

WELCOME

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Dear Students and Parents:

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

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

“HAVE A GREAT YEAR”

Your administration

USD #247, Cherokee, KS, does not discriminate on the basis of race, color, national origin, sex, handicap, or age in admission or access to , or treatment or employment in its programs or activities. Any questions regarding compliance with Title VI, Title IX, or Section 504 may contact at the address below:

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

ABSENCE FROM SCHOOL

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

School attendance has a great impact on student success. Parents of students with low daily attendance will be notified by the attendance officer. Continuous low daily attendance could be reported to SRS and/or County Attorney. Long-term health absences should be reported to the school office.

ALCOHOL, TOBACCO, DRUGS

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

ARRIVAL AT SCHOOL

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

BAND INSTRUMENTS

All band instruments should be taken home nightly. USD 247 is not responsible for instruments lost or stolen at school.

BEHAVIOR ON THE BUS

Refer to Parent and Student Transportation Guide.

BOOKS

Students rent textbooks owned by the district. At the end of the year, a fee will be charged for a book that has been damaged or defaced in any manner. A replacement cost is based on the actual cost of the book. During the first year of use, we will require payment equal to 100% of the book's

purchase price, during the second year an 80% payment, third year 60%, fourth year 40%, fifth and succeeding years 20%.

BUS TRANSPORTATION

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

CHANGE OF ADDRESS/TELEPHONE

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

CHEERLEADERS

Cheerleaders will be chosen from grades 6 and 7 in the spring before the end of the school term. They will be elected by qualified persons from outside the school system under a procedure to be specified by the cheerleader sponsor. Only judges and sponsors will be allowed at tryouts. Cheerleader uniforms will be furnished by the school, parents will be required to furnish shoes and other miscellaneous items. Cheerleaders must meet KJHSAA eligibility standards for grades and health. The cheerleader sponsor, with the approval of the principal, will develop other rules and expectations as deemed necessary for a successful squad.

CHECKING OUT OF BUILDING

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

CLOSED CAMPUS

Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until

dismissal or until they are picked up by the bus. Students must bring a written parental request to the office to leave the school campus for any reason.

DISCIPLINE

We try to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students are expected to obey school laws, rules, and regulations of the Board of Education. Teachers are required to maintain discipline and comply with the laws and regulations relating to the operation of the school. Students' behavior disruptive to the classroom and educational process may necessitate the following steps or disciplinary actions:

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

FIELD TRIP PERMITS

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

EMERGENCY PROCEDURES

FIRE DRILLS

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

TORNADO DRILLS

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

GRADE CARDS

- A. Grade cards or progress reports are given at the end of each nine week period.
- B. Grade cards or slips must be brought back to school signed on the indicated space by a parent or guardian.
- C. Unsatisfactory work is reported as the need arises without waiting for the end of the nine-week reporting period.
- D. Progress Reports will be issued to Jr. High students at mid-term of each nine-week period for unsatisfactory work/progress.

GRADING SYSTEM

Grades one and two:

- E - Excellent Progress
- S - Satisfactory Progress
- N - Needs to Improve

Grades three through eight:

- 100-90 A - Excellent Work
- 89-80 B - Above Average Work
- 79-70 C - Average Work
- 69-60 D - Below Average Work
- 59-below F - Failing

GUESTS

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

HEALTH SERVICES

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

- Hearing screening
- Vision screening

- Dental screening(all grades)
- Height and weight screening
- Immunization updates(all grades)

Vision screenings are performed on students in grades K,1,3,5,7,9 and 11. Hearing screenings are performed on students in grades K,1,2,3,5,7,9, and 11.. Upon request from a teacher or parent, any student in the other grades will be screened. Parents will be notified of any abnormalities found during any screening.

Scoliosis screening:

Scoliosis screenings are used to detect abnormal spine curvature. These screenings will be for 5th and 7th grade girls, and 8th grade boys. Parents will be notified of any abnormalities found during the screening.

HONOR STUDENTS

Records are kept of the academic grades of students in grades 6-7-8. All "A" and "A and B" honor rolls are published in area newspapers after each semester.

JEWELRY POLICY

Students may not wear jewelry in physical education classes. The definition of jewelry is the decorative ornamentation that might entangle during activity and cause personal harm or hurt others.

LOCKERS

Lockers are owned by the district. Periodic searches may be conducted by school personnel.

