



**PUBLIC SCHOOLS
USD 418**

Elementary School Handbook (Pre-K - 5th) for Students & Parents



2023-2024

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Introduction

The elementary school years are years of rapid growth and development for children. It is imperative that each child experience and feel successful in their early school years. The academic and social skills formed during these years are foundational to a child's future school success. Daily support and cooperation are needed from both the home and school environments to ensure that a child reaches his/her full potential.

This handbook gives an overview of the daily operations of the McPherson Elementary Schools. Specific questions about school procedures or policies may be answered by your school office personnel. If you have questions about your child's daily educational program, please communicate with your child's teacher. The importance of establishing good communication between home and school is essential.

Children deserve the support and instruction that best meets their individual needs, and that can only be accomplished when families and schools work together. Thank you for becoming an active partner in your child's education!

(If you have a child attending pre-k there is additional information located at the end of the handbook. Pre-K follows building guidelines where applicable. Pre-K is also expected to follow various local, state, and federal guidelines which are detailed at the back of the handbook.)

McPherson Elementary Schools

Eisenhower Elementary School
301 E. Wickersham Dr.
241-9430
Chris Allen, Principal

Roosevelt Elementary School
800 S. Walnut
241-9550
Cara Schrag, Principal

Lincoln Elementary School
900 N. Ash
241-9540
Chris Korbe, Principal

Washington Elementary School
128 N. Park
241-9560
Jill Beam, Principal

Mission Statement for McPherson Unified School District 418

The purpose of the McPherson Unified School District 418 is to assure that students will acquire basic academic and decision-making skills necessary to be productive, responsible citizens in a changing society. Students are challenged to achieve individual success, work to their fullest potential, and become lifelong learners. Our school will guide and assist students to identify and accomplish personal, academic and career goals.

To achieve the purpose of our schools, the following learning goals are established.

Students should:

- Demonstrate competency in the communication skills of reading, writing, listening and speaking.
- Demonstrate competency in basic math skills.
- Express knowledge and understanding of our country's history and the democratic process.
- Exhibit knowledge of basic concepts of humanities and fine arts.
- Utilize current technology and information resources.
- Apply logical thinking skills to evaluate information, solve problems and make decisions.
- Develop and practice personal skills needed for physical and emotional wellness.
- Develop parenting and family life skills.
- Cooperate with others, showing compassion and tolerance for individual differences.
- Practice commitment, dependability and responsibility.
- Demonstrate skills needed for success regarding further education and careers.



Maximum achievement of these goals requires a continued commitment from our community, patrons, board of education, school administrators, staff and the students themselves. McPherson Unified School District 418 pledges its commitment to the achievement of these goals.

Adopted by the Board of Education on April 24, 1989

Parental Responsibilities

For the maximum amount of learning to occur, it is extremely important that parents, guardians and teachers work together in a positive and supportive manner. You can help the school and your child in the following ways:

1. Make sure your child attends school on time every day
2. Have your child get plenty of sleep; a healthy diet including a good breakfast; and clean, comfortable clothing.
3. Be sure your child's emotional needs are met to the best of your ability (love, security, affection)
4. Keep the school office informed of any address and telephone number changes at home or at parent's place of employment
5. Support school-sponsored activities like parent-teacher conferences and open house

Problems or Questions?



Most often questions concerning the day-to-day operations of the schools are best answered by the teacher or principal at the school where your child attends.

It is recommended that problems or concerns first be taken to the teacher. If after discussing the issue with the teacher, the matter still has not been resolved, it should be taken to the principal. If after the issue has been discussed with the principal, the situation still has not been resolved, it should be taken to the superintendent, and finally, if not resolved, to the USD 418 Board of Education.

Absences (not applicable to pre-K, for pre-k see attendance in the pre-k section)

6th absence – parents may receive notification regarding attendance concerns

If your child's attendance is a concern, school staff and administration will contact parents or request parents come to school to discuss attendance. Previous attendance records may be considered and discussed when attendance concerns are addressed.

12th absence – parent notification that all subsequent absences must be verified by:

1. Doctor's note
2. A funeral brochure
3. Other verification approved by administration
4. Sent home by school staff

ALL OTHER ABSENCES NOT VERIFIED WILL BE CONSIDERED UNEXCUSED

UNEXCUSED ABSENCES

Unexcused absences are absences that:

1. Haven't been called in and the school doesn't know where the child is; or
2. Absences that are past the threshold (12 absences) determined by the district and not verified as defined above.

*Department of Child and Families (DCF) McPherson Police Dept. or the County Attorney will be notified if unexcused absences reach the following thresholds at any point in the school year.

1. Three in a row
2. Five in a semester
3. Seven in a year

UNEXCUSED TARDIES

After six unexcused tardies in a semester, the parents/guardians will be notified. On the 7th and subsequent tardies, time will be served as follows:

1. K-2 students – 15 minutes
2. 3-5 students – 30 minutes

EXCUSED TARDIES

An excused tardy is any tardy that results from one of the following:

1. Doctor appointment
2. Dentist appointment
3. Eye doctor
4. Other medical appointments
5. School bus running late

If you have any questions regarding this policy, please contact the school office.

Academic Honesty (not applicable to pre-k)

Students are responsible for doing their own academic work. Any student caught cheating may be referred for disciplinary action.

Activity Participation Opt-Out

McPherson Board of Education policies provide parents a provision to request their child be excused from participating in activities for religious or sensitive reasons. Parents who believe either situation applies to their child should contact the school principal for detailed information about the procedures.

Attendance

If a student consistently misses more than 10% of the days school is in session in a month (period, semester, year), that student has an 80% less chance of attending any type of post secondary education with completion. In addition, they are twice as likely to not complete high school.

Since regular attendance is important to a student's success in school, students need to be in school and attend on time daily. The school day schedule is outlined below under the "School Day".

Parents role regarding attendance:

- Inform the school office personnel of a student's absence within the first 30 minutes of each school day.
- Send a note explaining the absence on the day the student returns to school if unable to contact the school on the day of the absence.
- Notify the school if medical or dental appointments are scheduled during school time for that day.

Students are recorded as absent if:

- They are not present at school for any reason
- They miss more than 1½ hours of any morning or afternoon (this will be counted as absent for ½ day);
- They miss more than 4 hours (this will be recorded for a whole day) of any school day.

Teachers will inform students (and parents as necessary) of schoolwork that needs to be made up due to absences.

Bicycle Safety

Since many kindergarten and first grade students have not reached the maturity level required to shoulder the responsibility for their own safety, only students in grades 2-5 are permitted to ride bicycles to school, unless accompanied by parent or older sibling. Bicycle helmets should be worn.

