

SEDAN ELEMENTARY SCHOOL
STUDENT / PARENT HANDBOOK

2009 - 2010

CHAUTAUQUA COUNTY USD #286

MISSION

Student learning is the chief priority of the Chautauqua County Community School District. Students, staff, and community will work collaboratively to see that all students learn in a safe, orderly environment of mutual respect and lifelong learning.

Motto

LEARN WELL TO LIVE WELL

Student Outcomes

- The student will demonstrate the intellectual abilities and technical skills necessary to function in society.
- The student will demonstrate a positive attitude toward life-long learning.
- The student's behavior will reflect a cooperative, responsible attitude toward living and working with others.
- The student will demonstrate the behaviors necessary to maintain good physical and mental health.

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W E L C O M E

This handbook has been prepared to provide parents, students, and all interested patrons information concerning the operation of Sedan Elementary School. It is our hope that the handbook will answer many of your questions about our schools. If any questions do arise concerning the information provided or if you have questions about items not covered, please do not hesitate to contact us. We at Sedan Elementary wish to cultivate an atmosphere of cooperation and open communication, and this handbook is an attempt in that direction.

Some items in this handbook are school regulations and some are requirements in State Statutes. Other items are policies as stated by Board of Education and are taken from the Board Policy Manual. They may be read in their entirety in the Manual. The Board Policy Manual is found in the Principal's office and may be read by any patron at any time.

I do want to take this opportunity to welcome you to our schools. For some of you this is a welcome back and to others it is an introduction. The faculty and staff of Sedan Elementary want to get acquainted with all of you very soon. We extend you an invitation to visit when you can. We want you to let us know when you have a problem, and we want you to let us know when you are pleased about something.

Let's all look forward to an enjoyable and beneficial year.

Sincerely,

Scott Hills, Principal

OUR GOALS

The staff of Sedan Elementary School strives to provide the best possible educational program it can for each child. In order to achieve this we have placed upon ourselves goals which we wish to achieve. These goals should be manifest in the work and progress of the students entrusted to us.

SCHOOL CLIMATE GOALS

To provide throughout the school a wholesome, stimulating, and productive learning environment conducive to academic achievement and personal growth of youth at different levels of development is a main goal.

We also want to provide a pleasant and satisfying school situation within which young people can live and work.

Productivity

Achieving basic skills
Developing constructive attitudes
Developing and expanding an
adequate knowledge base
Clarifying values and purposes
Utilizing inquiry and
problem-solving processes

Satisfaction

Gaining a sense of personal worth
Enjoying school as a pleasant
place to live and work
Gaining rewards from
participation in worthwhile
activities

General Climate Factors

As you walk into Sedan Elementary School and try to gain a sense of its prevailing climate, what would you look for? Along what lines would you assess its positiveness or negativeness?

We suggest that you look for at least eight factors which comprise the schools' climate and determine its quality. They result from an interaction of the schools' programs, processes, and physical conditions.

Ideally, there should be evidence of:

1. RESPECT. Students should see themselves as persons of worth, believing that they have ideas, and that these ideas are listened to and make a difference. Teachers and administrators should feel the same way. School should be a place where there are self-respecting individuals. Respect is also due to others. In a positive climate there are no put-downs.
2. TRUST. Trust is reflected in one's confidence that others can be counted on to behave in a way that is honest. They will do what they say they will do. There is also an element of believing that others will not let you down.

3. HIGH MORALE. People with high morale feel good about what is happening.
4. OPPORTUNITIES FOR INPUT. Suggestions are always welcome. Not all persons can be involved in making the important decisions. Not always can each person be as influential as he might like to be in the many aspects of the school's programs and processes that affect him. But every person cherishes the opportunity to contribute his or her ideas and to know they have been considered.
5. CONTINUOUS ACADEMIC AND SOCIAL GROWTH. Each student needs to develop additional academic, social and physical skills, knowledge, and attitudes.
6. COHESIVENESS. This quality is measured by the person's feeling toward school. Members should feel a part of the school. They want to stay with it and have a chance to exert their influence on it with collaboration with others.
7. SCHOOL FLEXIBILITY. The school is flexible in that it is growing, developing, and changing rather than following routines, repeating previously accepted procedures, or striving for conformity. Diversity is valued. The "new" is not seen as threatening, but as something to be examined, weighed, and its value or relevance determined. The school should be flexible enough to change when necessary with an absence of stress and conflict.
8. CARING. Every individual in the school should feel that some other person or persons are concerned about him as a human being. Each knows it will make a difference to someone else if he is happy or sad, healthy or ill.

