

Sublette Elementary School

Student Handbook



2011-2012

NOTES:

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and 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.

Students who have a cast, sutures, incapacitating injuries, or illness should bring a doctor's or parent's note 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.

Symptoms that parents may review when considering having their child stay home from school:

1. Temperature above 99 degrees with symptoms of illness.
2. Severe colds, sneezing, and cough.
3. Red or discharging eyes.
4. Upset stomach, vomiting, and/or diarrhea.
5. Undiagnosed rash, skin lesions, or suspicion of contagion.

Students should be symptom-free for 24 hours before returning to school.

Sublette Elementary School Student Handbook

Mission Statement

The Purpose of Unified School District #374, Sublette, Kansas is to provide a learning environment so that student 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 clean place;
So we can learn and succeed.*

TV Stations: Emergency Closing and Dismissal

School may be dismissed early some days, start later, or be cancelled due to weather or other emergencies. Parents are urged to turn 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	
Garden City	KWKR	KKJQ	KUBF
Liberal	KSLS	KSCB	
Meade	KJIL		
Channel 13	KUPK		
Channel 11	KSNG		
Channel 6	KTVC		

On early dismissal days ,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.

Age-entrance

A child who becomes six years of age on or before August 31st of any school year is eligible to enter the first grade. A child who becomes five years of age on or before August 31st of any school year is eligible to enter kindergarten. A child may enter the first grade, regardless of his age, if he has completed a kindergarten course maintained by a public school district.

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.

Each pupil, in order to receive the maximum benefit from school, should be in attendance every day that school is in session. However, pupils may have to be absent at times. Examples of excused absences include, but are not limited to personal illness (doctor, dental, eye, etc...) illness of others, funerals, religious services, participation in school activities, and school buses not running. **Parents will need to notify the office at 675-2286 when your child will not attend school. Students whose parent don't call or send a note to the office when absent will be counted as unexcused. Parents will be notified, by letter, after five absences in one semester and will be required to meet with the principal if ten absences are acquired.**

Truancy

A student will be considered truant if they have 3 consecutive unexcused absences, 5 unexcused absences in a semester, or 7 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.

Excessive Absenteeism

In the event a student accumulates excessive absences, students will be placed on probation and parents may be asked to provide Dr. notes for any further absences. **Work missed during absences will be expected to be made up within a week of the absence.** Grades will be docked for work that is turned in after that time period unless special arrangements are made with the teacher. Excessive absences could lead to required summer school attendance.

Non-Discrimination in Educational Programs

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.

Health

Kansas Law requires that a Kansas Certification of Immunization Form be completed for all students. A completed Health Assessment Form is required at the time of initial enrollment into kindergarten and preschool. All students who are new to the district and are under nine (9) years of age must have a completed health assessment in the 12 months immediately preceding the enrollment date. A yearly physical exam for all other students is recommended but not required. Dental checkups are recommended but not required.

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 of diagnosis.

On occasion students may need to take medication at school. **Parents and a physician** will need to complete the appropriate form available in the school office. All medication sent to school must be in the **original container** with the **child's name** and **proper dosage**. All medications must be locked in the Health office or school office (with the exception of inhalers or auto-injectable Epinephrine, which the Dr. may order to be carried by the student). The school nurse shall be responsible for the overall administration of all medication in schools, and may delegate this to unlicensed staff members **after receipt of the medication and initial assessment.**

Lockers

Students in grades 4 – 6 will be assigned lockers. Your locker is your home at school, but remains the property of the school and is subject to inspection by school officials.

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.

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's home immediately after sharing. Animals will not be transported on school busses.

Fire and Tornado Drills

Fire drills are conducted monthly with all personnel leaving the building to pre-designated areas. Two 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.

Hotline Number

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established.

1-877-626-8203

The hotline 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.

Equal Educational 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 of individual needs.

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" bell rings, will be listed as "TARDY". The tardy bell rings at **8:00**. Students who accumulate 3 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.

Electronic Devices and Cell Phones

All electronic devices (I-pods, MP3 Players, etc.) 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 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.

Breakfast/Lunch Program

Breakfast and lunch will be served from the first day of school. Prices will be \$1.30 per breakfast and \$2.35 per lunch. Please make arrangements with the office to purchase meals for your child as necessary.

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 to be able to eat breakfast. The tardy bell rings at 8:00. In the event that buses are running late, times will be extended.

Lunch:	Kindergarten	
	11:03 a.m. -	11:28 a.m.
	1 st and 2 nd Grades	
	11:43 a.m. -	12:08 p.m.
	3 rd and 4 th Grades	
	12:13 p.m. -	12:38 p.m.
	5 th and 6 th Grades	
	12:48 p.m. -	1:13 p.m.

Prices are subject to change by the Board of Education

There will be no charges. Adult prices are \$1.60 per breakfast and \$2.85 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 \$.40 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.

Textbooks/Library Books

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

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 would have to remain in the bus for longer periods of time than usual.

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.

Riding the bus home with friend but cleared through the Elementary Office. A parent may make such a request in writing or in person to the office (675-2286) or to the director of transportation (675-8113). Students not riding their regular bus should notify the Director of Transportation at (685-8113) or the Sublette Elementary Office (675-2286).

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 at the end of the year. Unclaimed clothing is laundered and stored for use by those who may have a need in future years. Please try to put your child's name on coats and bags.

Parties

Birthdays can be celebrated within the classroom following teacher's guidelines. Ask your child's teacher for details. **In order to be sensitive to the feelings of others, do not deliver personal party invitations at school unless all members of the class are to be invited.**

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.

Four room parties can be planned and given by room mothers and the classroom teacher. 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.

Communication Between Home and School

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 is needed.** For all other communication, please contact your child's teachers and make arrangements for necessary multiple copies. Please remember to ask your youngster 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 4th through 6th grades, students receive letter grades (A, B, C, D, F) in most academic disciplines. There are two scheduled Parent-Teacher Conferences, one in the first quarter and one 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.

Visitation

Parents are encouraged to visit the classroom and have lunch with your 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.**

Homework

The school takes the responsibility that:

- Homework assigned is consistent with the ability of the student
- Homework is age appropriate
- Directions are made clear to the student before being sent home
- Homework is evaluated in a way that is profitable to the student and returned to the student with immediate feedback.

Parents can help by:

- Providing a quiet place to study
- Working out a schedule of time when homework is to be done
- Providing basic materials such as a desk, proper lighting, dictionary, and supplies
- Checking the child's planner for upcoming assignments
- Seeing that the work is returned to school when due

COMMUNICATING WITH THE PRINCIPAL/ TEACHER WHEN

PROBLEMS ARISE (frustration, spending more than 1 hour with homework or assignments)

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.

Gum, Candy, etc.

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

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 shirts **must** wear a shirt under or over that shirt. When wearing shorts the length needs to be mid-high. 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. THIS WILL HELP IDENTIFY LOST ARTICLES.

Sublette Elementary Core Values

We believe every attempt should be made to maintain the dignity of both the adult and the student.

We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

We believe that students should have the opportunity to tell their side of the story when consequences seem to be unfair.

We believe that there should be a logical connection between misbehavior and resulting consequences.

We believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.

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 yourself or others.

If you find yourself with a problem, you will be asked to find a way to solve it by any means which does not create a problem for others.

Unkind words and actions will not be tolerated.

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.