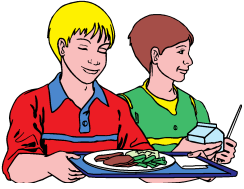
Bicycles are to be parked AND LOCKED in the bicycle racks provided. Bicycles should be walked on the school grounds. Bicycle riders who do not obey all safety regulations will lose the privilege to ride a bicycle to school.

ROLLERBLADES, SKATES,

SCOOTERS AND SKATEBOARDS ARE NOT PERMITTED

AT SCHOOL DURING REGULAR HOURS.

Breakfast and Lunch Programs (not applicable to pre-k, see nutrition information in the pre-k section)



A breakfast and lunch program will be maintained at each school for those students who wish to participate.

Parents may have their child(ren) come home for lunch. Students may walk or bike home for lunch or be picked up at school by an adult. Students will not be released at noon, other than to go home for lunch, unless they are accompanied by an adult.

Students may purchase milk to accompany a sack lunch; soda pop is not permitted.

Bullying – (BOE Policy JDDC)

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate bullying prohibition shall be reported to local law enforcement.

USD 418 Anti-Bullying Guidelines

What is Bullying?

According to Kansas statute 72-8256 bullying is defined as:

1. Intentional, negative actions intended to harm another person (i.e., aggression)
2. Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized. Administration and/or staff will consider an act of bullying in violation of district policy if it has any affect on the school day. Administration will act upon any acts of bullying that occur on school grounds, at any school-sponsored activity or event (on or off campus), on school-associated transportation, or through school-owned technology.

Kansas statute 72-8256

Forms of bullying behavior:

1. Physical bullying – Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes
2. Verbal bullying – Calling of names, making verbal threats of physical acts (whether or not they are carried out)
3. Attacks on property – Writing on lockers, taking objects to keep or display publicly, destruction of property
4. Social or relational bullying – Ostracism, social exclusion, gossip/“trash talking”/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
5. Cyberbullying – Bullying by use of any electronic communication device through means including, but not limited

- a. to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites (i.e., circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media).

Reporting & Investigating Bullying

Students, families, and staff should report incidents of bullying to the Guidance office or Principal's office. Students may first report a bullying incident to a teacher who will then either report the incident to one of these offices or help the student report the incident. Staff will use the attached reporting form to aid in tracking incidences of bullying. These forms will be kept in the principal's office. A staff member from the Principal's office or Guidance office has responsibility to investigate reported incidences of bullying. Upon completion of the investigation, administration will take action regarding the reported bullying incident. However, they are not at liberty to share the outcome or disciplinary action with the affected party. The Kansas State Department of Education, in partnership with Kansas Children's Service League has provided a 24-hour hotline as an additional resource. You can reach the hotline by calling 1-800-332-6378 or emailing 1800children@kscl.org.

Disciplinary Procedures

Each building will follow its current disciplinary progression (i.e. MTSS Behavior structure, increase in severity of discipline, recording in PowerSchool, use of positive behavior supports)

Curriculum Resources

1. 8 Keys of Excellence
2. Second Step
3. Second Step Bullying Module
4. Steps to Respect

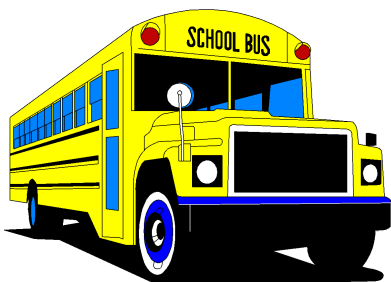
Bullying Awareness

1. Directors and Coordinators will train new staff in recognizing bullying, understanding participant roles, understanding who is at risk for bullying, where bullying takes place consequences of bullying for both the bully and victim and how to react to bullying.
2. Directors and Coordinators will provide a staff refresher program every 3-5 years.
3. Principals and/or Counselors will review the policy and plan yearly with staff,
4. Principals and Directors will include the policy and plan in staff and student handbooks
5. The district will post the policy and plan on the district website.

Bus Regulations

**not applicable to pre-k as pre-k does not provide transportation*

Only regularly scheduled bus students are to ride the school buses unless prior arrangements have been made with the bus transportation department (241-6830). Students who come to school on the bus should return home on the bus unless they have a note from their parents to do otherwise. Bus students are to go to the buses immediately after they are dismissed from school. Riding the bus is a privilege; improper conduct on the bus may result in that privilege being denied.



Cell Phones and Smart Watches

If a student brings a cell phone or smart watch to school he/she needs to leave it turned off and in his/her backpack. Any unauthorized use of a cell phone or smart watch during the school day will result in the cell phone being confiscated; given back to the parent with a warning and the student will receive appropriate discipline.

Change of Address or Telephone Number

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office of any changes in the following information: address, telephone number, place of employment, legal/custody paperwork, babysitter, or emergency telephone number.

This may be done in any of the following ways:

- Log onto your [Powerschool Parent Portal](#) by going to ps.mcperson.com and enter your username and password.
- Click "Demographic Change" to make changes to your student's information. To make changes to contact
 - information for Power Announcement, please click on "Power Announcement."
- Send a note marked "To the Office" indicating the changes needing to be made.
- Call the school office to report the changes that need to be made.

Checking In and Out at the Office

All visitors must report to the school office before visiting a classroom or picking up a student from school. Parents needing to take a child out of school during regular school hours must check the child out at the office. Teachers are not to dismiss any child from school before dismissal without communication from the office. No student will be released from school, except to a parent, guardian, or designee. Students will not be released to a designee without prior notification from parents. This procedure helps to ensure that students are accounted for at all times. Please provide court-ordered custodial documents as applicable for individual students.

Parents are urged to leave their children in school all day. To allow for smooth dismissals, please do not pick your child up before dismissal. Doctor or other appointments should be scheduled outside of school hours whenever possible.

Child Abuse and Neglect Reporting

All staff is required **by law** to report any suspected child abuse or neglect to the Kansas Department of Child and Family Services. We are not trying to get anyone in trouble. Our main goal is to protect children.

Classroom Parties

**not applicable to Pre-K see classroom holiday policy in the Pre-K section*

In order to maximize instructional time, gifts (flowers, balloons, candy, etc.) from family and friends delivered to the school will not be accepted. This applies to birthdays and major holidays such as Valentine's Day.

Each school celebrates various holidays with classroom parties. These parties are planned by room parents and/or the classroom teachers, and are scheduled at the end of the school day. Students may be excused from these parties because of religious beliefs.

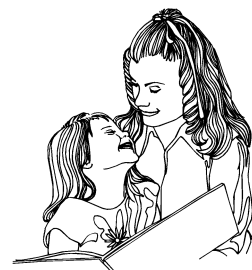
Additionally, students' birthdays may be observed during the school day. Students may either distribute treats (healthy treats are encouraged). Students are not permitted to pass out private party invitations unless they have invitations for each student in their class. Students are also not allowed to hold private name exchanges at school.