WHY RULES AND REGULATIONS

It is our belief that most individuals strive to live an orderly life and strive to meet the expectations of the society. THIS HANDBOOK IS WRITTEN TO COMMUNICATE TO STUDENTS AND PARENTS THE SCHOOL'S EXPECTATIONS SO THAT AN ORDERLY AND EFFECTIVE SCHOOL SOCIETY MAY BE MAINTAINED.

Schools exist to assist young people in gaining a formal education. In order for the learning process to be preserved and learning to proceed, it is necessary that students behave in a proper way. The following rules exist either because state law and board policy dictate or because the administration and faculty feel they must exist to preserve the learning process. Students who enroll at the Sedan Elementary School are expected to follow the rules and regulations as defined in this handbook.

****Successful students follow school rules in and out of the classroom.**

HOMEWORK

Homework is never to be used as a punishment. In order to achieve the educational objectives of the school, the home and the school need to work together in a close partnership. When homework is assigned, it will be done by the Teacher with the amount and frequency determined on the basis of pupil needs. These needs may arise when:

1. Absence necessitates make-up work.
2. Pupils are not working up to expectancy.
3. A particular difficulty is to be overcome.
4. Pupils are to be encouraged to broaden their understandings.
5. Specific abilities in individuals are to be developed.

DAILY SCHEDULE

Pupils should not arrive at the school before 7:40 a.m. unless they are participating in our breakfast program. If it is necessary for children to arrive before 7:40 a.m., special permission must be obtained from the principal. At 7:50 a.m. the children are to go to their designated room until school starts. There will be no supervision on the play areas before school.

School begins at 8:00 a.m. Promptness is a virtue all should master. All children are to be present in their classrooms at this time. Tardiness begins at 8:00 a.m. The school bell will ring at 7:50 a.m. to allow students to go to their classrooms. School will be dismissed at 3:30 p.m. Parents should insist that their children leave the school grounds immediately after dismissal unless they are detained by the teacher.

ENROLLMENT

Children must be five years of age as of August 31st of the present school year to be eligible for enrollment in the kindergarten class. Proof of age must be given by the birth certificate.

Children must be six years of age as of September 1 to be eligible for the first grade or have attended one year of kindergarten in a public school kindergarten in another state.

Policies and Regulations to Pupils Riding the Bus:

- *The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and courteously.
- *The driver may assign a seat to each student; each student must be provided with a seat.
- *Pupils must be on time - the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
- *Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- *Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands.
- *Outside of ordinary conversation, classroom conduct is to be observed.
- *Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean at all times.
- *Pupils must not try to get on or off the bus or move within the bus while it is in motion.
- *When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
- *Any damage to the bus is to be reported at once to the driver.
- *During severe weather periods, parents and students who ride the bus are requested to listen to radio station KGGF, Coffeyville, KS, for reports on the closing of school.
- *Students riding the bus may NOT leave the school grounds at any time in a private vehicle after the bus has unloaded without permission from the building principal.
- *Bus drivers will not travel roads which appear to them dangerous and impassable.
- *Students may not get off the bus before their intended location without prior notification.

Penalties Per Year:

- 1st Offense: Verbal warning and 2 lunch detentions
- 2nd Offense: Friday school and "Not in Good Standing."
- 3rd Offense: Step 1 on Discipline Policy and removal from bus for a minimum of 3 school days.
- 4th Offense: Removal from bus for 7 school days and "Not in Good Standing" for one week.

Continued bus disruptions will result in the total loss of bus privileges.

TOYS AND TRINKETS

These should not be brought to school without permission from the teacher. They may be confiscated if considered a nuisance.

