before** visiting. **Please do not send children as visitors. For the safety of our students, we require all visitors to check in at the office upon entering the building.**