Conduct/Expectations

School is a place for learning. School and home have a shared responsibility in developing self-disciplined children that behave in a manner that respects the rights of others to learn in a safe and productive environment. Each student is responsible for respecting the authority of all staff members, exhibiting behavior that does not interfere with the rights of others, following established school wide and classroom rules and procedures, and engaging in the act of learning. Understanding that individual classrooms and buildings communicate more specific rules and procedures, below are district behavior expectations:

Counseling Program Services

Elementary counselors/social workers provide the following services: classroom guidance lessons; working with individual referrals from students, parents and staff; counseling students in small groups; consulting with parents, teachers, principals, other professional staff, and community resource agencies; and assisting principals with student placement. Emphasis is placed on the development of the whole child.



District Expectations

- Be Respectful
- Be Responsible
- Be Safe



Dress

In recognition of the school as a place for teaching and learning, student dress must be conducive to establishing a positive and productive learning environment. Students are discouraged from dressing in a manner that may be distracting or disruptive to normal school or classroom operations. Students are expected to consider the weather as well as the types of learning activities they will participate in that day.

Dress Code Guidelines:

- Tank tops that are loose, showing too much skin, must be worn over or under another shirt. Spaghetti strap tops are also not to be worn unless over or under another shirt.
- No shirt or blouse may be worn which allows exposed midriffs.
- Clothing advertising alcohol, tobacco or other illegal products will not be permitted.
- Clothing with disruptive or suggestive words or designs will not be allowed.
- Shorts, skirts and dresses should adequately cover the buttocks and upper thighs.
- Halter-tops and mesh shirts may not be worn.
- Students are required to wear footwear for health reasons.
- Hats are not to be worn in the building, unless previously approved by the administration.
- Pants and shorts must be worn fastened at the natural waistline.

Fashions change frequently and so it is impossible to cover all clothing items that might not be acceptable for school. Final authority for interpretation of the dress code rests with the building principals.

Drugs, Alcohol, and Tobacco

Student consumption and/or possession of any alcoholic beverage, any form of tobacco, including electronic cigarettes, or other controlled substance in or near the school premises, or at any school-sponsored activity is prohibited. Use of these substances by students is illegal and is generally believed to pose significant health risks for children. Should school personnel have knowledge of violations of this policy, law enforcement personnel will be notified. Violators of school policies in this area will be suspended. When necessary and appropriate, school personnel may provide suggestions for community or area resources that specialize in individual or family assistance in these matters. Participation in such programs would allow consideration of less suspension time.

Student Expectations

Student Expectations in the Building:

- Follow directions of all school personnel.
- Be respectful of others.
 - No swearing or vulgar language
 - No cruel teasing, rude gestures or put-downs
 - Bullying and harassment will not be tolerated.
- The use or possession of tobacco, including electronic cigarettes, alcohol, and drugs is not permitted and will be reported to law enforcement.

Student Expectations in the Classroom:

- Follow teacher directions.
- Be respectful of others.
- Be ready to learn.
- Allow other students to learn.

Student Expectations in the Lunchroom:

- Follow directions of all school personnel.
- Use appropriate table manners, keeping hands and feet to yourself.

Student Expectations on the Playground:

- Follow directions of all school personnel.
- Stay on the school grounds at all times during the school day.
- Keep hands, feet, and objects to yourself at all times.
- Follow specific school playground / sports equipment rules.
- Dress appropriately for the weather.
- Follow specific safety rules when the playground is wet from rain, ice, or snow.

Student Expectations for Handling Conflict:

- Students may disagree with one another.
- Discuss problems with appropriate language and voice tone.
- Keep hands, feet, and objects to yourself at all times.
- Any hitting, wrestling, pushing/shoving, biting, or spitting is considered fighting.
- Fighting is unacceptable and when exhibited, consequences will be given.
- Violent acts toward students or staff will be reported to law enforcement.

Emergency Closings

The school district is currently utilizing a phone system (Power Announcement) which calls parents to inform them of school closings or emergencies. The system will also send email alerts and/or text messages. The contact information is provided from each school's database. Consequently it is essential that parents update their information to their child's school when changes occur to their address, home and cellular phone numbers and additional contact information.

When there is an emergency or weather-related closing in the school district, announcements via Power Announcement will be made as soon as possible. Information about school cancellations may be found on the district website, Channel 20, District Facebook page, and on the following radio and television stations:

KBBE 96.7 FM	KSN Channel 3 TV
KNGL 1540 AM	KAKE Channel 10 TV

When a tornado or other severe weather is threatening, students **will not be dismissed** until the all clear is issued by emergency management or a central office administrator.

Emergency Safety Intervention (BOE Policy GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student.

Parents must be notified the same day of the incident. If unable to make contact with the parent that day, the school must show they attempted to contact the parent in 2 different ways. The formal incident documentation must be shared with parents no later than the day after the ESI occurred. This includes both the formal ESI parent letter and the ESI incident report. Parents also must be provided a packet of information upon the first ESI incident of the school year that informs them of their rights, district and building contact information, how to challenge the use of ESI and state resources.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Emergency Safety Drills

Tornado: When tornado sirens are sounded, staff will follow specific procedures to move children to a protected area. The children will assume the tornado protection position. Classroom staff will take first aid kits, children's emergency releases and if available, cellular phones with them to the shelter location.

Parents should not put themselves at risk by attempting to travel to the centers to pick their children up in severe weather. If parents do show up, they will be asked to stay and remain in the shelter until an all clear is given.

Children are safer at school than in a bus or car. If severe weather occurs during a release time, children will stay at the center until an all clear is given. Parents will be notified of delayed arrival times.

If children are on a bus when a tornado siren sounds, the driver will follow the route emergency plans and locate the nearest safe place. Centers will be contacted through bus radio and parents will be notified.

Fire: In case of fire evacuation, staff will follow specific procedures to move children to a safe location until an all-clear signal is given.

Notification of Parents in Emergencies: Local authorities, radio, and school district personnel at the Central Office will give out information as is appropriate to the public and parents. Parents may also be notified by telephone in case of emergencies.

Building Lock Down: In the event the building is placed in lockdown mode because of an outside threat, no one other than emergency personnel will be allowed in or out of the building until an all clear sign is given by the local police department.

Building Evacuation: In the event we would have to evacuate the building, staff will take children to a designated safe location off school grounds.

Field Trips

Teachers will notify parents of upcoming field trips in advance. Parental permission for student participation is obtained at enrollment with the completion of the student information/medical authorization card. Parents or guardians who would like to pick up their child(ren) from a field trip, must sign them out with the teacher/sponsor in charge.