LOST AND FOUND ARTICLES

Taking care of personal property is a big problem in every school. The best answer is in the development of responsibility on the part of each pupil for taking care of his own things. But in spite of the best teaching along this line, coats, overshoes, gloves, caps, books, and such things do get separated from the owner. The most important aid in handling strange property is to have it clearly marked with the owner's name. When so marked, property can be immediately returned; otherwise, it must be handled at the office or placed in a lost and found box.

STUDENT DRESS

Student dress and attitudes are affected by general environment. The children must have pride in the work which they are doing. We wish to encourage children to dress properly, be neat, and work to develop pride in their well being, their means of education and their school. Boys and girls will remove hats or caps while in the school buildings.

DRESS CODE: Grades 4-6

Successful students wear clothing that does not distract the learning of others. Students are to wear clothing that does not expose midribs or underwear. Grade school students may wear appropriate length shorts till Daylight Savings Time ends on November 4th. They can then wear shorts again when Daylight Savings Time starts on March 9th. Alternative clothing will be issued to violators.

HOME REPORTS

The purpose of reports to parents is to help the child develop to his full capacity within the school situation. These reports and the aims and objectives of the reporting system need to be understood. Understanding can best develop through personal contact with the child's teacher or principal. Our Parent-Teacher Conferences are used for this purpose.

Through testing and various other types of evaluation, the school tries to determine a child's ability and then through appropriate experiences help the child work to the limit of his expected capacity. This becomes the basis for determining if we can expect more of a child or if he is working at his ability level.

VISITATION OF SCHOOL

Each school faculty member encourages visits by parents to the school office or classrooms. Better understanding will result when parents and teachers meet and discuss mutual concerns. The best procedure is to contact the teacher or the principal, through the school secretary, and make arrangements. All parents are especially encouraged to visit when special invitations are sent such as for a room program, music program, etc. When parents or other visitors come into the school buildings, we request that they make their presence known at the office first.

SCHOOL PARTIES

Parties are held on several occasions. Room mothers and/or fathers and the teachers are in charge of the Christmas and Valentine parties. Arrangements for classroom birthday parties are to be made in advance with the classroom teacher.

BICYCLES

Bicycles which have been ridden to school, are to be parked in the bicycle rack and not removed until the child is ready to leave for home. Bicycles are to be walked, not ridden, and skateboards are to be carried on the sidewalks until you are off school property.

USE OF SCHOOL TELEPHONE

Parents should feel free to call the school concerning any matter dealing with their children and the school. The office telephone is for conducting school business.

Only in very special cases will students be called from their classroom to answer a telephone call directed to them. Also, only in cases of serious need will students be allowed to use the phone as such practice interferes with conducting school business in the office.

When wishing to contact a teacher or pupil by telephone, the best approach would be to have the person who answers take the name and phone number and have the teacher or pupil call back at a convenient time. In this manner the instruction in the classroom will receive the least amount of interruption. In some instances the person who answers may convey a message to the teacher or pupil and thereby eliminate disruption of the instructional program.

We discourage children calling parents after school in order to secure permission to accompany another child home. We feel this should be discussed personally with the parents prior to coming to school. This has become a problem in the past.

We ask that parents not call and ask a message be given to their child unless it is an emergency. Students will not be allowed to call home unless there is an emergency. Your cooperation is appreciated.

Due to the heavy demands of the office between 1:45 p.m. and 3:10 p.m., it is difficult or impossible to deliver messages. In order to increase the likelihood that students receive messages, parents should make every effort to call before 1:45 p.m.

Cell Phones

Cell phones should be turned off during the school day and kept in the students' backpack. In case of an emergency, the student will be allowed to use his/her cell phone with permission from the teacher. If these guidelines are not followed, the teacher will take the student's cell phone to the office and the parents will have to come pick it up.

*1st time - student will receive a warning

*After receiving the warning, any other incident will result in a 30 minute detention at Friday school.

Roller Shoes

Parents, please do not allow your child(ren) to wear roller shoes to school. It has proven to be a safety issue where others are involved and at the same time they are hard on the carpeting in the school.