Harassment

Any student who believes he or she has been subjected to harassment based on race, sex, gender, religion or disability, or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, another administrator, a guidance counselor, or another certified staff member. Any school employee who receives a complaint of harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Hazing (BOE Policy JDAB)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as any activity that recklessly, intentionally, or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or member in or affiliation with any organization or activity recognized by the board. The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, district employee, coach, sponsor, or volunteer shall plan, direct, encourage, assist or engage in any hazing activity. The board encourages students who believe they have been subjected to hazing to report promptly such incidents to the building principal or staff person.

"Hazing" is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social, academic, athletic or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

Hazing is prohibited on school property, in school vehicles, and at school-sponsored activities or events. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, teacher, or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing.

Administrators, teachers, and all other district employees shall be particularly alert to possible conditions, circumstances, or events that might include hazing. If any of the prohibited behaviors are planned or discovered, involved students shall be informed by the discovering district employee of the prohibition contained in this policy and shall be required to end all such activities immediately. All hazing incidents are to be reported immediately to the superintendent or building principal, and appropriate discipline shall be administered.

Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties under State and/or Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding a charge of hazing of an individual.

Head Lice Policy

State, federal and local provide the school nurse and delegated personnel with steps to follow when head lice is identified in the school.

1. Educate school staff on prevention and control of head lice.
 - a. *Examples:*
 - i. Send reminders to teachers that students should not share hats, coats, or scarves.
 - ii. Coats should be stored in individual cubbies or inside backpacks.
 - iii. Use of communal hats and gloves during winter months should be discouraged or laundered frequently after an outbreak.
 - iv. Hats and wigs intended for pretend play be removed from the classroom or washed after each use.
2. Delegate screening of head lice to designated school personnel when possible.
3. If a student is found to have live lice (infested with head lice) a call shall be made to the students parents about the infestation. The student can remain at school, but will need to be treated with an adequate pediculicide before returning to school. A note regarding instructions on treatment will be sent home with the student. This note should include information about treating a child's head that day, checking daily for nits or live lice, repeating treatment in 1 week, and continuing to check daily for another week and then weekly for a month. It should also include information regarding items in the home to be cleaned.
 - a. At the discretion of the nurse and/or building administrator it may be required that the parents complete a treatment form and return it to school before the student would be allowed back to class.
4. At the discretion of the nurse and/or building administrator, if multiple students in the same grade, but living in different households are found to have live lice, communication (electronic/paper) may be sent out. Although mass communication is generally discouraged and should not jeopardize confidentiality.
5. If a student is found to have nits but no live lice contact parents and recommend that they begin treatment if they have not done so already.

Health

COVID-19: In the event of a communicable disease outbreak, such as COVID-19, McPherson County School Nurses work closely with the Health Department to follow the guidelines set forth by them and also the CDC.

A student will be sent home when (s)he has a temperature of 100 degrees or over, or a temperature above 99.6 degrees along with a headache, nausea, cough and/or sneezing which may indicate the onset of an infectious disease or other illness that requires observation at home. Children should be kept home 24 hours after the fever has broken.

Any student affected with a disease or condition suspected of being infectious or contagious will be excluded from school until the disease or condition is no longer a health threat to others.

In the event a student is absent from regular classes for more than three (3) consecutive days, the principal shall determine whether a release shall be obtained from the student's physician before (s)he re enters school.

All students ages eight and under shall submit evidence that they have undergone an appropriate health assessment prior to entering preschool, kindergarten or before enrolling in the district for the first time.

Please see the following exclusion guidelines on the next page to know when your child can return to school.

When should I keep my child home? When your child has:	When can my child return to school? When your child is:
Fever of 100.0 °F or higher or Elevated temperature with other symptoms	Fever free for 24 hours (without using a fever-reducing medication)
Severe cough (child gets red or blue in the face or makes a high pitched croup-like or “whooping” sound)	Symptom free or doctor’s written release
Diarrhea	NO diarrhea for 24 hours
Vomiting	NO vomiting for 24 hours
Pink Eye (red, matted, swollen, or draining eyes)	24 hours treatment and bring a doctor’s note
Infected skin (rash, ringworm, impetigo, etc)	24 hours treatment and bring a doctor’s note
Fainting or seizures (other than a pre-existing condition) or general signs of listlessness, weakness, drowsiness, headache, or stiff neck	Symptom free or doctor’s written release
Severe itching of body or scalp (including head lice, body lice, or scabies)	No live lice. Nits allowed, only if child has been treated. Must be checked by staff. Scabies= treatment completed.
Staff sees symptoms of medical condition	Follow the health staff’s instructions before returning to school

Homework Guidelines

Homework is an extension or completion of classroom activities assigned by the teacher that is to be completed outside of the school day. Homework should serve a sound educational purpose; it should not be punishment or busywork. The intent of homework is to enlarge, extend, or reinforce the student’s knowledge and understanding of the concept. Teachers are expected to develop and communicate to students and parents their homework policy.



Immunizations

Kansas law requires that students entering a Kansas school must present current evidence of immunization. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations. Students may also enroll if the pupil is transferring into this district and who are awaiting transfer of records or have a written medical or religious exemption. All students ages eight and under must also provide documentation that they have had an appropriate health assessment prior to entering preschool, kindergarten or before enrolling in a Kansas school for

the first time.

Kansas School Safety Hotline

The Kansas Legislature established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report “impending school violence.” The toll-free Kansas School Safety Hotline number is 1-877-626-8203

Medication

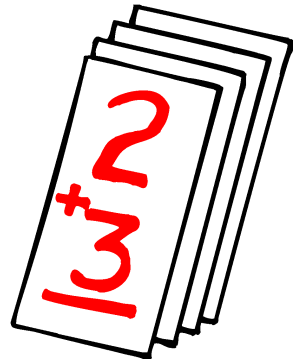
When medication is necessary in order that the student remain in school, a “Permission to Medicate” form signed by the family physician must accompany the medication or treatment to be administered by school personnel. All medications, including prescribed and over-the-counter (e.g. aspirin, cough drops) are to be brought to school office in the original container, so that the “Permission to Medicate” procedures can be followed.

Parent/Family – Teacher Conference (Reporting Student Progress)

Conferences and progress reporting are crucial because students, teachers and parents have mutual responsibility for student learning. Open communication between home and school helps achieve cooperative action and understanding that maximizes the child’s growth and development.

The custodial parent(s) will be given the opportunity to schedule parent-teacher conferences in advance, and should notify the noncustodial parent(s) of the conference dates.

Parents are expected to attend conferences scheduled by our professional staff. Additional conferences may be requested as deemed necessary.



Pedestrian Safety



The safety of your child is one of our major concerns. Your cooperation is needed to build good safety habits. Your child is urged to: walk on sidewalks; cross only at marked crossings when traffic is clear of the intersection, and, if possible, where crossing guards and/or traffic lights are located; never enter an automobile driven by a stranger; and travel directly to and from school along predetermined walkways. Crossing guards are on duty before school and after school.