Cyberspace Violations

Students are prohibited from using any unauthorized websites or blogs on school computers or using school e-mail address at any time. Students must have Board approval to use any type of school logo on their personal web site. Any inflammatory, sexual, predatory remarks or threats about students and/or staff will be dealt with according to the Discipline Policy, as well as reported to the Police.

PICKING UP YOUR CHILD AT SCHOOL

Parents that have special requests concerning who may or may not pick up their child at school need to make that concern known to the main office. The child's teacher also needs to be made aware of this. This information should be on the enrollment sheet; but if a special request comes up after enrollment, please send a written note concerning this matter.

IRREGULAR DISMISSALS

The school will try to send a note home if the regular dismissal time is to be changed or a holiday is about to begin. This information should also be in the Sedan Times Star paper. Parents should also make certain that they have consulted the school calendar for holidays.

Parents needing children to be dismissed at an irregular time must come to the office, be identified, and have the children called to the office or a signed note from the parent must be received at the office. Teachers will not dismiss any child from school at an early time without notice from the office. This practice is to prevent unauthorized persons from picking up a child at school. The practice of calling the school to have a child sent home at an early time will not be accepted unless no other means is available for the parents to secure the child. An "early check-out" sheet will be located on the podium outside the office door and the parent or guardian will need to sign this before the child leaves the school.

FIRE DRILLS / TORNADO DRILLS

At least once a month fire drills are held at the school to acquaint the students and staff with proper evacuation procedures in case of fire.

During the period of the year when there is general concern regarding tornado weather conditions, drills are held at school to acquaint pupils with procedures to take for protective cover. Our school has a plan to place pupils where the least likelihood of harm will occur.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. School closing, delayed starting time or dismissal information will be sent to everyone using our School Reach program which calls all households with this information. School closings will also be announced on radio stations KGGF-690 AM and KYSM-100 FM. If no report is heard, it can be assumed that school will be in session. PLEASE DO NOT call the school; telephone lines must be kept open for emergencies.

SCHOOL LUNCH PROGRAM

The school conducts a hot lunch and breakfast program in agreement with the program as out-lined by the government. In order to carry out the agreement as we have it, the following policy has been established by the school:

1. If there are any "seconds" the children must return an emptied tray in order to receive some.
2. Children will be encouraged to clean their trays.
3. Reduced or free meals will be given to those children who have made proper application.*

*Families who qualify for free or reduced priced meals may get application forms at the school office or the food service director's office. These applications must be filled out and returned to either one of these offices as soon as possible in order to allow time for approval. The applicant will be notified by mail as to their qualification.

Students may bring sack lunches and eat in the cafeteria. If they would like a carton of milk with their lunch it will cost \$.30 a carton.

Prices for lunches and breakfasts for the 2009-2010 school year will be as follows:

LUNCHES:	Full price - \$1.75
	Reduced price - \$.40
BREAKFAST:	Full price - \$ 1.10
	Reduced price - \$.30

The Food Service Director will send home a notice when your child's credit for meals reaches \$5.00. We ask that you pre-pay for the meal program at school. If your child's meal account reaches a zero balance, your child WILL NOT be turned away from a meal at school. They will be served a sandwich until their account allows them to eat regular meals.

CAFETERIA BEHAVIOR

Students are to behave in the cafeteria in the same manner which is suitable in all other school activities. Listed are other rules of the cafeteria:

1. Throwing food will not be tolerated.
2. Students may visit with other students as long as they talk in a normal voice. No yelling or screaming.
3. Students will pick up their own trash from lunch and clean their own tray before leaving the cafeteria.
4. Students will honor all reasonable requests from all school personnel.

TARDY POLICY

Maximum of 5 tardies per semester

Punctual and regular attendance to school prepares students for tomorrow's work force. Students who come late to school miss valuable instruction and work time, and often experience difficulty in catching up academically. For this reason the following policies are in effect starting the fall of 2004.

Procedure for Tardies

1 st and 2 nd tardy	Teacher / Student consequence
3 rd tardy	Teacher consequence Parent Letter #1
4 th tardy	SAT meeting with parent / child Detention time assigned for students in Grades 3 rd - 6th
5 th tardy	Principal referral for truancy

Sedan Public Schools Attendance Policy

K.S.A. 72-1111 requires every parent who has a child who has reached the age of seven years and is under the age of 18 years to have that child attend school. It is expected that every student will be in school each day. A parent note is required for students who are absent from school. Failure to call or provide a note within 24 hours of returning to school will result in the absence(s) becoming unexcused.

Procedure for Excused / Unexcused Absences

0-7 Days Absences	Student remains in good standing
Additional days of absences	*Student meets with attendance committee after 8 absences *Doctor's note required for consecutive absences over 3 days *Committee determines the need for make-up time after school
Make-Up Instruction Time	Assigned attendance to Friday school in the Elementary counselor's room or to after school program tutoring

****Successful students attend school regularly and on time.**

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

AFTER SCHOOL DETENTION

When it becomes necessary to detain a pupil after school for an extended period of time, the parent will be notified. Occasions such as these may result from the need of the pupil to complete some phase of school work or detention due to infraction of some school policy.

Levels of Disciplinary Action

<p>Level 1</p> <p>Students will show respect for self and others</p>	<ul style="list-style-type: none"> *Non-compliance *Disrespect *Bullying / Teasing/ Name-calling 	<p>Referred to problem solving room</p> <ul style="list-style-type: none"> *1-hour limit per day *Maximum 3 per 9-weeks <p>Student generates plan to correct behavior</p>
<p>Level 2</p> <p>Students will make responsible choices</p>	<ul style="list-style-type: none"> *Repeated Level 1 infractions <p>Repeated referrals within the same day</p> <p>More than 3 referrals to problem solving within a 9-weeks; observed pattern of disruptive behaviors</p>	<p>Lost recesses / privileges assigned up to 10 days</p> <p>Student referred to Student Assistance Team; behavior management plan developed</p>
<p>Level 3</p> <p>Students will practice self-discipline and citizenship</p>	<ul style="list-style-type: none"> *Unexcused absence on field trip days *Fighting / Threats *Tobacco (use/possession) *Profanity *Stealing *Sexual harassment *Cyber violations 	<p><u>Referral to principal:</u></p> <ul style="list-style-type: none"> *assigned to Friday school for 8 hours <u>AND</u> *2-weeks of "Not in Good Standing" status <p>Referral to law enforcement</p>
<p>Level 4</p> <p>Students will feel safe at school</p>	<ul style="list-style-type: none"> *Weapons *Drugs 	<p>Referral to principal and law enforcement</p> <p>Weapons policy violations carry a penalty of up to 186 days out of school suspension</p> <p>Drug violations result in long-term expulsions</p>

****Successful students learn from their mistakes and make positive behavior choices.**

SUSPENSION

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal, or other certified employees. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee.

ASBESTOS INFORMATION

The EPA required schools to look for asbestos building materials in 1987. The District did such an inspection in 1988 and had a Management Plan done to insure that asbestos is either removed or kept in good condition.

Asbestos is present in all district buildings. However, it does not pose a health problem at this time, because the district has taken the necessary steps and precautions to insure safety.

More detail is available in both the school offices and the District Office. The public may review the asbestos document and/or visit with Tom Lyons, the LEA Designated Person or Scott Hills, District Asbestos Administrator.

YOUR CHILD'S HEALTH

*Children who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to decide whether or not a child should remain in school.

*No child will be taken home or sent home until parents or another responsible person is contacted at home or work. Parents should have recorded on the Emergency contact sheet a telephone number of a friend, neighbor, or relative to call when the parent cannot be reached.

HEALTH SERVICES

Health services offered by the school are:

1. Hearing test
2. Vision screening
3. Scoliosis screening
4. Dental health awareness
5. Routine checks for control and prevention of communicable diseases
6. Head lice checks

FIRST AID

First aid may be administered to students by school employees only in case of emergencies. First aid will be limited to the applying of simple bandages or infection preventives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

SCHOOL MEDICATION POLICY

Under the Kansas Nurse Practice Act, 65-1113, we cannot give any medication at school without the proper authorization. The school has stated that the diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel without proper authorization. The following procedures must be followed if your child needs to take doctor-ordered medication during school hours.