Personal Belongings

Students are responsible for personal belongings. All wearing apparel, school supplies, and lunch boxes should be labeled with the student’s name and grade level. Information regarding lost and found articles may be obtained from the school office.

If money or valuables are brought to school, students must assume responsibility for such items. Students are cautioned not to leave money or other valuable objects in unprotected areas, such as a student locker. Each student is responsible

for keeping his/her assigned locker area neat and clean.



A child's personal toys, dolls, balls, electronic devices, and other objects cannot be brought to school unless used for sharing time or other educational purposes. The school is not responsible for lost or broken articles.

Pets

Pending principal approval, pets may be brought for sharing when accompanied by the student's parent or guardian. Arrangements must be made in advance, and pet vaccinations must be current. Other animals brought to school for educational purposes must be kept in cages. When picking up children from school, please do not bring the family pet.

Physical Education Participation

Students may keep a pair of gym shoes at school when they are required to be worn for physical education classes. A parental note or note from your doctor is needed when a student is not to participate in P.E. A doctor's excuse may be required if a student is to be excused from P.E. activities for over five (5) days.

Proof of Identity

Whenever a child enrolls in school for the first time, the district is required to secure proof of identity of the child. The proof of identity for students may include, but not limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Department for Children and Families (formerly Social and Rehabilitation Services), a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board considers satisfactory. If the identity of the student is not proven by documentary evidence within 30 days, the enrolling officer shall notify the local law enforcement agency as required by law.

Recess

Children enjoy recess time during the day. All students are expected to go outside during recess. If it is unusually wet or cold (a temperature including wind chill of 15 degrees or below), recess will be shortened or located inside. A note from your doctor or a daily parental note is required when your child needs to stay inside because of health reasons.

Reporting Student Progress

A variety of reporting methods are utilized, including the following: parent-teacher or family-teacher conferences, other conferences between parents and our professional staff, progress reports issued at the end of each reporting period, and students' results from the state and district assessments.



School Day

Mondays, Tuesdays, Thursdays, and Fridays

8:05 a.m. Start of day for all Elementary Schools

3:05 p.m. Elementary school dismissal

Wednesdays ONLY

8:05 a.m. Start of day for all Elementary Schools



2:30 p.m. Elementary school dismissal

Supervision starts at 7:55am. Please do not drop off your student unless they are coming for breakfast. This is for the general welfare of the students, since teachers are busy preparing for the school day.

Parents will be notified when a student is required to remain after school for more than ten minutes with school personnel. Otherwise, students must leave the school building and grounds immediately after dismissal. This is to ensure student safety since there is no after school supervision on the playground. Students are permitted to return and use the playground as a public facility 30 minutes after dismissal.

Schools will send a note or newsletter home whenever the regular beginning or dismissal time for a school day will be changed. Parents should consult the school calendar for holidays, teacher workdays, professional development days and collaborative teacher workdays.

School Nurse Services

Through its health services, the school attempts to assess the health status of students and staff, to counsel students and parents, to help prevent and control disease, and to provide basic first aid care for injuries or sudden illness.

Vision and hearing are tested annually in kindergarten through third and in fifth, seventh, ninth, and eleventh grades. The school nurses are shared between district buildings.

School Pictures

Each elementary school has scheduled a picture day in the fall and spring. Students have the opportunity to purchase individual pictures by paying in advance. Each Parent-Teacher Organization coordinates picture day and utilizes the profits for various school projects.

Sexual Harassment

McPherson USD 418 policy states, "District employees shall not sexually harass, or permit sexual harassment of a student by a district employee, student, nonemployee, or nonstudent. Neither shall a student sexually harass another student or students."

Students who believe they have been subjected to sexual harassment, or parents who have a similar concern for their child, should discuss the problem with the principal, counselor or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained through the complaint procedure. For more information concerning sexual harassment, please contact the building principal or counselor.

Special Education Services

The McPherson County Special Education Cooperative provides the following special education services: audiological evaluations, physical therapy, gifted, behavioral, health, psychological, hearing and vision impaired, learning disabilities, intellectual disability, speech/language, preschool and early prevention.

Student Assistance Team (SAT)/General Education

Intervention (GEI)



The Student Assistance Team process allows each school to focus on assistance for students who are experiencing academic needs or behavioral difficulties. The process may be initiated by a parent or a teacher. Requests to initiate a team meeting may be made to the classroom teacher or the school principal. Parents may expect to be involved in the process.

Membership of the team varies but may include the parent, classroom teacher, principal, counselor/social worker and other professionals who have expertise or knowledge that might assist the student.

Student Information

The USD 418 Board of Education designates the following student information categories to become public records unless a written notice is given to the building principal by the Tuesday following Labor Day, indicating that any or all information shall not be released: student's name, address, telephone number, parent or guardian, date and place of birth, participation in officially recognized school activities, date of attendance or grade placement, the most recent educational agency or institution attended by the student, honors and awards received, student publications, weight and height.

Practices followed in McPherson USD 418 allow for certain student record information to be released for publication. These practices include the publication of student names with their favorable accomplishments, such as honor rolls and awards. If a parent does not wish to have their child's name and record information published in such reference, the parent(s) must provide that written request to the school principal by the Tuesday following Labor Day.

Student Insurance Programs - (BOE Policy JGA)

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

Student Records

All student records are available for inspection by the parent or legal guardian of the student upon request.

Suspension or Expulsion (Reasons for)

A student may be suspended or expelled, for reasons set forth by Kansas law, by the following personnel: superintendent, assistant superintendent, principal, assistant principal or director. Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a teacher, peace officer, security officer or other school authority if the disobedience results in disorder, disruption or interference with school operation; and/or
- Possession of a weapon at school, on school property or at a school sponsored event.

Suspension may be in-school or out-of-school. Suspension in-school is the isolation of students from social interaction and

participation in school activities. In-school suspension is a permissible alternative to handle some student infractions. Principals may utilize in-school suspension as a deterrent to inappropriate behavior.

Technology

Use of technology equipment by students is a privilege, not a right. Privileges may be suspended for vandalism or unacceptable use.

Telephone Use

The school office phone is for school business or emergency use only. Students must have permission from their teachers before going to the office to use the phone. Parents are asked to give their children any special instructions for the day before the children leave home for school. Students cannot be called to the telephone during school hours. However, in an emergency, messages may be given to students. School offices are extremely busy at the end of the day. Please keep this in mind and try to make your after-school arrangements prior to the start of the school day with your child.

Textbooks and Library Books

Parents may either rent or purchase textbooks for their children. Rental textbooks will be issued to students at the beginning of the school year and must be checked in at the end of the school year. Students who qualify for free breakfast/lunch also qualify for free textbooks. Addresses of textbook publishers may be obtained from the school office.