They must have the Permission for Medication form completed and on file. No medication is permitted to be given or taken without this completed form.

Students are not allowed to keep medication in desks, lockers, purses, etc., or on their persons. All medication must be in its original container clearly marked by the pharmacy.

All medication will be kept in the office; absolutely no over-the-counter drugs will be administered at school.

Additionally, we try to encourage the student to be responsible and come to the office at the time medication is needed.

PERMISSION FOR MEDICATION

NAME OF STUDENT _____

SCHOOL _____ GRADE _____

TEACHER _____

MEDICATION _____ DOSAGE _____

DATE MEDICATION STARTED _____

TIME OF DAY MEDICATION IS TO BE GIVEN _____

DATE _____

SIGNATURE OF PHYSICIAN

I hereby give my permission for _____
to take the above prescription at school as ordered. I understand that it
is my responsibility to furnish this medication. I further understand that
any school employee who administers any drug to my student in accordance
with written instruction from the physician or dentist shall not be liable
for damages as a result of an adverse drug reaction suffered by the student
as a result of administering such drug.

DATE _____

SIGNATURE OF PARENT/GUARDIAN

NOTE: The medication is to be brought to school in the original container
appropriately labeled by the pharmacy, or physician, stating the name of
the medication, the dosage, and times to be administered.

OTHER SERVICES

1) School Psychologist:

The services of the school psychologist include counseling and consulting with parents, teachers and pupils. The school psychologist may be involved with individual as well as group counseling. The school psychologist can provide short term counseling and/or make referrals to other agencies.

2) Special Education:

Special education services are available to our district and our students who qualify and have a need for such services. Our district may serve students that have learning disabilities, or speech or language impaired, mentally handicapped, gifted, behavior disordered, health impaired, etc.

Before students can receive these services, they must be referred to the building intervention/consultation team which will recommend interventions and modifications to help meet the students needs within the regular classroom. If interventions are not successful, the team may refer the student for a special education evaluation. Before the evaluation can take place, parental permission for testing has to be obtained. If special education placement is needed for the student to benefit from their education, then placement is recommended to the parent.

Teachers, parents, counselors and administrators may make a referral to the intervention team.

a) Speech Therapist:

Remedial speech and language services are available to the children of the district. Any of the following speech and language problems may be considered when children are scheduled for therapy:

1. Articulation problems:

- a. The child may omit a sound, say "at" for "cat."
- b. The child may substitute one sound for another, say "wabbit" for "rabbit."

2. Voice problems:

- a. The child's voice may be too high, too low, too soft, or sound hoarse.

3. Stuttering problems:

- a. The child may repeat sounds or parts of sentences or he may prolong them and this interrupts the smooth flow of speech.

4. Language problems:

- a. The child may have delayed vocabulary development or problems putting together words to form sentences.

The speech therapist will test all those children who have been in therapy previously. All other children, upon referral by the teacher and/or parents, will be tested.

b) Special Education Resource Room:

Some children are able to accomplish more in their school work because of their ability, while others may have difficulty. This is by no means a condemnation to any child.

In order to help the child who is having difficulty in school, special education classrooms have been designed to help the child.

The amount of time that a child may spend in the special education resource room will depend upon the type of program needed for the child. Some children with just a small amount of extra help are able to be successful in school. Others may need to be in the classroom for a greater length of time during the school day. While the child is spending school time in one of these classes, he will be assigned the rest of the school day to a regular classroom, as defined by the child's Individual Education Plan (IEP).

c) Gifted:

A program inaugurated in the district schools in compliance with State and Federal Guidelines is the Gifted Program. This program is to be an assistance to those students with very high academic ability. These students are able to work beyond the abilities of the average student. Parental permission is required before any child may be tested for this program.

Homebound Students

A child, who may be absent from school for a considerable length of time, may receive a "Homebound Teacher" provided such services are approved by the doctor. The application for this service must be made by the parent at the district office and approval granted before such services are obtained.

Title I Reading, Math and Language Arts (Literacy Center)

These are remediation programs available to non special education students that test below average in one or any combination of reading, math and language arts skill areas. Eligible students are provided with individual instruction in an effort to improve below average scores.

After School Study Hall is also available for students in Grades 3-6 to work on any homework or to receive one-on-one instruction from a teacher.

Directory Information

Unless the parent, guardian or individual acting as a parent, or eligible student notifies the school principal differently, in writing, the following information will be considered "directory information" and could conceivably appear in a school directory, yearbook, newsletters, sports and activity programs and brochures, public relations information and other school related publications that are printed for distribution to the student body or general public.

Directory information may include: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, attendance record, ROTC rank, weight and height of members of athletic teams, dates of attendance, degrees and awards received, athletic and scholastic honors, most recent previous education or institution attended by the student and other similar information.

SCHOOL SAFETIES ACT

The USD #286 district will attempt to protect students, staff and school property from possible injury or damage. Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbance from occurring in school buildings or trespassing on school grounds. The district shall attempt to cooperate with law enforcement in security matters and shall report acts committed at school or at school sponsored activities which pose a threat to safety and security. As required by the Kansas Safe Schools Act, a referral will be made to local law enforcement for fighting and threats that occur at school or school sponsored activities.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Students who believe that they have been subjected to sexual harassment should discuss the problem with their principal or guidance counselor. If students feel that the situation has not been resolved in a reasonable amount of time, then the student should contact the next person in authority.

WEAPONS POLICY:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any firearm, knife, razor or destructive device (meaning any explosive, incendiary or gas bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices) or 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 (185 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The superintendent shall conduct expulsion hearings or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the law enforcement agency(ies); will have their driver's license suspended for one year and if a juvenile, reported to SRS.

Definition of Firearms and Destructive Devices:

As used in this policy, the term "firearm" means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

MIND ALTERING CHEMICALS: (Alcohol, Drugs, Inhalants, etc.)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P>L> 102-226, 103 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions: (a.) A punishment up to and including short terms suspension; (b.) Suspension from all student activities for a period of not less than thirty days.

2. Second Offense. A second time violator shall be subject to the following sanctions: (a.) A punishment up to and including long term suspension; (b.) Suspension from all student activities for a period of not less than one semester or 120 days. (c.) A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

3. Third Offense. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions: (a.) A punishment up to and including expulsion from school for the remainder of the school year; (b.) Suspension from participation and attendance at all school activities for the year; (c.) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

**SAFETY HOTLINE FOR SCHOOL VIOLENCE
1-877-626-8203**

TOBACCO USE

Smoking by students and or the possession and use of any tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. Students who are in violation of this policy will be assigned from one to five days of in-school suspension and may be reported to the appropriate law enforcement agency.

BUILDING EVACUATION PLAN I (STAY IN SEDAN)

If it is necessary to evacuate a school building but not leave the city of Sedan, the following procedure will be followed:

1. (A) Elementary School will go to the Methodist Church
(B) Middle School will go to the Baptist Church
(C) High School will go to the Christian Church
(D) Vocational Building will go to the Christian Church
2. Parents are not to try to pickup or contact students.
3. Information on the status of the school day will be available on KGGF 690, Coffeyville or KYFM 100, Bartlesville radio stations.

EVACUATION PLAN II - (OUTSIDE SEDAN)

When notification is received in any building of the necessity to evacuate, not only the buildings but the town; the following procedure will be used:

1. Notify the central office; they will then contact
 - a. Elementary 725-5611
 - b. Cafeteria Extension 612
 - c. Vocational Extensions 221 & 613
 - d. High School 725-3186
 - e. Bus Barn Extension 224
 - f. Sheriff's Office 725-3108
2. Buses will be brought around to load students by the driver assigned to that bus.
3. Students will be loaded on buses and transported to the nearest school district that is available; that would be Moline, Cedar Vale or Caney.
4. Parents and guardians will be notified of the time of return of the students over the following radio stations:

KGGF - 690 COFFEYVILLE
KYFM - 100 BARTLESVILLE
5. Parents and guardians are asked not to try and pickup students or to contact the school.