Textbooks and library books are to be kept clean and handled carefully.

A replacement fee will be charged for abuse, misuse, or lost books.

Unpaid Meal Charges

*Not applicable to pre-k

The McPherson School district wants children to be nourished and prepared to learn. However, the district must also be financially responsible to the patrons. Federal policy guidance memo SP-46-2016 requires the district to inform families of the delinquent and bad debt policies for unpaid meal charges. McPherson Schools will implement the following charge policy beginning July 1, 2019.

Students whose balance reaches a \$0.00 amount, will not be allowed to purchase a la carte items. At the end of the month, each student with a negative account will have it reconciled to a zero balance by debiting their student fee account. Principal/Food Service staff member will be notified when the student reaches a negative balance and may contact the family to evaluate if there are other challenges facing the family. Alternate meals will not be served.

Automatic low balance phone calls and email alerts will be sent on Monday when the student account has a + \$3 balance. Delinquent reminders will be sent Monday, Wednesday and Friday automatically when the student's account is negative. Paper reminders will not be sent home. Lunch accounts should be in a positive balance on the last day of school.

Video Usage For Instruction

Commercially-made videos/DVDs/Blu-Ray discs may be shown, in whole or in part, for instructional purposes* within the following guidelines:

- Movies rated G--PreK-12
 - Parent notification or permission not required
- Movies rated PG—Grade K-7
 - Parent notification or permission not required
 - Principal approval required
- Movies rated PG-13—Grades K-5
 - Not allowed to be shown
- Movies rated R—Grades K-7
 - Not allowed to be shown
- Movies, which are not rated, such as documentaries, may be shown in grades PreK-12 without parent permission, as long as the movie is tied to class outcomes and is age-appropriate (teacher will use professional judgement and/or consult with principal to determine age-appropriateness).
- Non-commercially-made video content (ie. Ted Talks/You Tube videos) may be shown, in whole or in part, for instructional purposes* within the following guidelines:
- Online video content may be shown in grades PreK-12 with principal notification, as long as the content is tied to class outcomes and is age-appropriate. Parental notification is not required.

Instructional Purposes

- Teachers should ensure the movie has a clear, direct link to course content/outcomes/standards. Teachers should include the movie in his/her lesson plans.
- Teachers should take care to not use a movie in its entirety, when a clip will fulfill the needs of the lesson.
- Teachers should be aware of all content of the movie prior to showing to students (best practice = view the movie).
- Teachers will provide an alternate assignment to students whose parents request they not view the movie.
- Teachers should inform the principal/assistant principal when providing parent notification or permission.

Visitors at School

Parents are welcome to visit classrooms or eat lunch with their child. **Please check into the office and receive a visitor badge.** The suggested time length for classroom visits is **30 minutes or less.** In order to protect the educational programs from undue disturbance, visitors are requested to make visitation arrangements in advance through the school office. Children visiting must be accompanied by an adult. Parents are encouraged to take care of personal business with their children outside of the school day. For student safety, all visitors must check in the office upon entering the building.

Weapons

Students shall not possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity function or event. This includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year.

Withdrawals and Transfers

A family changing its place of residence outside of their elementary school attendance area should contact their school office in advance for the proper withdrawal procedure. If the transfer is within USD 418, the student's records will be transferred from his/her present school to the receiving school. Parents may request that their child remain in the same school until the end of the school year.

When leaving the school district, it will be necessary to obtain the student's progress report on the last day of attendance.

Parents should contact the school office in advance of a student's withdrawal. Upon request, the district discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

Any student leaving USD 418 prior to the last nine weeks of the school year is entitled to a prorated refund of any paid textbook rental fee.

Nondiscrimination Statement

McPherson USD 418 schools do not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. Anyone having questions regarding the above should contact:

Shiloh Vincent, 514 North Main, McPherson, Kansas, (241-9400), or your child's elementary school principal.

Additional Information For Pre-K

USD 418 Early Childhood Programs McPherson/Marion County Head Start

915 E First Street, McPherson, KS 67460
(620) 241-9590 Fax: (620) 241-9565

Director: David Brock

Coordinator/Assistant Director of Family Services: Sarah Chaires

Coordinator of Health and Safety Services: Rachel Dalton

Coordinator of Education: Jenny Smith

Marion Elementary School

1400 E Lawrence
Marion, Ks 66861
(620) 382-3771
AM or PM class

Hillsboro Elementary

812 East A
Hillsboro, Ks 67063
(620) 947-3981
AM or PM class
One 4 year old full day class

Washington Elementary

128 N. Park
McPherson, Ks 67460
(620)-241-9560
3 and 4 year old classrooms

Lincoln Elementary

900 N. Ash
McPherson, Ks 67460
(620) 241-9540
Two 3 and 4 year old combined classrooms (combo classrooms)

Roosevelt Elementary

800 S. Walnut
McPherson, Ks 67460
(620) 241-9550
3 and 4 year old classrooms

Eisenhower Elementary

301 E Wickersham Dr.
McPherson, KS 67460
(620) 241-9430
3 and 4 year old classrooms

Attendance

It is important that your child comes to school every day. Important learning activities are taking place. We don't want your child to miss these.

Regulations state that your child must attend **85% of the time**, which is 19 days out of 22 each month.

If your child cannot come to school, you must call the school as soon as possible and state the reason for the absence. If you have not contacted your school at the beginning of the school day staff will be contacting you to inquire why your child is not at school and offer support as needed.

After missing 10% of school days, there will be a meeting with your family and staff to try and help you find ways to get your child to school. If your child still misses too often, we may be forced to drop your child from the program and give the slot to another child with more regular attendance.

Authorized Pick-Up:

When you enrolled your child, you filled out a form naming the people who are authorized to pick up your child, they must be 18 years of age or older. This form is called "Emergency Contacts and Authorization to Pick Up."

We cannot let your child go with anyone who is not listed on the Release Form.

- If we don't know the person, we will ask for identification, such as a driver's license.
- **If you want to add someone, or take someone off of the list, you must do so IN WRITING and give it to your child's teacher or family advocate in advance of the first time that individual will pick up your child.**
- ONLY the PARENT/LEGAL GUARDIAN can make changes to the pick-up form.

Backpack

If your child has a bag or backpack, please send it everyday. If no backpack is available, please let us know and we will try to supply you with one. Teachers and Family Advocates will send notes home throughout the year. Please check your child's backpack daily for notes and other items.

DO NOT SEND:

- Toys
- Money
- Food
- Drinks

The program provides all toys and supplies your child will need. If a teacher has a special occasion to allow toys to be brought from home, they will let you know.

Clothing

Your child will be most comfortable in their play clothes. Children have accidents and get messy, so please send an extra set of clothes for your child.

Please send the following to school:

- Extra Clothes: **shirt, pants, underwear, and socks**
- Cold Weather: coat, mittens or gloves, and a hat

Child Guidance and Behavior Management

Young children can present challenging behaviors as they learn to behave appropriately in the educational setting. We are committed to using positive behavioral strategies when teaching young children how to manage their own behavior. Child guidance and classroom management decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe environment.

Positive behavioral strategies will typically include the following list. All staff will use strategies such as these in guiding and managing behavior of children in the classroom.

1. Using praise, encouragement and other means of recognizing appropriate behavior
2. Clearly stating expectations for appropriate behavior
3. Teaching children positive social skills through direct teaching, modeling and using practice with competent peers, including mental health and social skills curriculum in lesson plans
4. Providing children alternative choices and redirection away from inappropriate behavior and avoid power struggles with children whenever possible.
5. Developing classroom rules that are clear, reasonable and consistent, establishing the rules at the beginning of the program year (for full day/ year, introducing rules as new children begin) including children in the process
 - i. Rules will be posted in the classroom
 - ii. Posted rules will include pictures as much as possible (photos of children and drawings are appropriate)
 - iii. Establishing, modifying and teaching rules will be part of the regular lesson plans
 - iv. Rules will be consistent with program policies and procedures, including health and safety policies
6. Rules will be as few in number as possible with a focus on being broad statements, using large and small group times to be specific about how they are implemented. Staff will plan a safe and developmentally appropriate environment that supports pro-social behavior

Classroom Holiday Policy

Cultures and traditions are important to children and families when celebrating the holidays. When planning holiday celebrations, we want all children and families to feel welcome and supported, and free to share their ideas and know that their ideas are important.

Procedure

1. The holiday policy is discussed with parents at parent orientation.
2. On the first home visit, the teaching staff will ask families to share their cultures and traditions. Staff will use this information to plan how holidays will be celebrated.
3. Some holidays will not be celebrated at school. This information will be shared through classroom newsletters.
4. During holidays, parents are encouraged to share their ideas, as there are many ways to celebrate during the year. However, no gift exchanges will take place in the classrooms.
5. Each child's birthday is very special. Teachers will be sure that each child feels important on their birthday. If you would like to send something to help celebrate a birthday, you may send trinkets such as stickers, pencils, small toys, etc. Any kind of food will not be allowable, including candy.
6. Celebrating with nutritious foods made at school is very appropriate. Children will participate in preparing nutritious healthy snacks at school at least once a month.

Communication

Your child's teacher will send home regular communications through newsletters, Closed Classroom Facebook Page, and personal notes. This newsletter will contain information about the classroom, schedule changes, announcements, lesson plan information and other valuable information.

Regular communication will occur with the family advocate and other staff. Please be sure to check your child's backpack daily and make sure we have your current contact information in order to provide the best communication. Please notify us of the following changes:

- Address changes
- Name and phone numbers of emergency contacts
- Phone number for the family
- Transportation changes
- Daycare providers
- Custody changes (with supporting documentation)
- Name changes due to marriage or divorce
- Changes in health status
- Allergies
- Medications

Conscious Discipline

Conscious Discipline is built on three main premises:

1. Controlling and changing ourselves is possible and has a profound impact on others.
2. Connectedness governs behavior.
3. Conflict is an opportunity to teach.

Believing we must change ourselves first and model our expectations for other through self-regulation creates a classroom climate and culture that teaches the following beliefs and values:

Belief	Value it teaches
Changing ourselves is possible.	It is our choice whether or not to change.
We are in charge of ourselves.	We can become the person we want to be.
We are empowered by choosing to control ourselves instead of others.	Power comes from within.
When things don't go our way, we will seek solutions.	We are responsible for our feelings and actions. Our choices impact others.
We must teach children in order for them to learn to behave.	We teach others how to treat us. We cannot expect them to magically know how.
Conflict is an essential part of life.	Conflict and mistakes present us with the opportunity to learn a missing skill or let go of a limiting belief.
Love is the best motivator for learning and growth.	Love is more powerful than fear, cooperation is more effective than coercion and compassion is more powerful than competition.

For more information on Conscious Discipline please contact your family advocate.

Current Emergency Information

It is the parent's responsibility to see that emergency information is kept current at all times.

Curriculum

We would like to welcome you, as parents and guardians, to be actively involved in your child's education. You are your child's first and most important teacher. Your participation in the classroom and interaction with your child at home are a crucial part of your child's success.

We value your input regarding the curriculum concerns you may have, and what you want most for your child to learn while in our program. The program has adopted the Creative Curriculum and TS Gold for assessment. The curriculum is strengthened by parent and staff communication regarding children's strengths, interests, learning styles and needs. Sharing your observations from home will also help us gain valuable insight about your child's cultural background, interests, and temperament.

Custody

The law states that every parent has a right to his/her child. If you have a legal document that says one parent is not allowed to pick up the child, we must have a copy of that document. It has to have been signed by a judge and be officially stamped.

Diapers/Pull-ups

If your child is not completely toilet trained, please send enough supplies for each day in your child's backpack. If you need assistance in providing these items please let your classroom teacher and/or advocate know.

Drop Off and Pick Up Times

3 and 4 year Olds

- Doors open at 7:55
- ½ Day Pick-Up at 11:30
- Pick-Up at 3:00

Some schools may choose to do a soft release at 2:45 to allow for families to get to multiple buildings to pick up. If schools allow this please note 3:00 is still the official pick up time. Families are not allowed but not required to pick up students at 2:45.

Eligibility Information Requests

It is the parent's responsibility to provide all information required for enrollment in the program. Failure to provide such information within the established deadlines may cause a child to be put on a waiting list until all requirements/requests are met and they are eligible to fill an opening.

Emergency Medical Care

In case of accident or illness, our staff will contact you, the parent/guardian, or a designated person to take charge of your child.

At the initial home visit, you signed consent for emergency medical care for your child. Every attempt will be made to contact you before your child is treated. If we are unable to contact you, your child will be taken to the nearest hospital for treatment. It is important to let your family advocate know if any of the following changes occur:

- Your name, address, or telephone number
- Your place of employment and telephone number
- Name, address and telephone number of your child's doctor
- Name, address and telephone number of any emergency contacts
- Your health insurance information

Family Services

We want to help and support your family. Family advocates will ask you about your needs and goals. Family advocates will then help you plan to meet your needs and goals. We can help with the following:

- Food
- Budgeting
- Family crisis
- Ideas for new jobs
- Ideas for new housing
- Ways to go back to school, get your GED
- Obtaining health insurance or medical coverage
- Child development classes
- Clothing/Household needs
- Community Activities

We can also help you find resources in the community.

Health Checks

Throughout the school year, the health staff will complete vision, hearing, and height and weight checks.

Health Requirements

Parents are expected to comply with all of the program's health requirements. These requirements include: up-to-date immunizations, current physical, current dental, hemoglobin and lead test results. If assistance is needed to meet these requirements, please contact your family advocate.

Home Visits/ Parent-Teacher Conferences

Parents are expected to have at least two teacher home visits per year and two parent-teacher conferences per year. Your family advocate will schedule up to four home visits per year. We prefer to come to your home, but if necessary, other arrangements can be made.

Late Drop-off/Late Pick-up Policy

Teachers and classroom staff have meetings and other obligations before and after school. Please be considerate of them and drop off and pick up on time.

If children arrive late, you must sign in at the elementary school office AND in the classroom. If you are late picking up, classroom staff will do the following:

1. **Call the parents**
2. **If unable to contact parents, emergency contacts will be called.**
3. **After 15 minutes, your child will be taken to the office.**
4. **If your child is not picked up within 30 minutes of the end of their preschool session, at the discretion of the principal, police may be called to take the child into emergency care.**

Each elementary school has their own policy regarding dropping off children EARLY. You MUST speak to your classroom teacher and building principal for arrangements.

Please refer to individual school parking policies.

Medications

We encourage parents to make arrangements to give any needed medications at home, before or after school.

Over the counter medications such as cough drops, Tylenol, ointments, etc should not be sent to school with children and will not be administered by the staff at school.

If prescribed medication must be given during school hours, staff will administer the meds after these requirements have been met.

- Kansas law requires written permission from the parent and a signed order from the physician.
- The first dose of medication must be administered at home before being given at school to avoid an unexpected reaction at school.
- Medication must be brought to school by a parent.
- The medication must be in the original container supplied by the pharmacy or physician, stating the name of the child, the medication, the dosage, the time to be given, and the way it is to be given.

Nutrition

Children in the preschool program receive nutritious meals and snacks at school. The program receives federal assistance to serve these healthy meals. Meals served must meet nutritional requirements set by National School Lunch SDA's Child and Adult Care Food Program.

We welcome parents/guardians in the classroom and at mealtimes to eat with your child. The front office will need to be notified by 8:30am or as per building policy that you will be eating lunch and will be charged for the meal. We will accommodate you whenever possible.

It is very important that you let us know if your child has special nutritional needs. If you have questions about your child's meals, please contact the Health and Safety Coordinator.

Menus will be posted on a monthly basis. Each month, you will have the opportunity to see what is being served to your child.

Do not send food from home with your child. Our regulations prohibit us from having non-approved food items on site. If you have concerns about the food your child is receiving or feel that your child is not having his/her needs met at mealtimes, please consult your Family Advocate or the Health and Safety Coordinator.

Parent Involvement

Parent Participation is encouraged in five ways:

1. In the classroom or school as volunteers, observers, or paid employees.
2. In working with their children in their own home along with the family advocate or as an extension of the classroom teacher.
3. Attending parent and family activities/events.
4. Meeting with your family advocate developing a relationship that will result in identifying your family's strengths and needs.
5. In the process of decision making and operation of the program through electing and serving as officers of Policy Council, or from surveys/questionnaires from the classroom.

Children who are not enrolled may not stay in the classroom even if the parent is volunteering. This is a state licensing regulation.

Parent Meetings

- Parents are encouraged to participate in parent meetings and trainings.
- Policy Council is a group of elected parent representatives and community members working with staff to develop program policies.

Parent Rights

Parents have the right to:

- Be supported as the primary educator and nurturer of their child
- Be listened to and treated with respect and dignity
- Ask questions and receive information on any aspect of the program, including daily operations, policy making and budgeting
- Express needs and interests and receive a timely response from the program regarding those needs
- Express concerns about the program without repercussions to themselves or their child(ren)
- Offer any opinion or suggestion regarding any part of the program regarding those expressed needs
- Receive feedback on any suggestions or opinions regarding the program
- Refuse specific aspects of the preschool program
- Participation is encouraged as much or as little as possible
- Be treated as an equal with the staff in supporting the educational goals of children
- Know that all information gathered will be kept confidential
- Be welcomed and encouraged to participate in their child's classroom and/or other school activities.

Safety

Parents will be notified by telephone in the case of emergencies, other than health, as the situation allows. Local authorities, radio, and school district personnel at the Central Office will disseminate information as is appropriate to the public and parents.

Sign-In and Sign-Out

- Any non-parent picking up a child **MUST** be named on the pick up list and must be 18 years of age or older. Parents must ensure that their pick up person can show a picture ID to the staff upon request. When picking up a child, the pick up person must sign out, stating that they have accepted the child.
- All children must be signed in and out;

- Sign-In and Sign-Out is conducted on the ipad. In the event that the ipad is not working due to power outage or technical difficulties the classroom staff will utilize a paper sign-in/sign-out document.

Sunscreen

Sunscreen can be applied at school if there is a parent note or signed permission slip on file for their child. Permission slips will be provided at home visits. If sunscreen is needed it will be applied at least 20 minutes before going outdoors and reapplied every two hours.

Tooth Brushing

The preschool classrooms participate in a tooth brushing activity daily. A smear of fluoride toothpaste is offered to each child for the tooth brushing. Classroom staff will model tooth brushing to demonstrate proper brushing techniques for the children. The technique will allow children to practice brushing with the classroom staff as models. Daily tooth brushing prevents tooth decay and potential illnesses.

Transporting Your Child

According to state law children 3 and under must be in a five point harness. Children 4-8 must be in a car seat or booster seat dependent on weight and height. If you need help obtaining a car seat, please contact your family advocate.

If the classroom staff feels that you are intoxicated in any way, or feel that you are unable to safely transport your child, they will:

- Call one of your emergency contacts to pick up your child
- Ask you to come back with the proper car seat.

If you don't agree to do any of those things and take your child anyway, we will be required by law to report the unsafe situation to the police and/or child protective services.

Tuition

The payment fee for ½ day slots for 3 & 4-year olds is -\$250 The payment fee for full day 3 & 4-year old slots is -\$350 per month. You will receive a contract and it will require your signature agreement to pay the monthly tuition. You need to return the signed contract to the Early Childhood Office. Payments are collected for the months September through April. There are no payments collected for August and May to make up the difference for any holiday breaks taken throughout the school year. Payment is due on the 1st day of each month for the upcoming month. If payment has not been received by the 1st of each month, your family advocate, Coordinator of Family and Community Services, or the Director will contact you regarding your late payment. The Early Childhood Program does not send out monthly statements.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted of funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339. Additionally, program information may be made available in languages other than english.

To file a program complaint of discrimination, complete the USDA Program Discrimination Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form of letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov USDA is an equal opportunity provider, employer, and lender.

Volunteering

Parents are encouraged to volunteer in their child's classroom, school, or within the program.