LOST AND FOUND

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

LUNCHES/BREAKFAST

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

SCHOOL BOARD POLICY ON LUNCHES

Students who are unable to pay for a lunch on a given day (days) may charge lunches and be allowed to eat. These lunch charges should be paid within one week after they are charged. If lunch charges are not paid within one week, the principal shall contact the parent requesting payment, inform them of the reduced and free lunch application process, and provide them with a copy of the policy.

If a second week elapses without payment, the principal shall contact the parent once again requesting payment and informing them that until they fill out the reduced or free lunch application, their child will no longer be allowed to charge lunches.

If a family applies for free or reduced lunches and does not meet criteria, or only meets criteria for reduced lunch charges, they may file an application requesting the district to waive the lunch charge. The request for waiver shall be acted upon by the Superintendent with the approval of the Board of Education.

MAKE-UP WORK

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

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

If parents desire to pick up homework for their child who is absent, they should contact the school office early in the school day to allow teachers ample time to write out specific assignments. Assignment requests should be for students who have been absent two or more days.

MEDICAL

Head lice

Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. They multiply fast, so they must be treated promptly. The average adult louse is dull gray or brown in color, it cannot fly or hop. When fully grown, it is about the size of a half grain of rice. A louse will normally live about 30 days, long enough to lay 50 to 150 eggs. They live on the human head only and

obtain their meals by stabbing the scalp, and sucking blood with their mouths. Head lice are acquired by personal contact with an infested individual or from infested garments such as coats, caps, scarves, etc. or articles such as combs and brushes. They may also be acquired from infested carpets, upholstered furniture or bed clothing. The school nurse, or delegated staff member, will perform periodic head lice checks, as needed. If a student is found to have head lice, he/she will be excluded from school until treated with an adequate pediculicide (shampoo). Upon return to school, students will be re-checked after 10-14 school days.

IMMUNIZATION AUDITS

Immunization audits are performed annually by the school nurse. If the audit reveals that a student's immunization status is incomplete, parents will be notified and will be given 90 days for the student to receive the required immunizations.

If, after 90 days of the first notification, the student's immunization status remains incomplete, the student will be excluded from attending school until compliance is met.

FEVER

Students will be sent home if found to have a temperature of 99.6 degrees or above accompanied by a headache, sore throat, nausea, coughing and sneezing, or other symptoms.

Any student with a temperature of 100 degrees or above shall be sent home even if there are no other symptoms. Bed rest and medical attention is advised if the temperature is above 100 degrees.

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

Aspirin is not advised to be given to any child due to the rare possibility of Reye's Syndrome, a rare, but sometimes fatal disease found to be associated with the use of aspirin or aspirin containing products in children.

EMERGENCY PROCEDURES FOR INJURIES AND ILLNESS

The school attempts to provide an environment in which your child will be safe from accidents. If an accident should occur, the school is responsible for the emergency handling

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

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

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

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

BEE AND WASP STINGS

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

ADMINISTRATION OF MEDICATION TO STUDENTS

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

1. **Medications will not be administered to any student during the school day unless a completed and signed Request to Administer Medication form is received in the school office.**
2. **A signature from the physician or dentist must accompany all prescription medications given during the school day.**
3. Medications will be given by the school nurse or delegated staff members only.
4. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by new physician and parent signatures as required, and a newly labeled pharmacy container.

5. **All medications, whether prescription or non-prescription, shall be brought to school in their original containers:**

- a. The prescription container shall indicate the physician's/dentist's name, the student's name, name of the medication, dosage, date filled, and Rx number. (When medication must be given at home and at school, parents should request two labeled containers from the pharmacist).
 - b. The student's name must be indicated on all non-prescription medication containers.
6. If the prescription medication is ordered to be given three times a day (tid), it is unnecessary to give the medication during school hours. The medication should be given before school, after school, and before bedtime. Therefore, medication prescribed to be given three times a day will not be given during school hours, unless specifically ordered to do so by the physician.
 7. The first dosage of any medication must be given at home. School personnel will not initiate the dispensing or administering of medication to students.

MONEY AT SCHOOL

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

PARENT-TEACHER CONFERENCES

There will be two parent-teacher conferences during the 2010-11 school year. The dates scheduled for these conferences are October 18-21, 2010 and March 7-10, 2011. If you should wish to have an additional conference with a teacher, please feel welcome to call the school and make an appointment.

PEP CLUB

The purpose of the pep club is to promote school spirit throughout the student body.

1. On the day of the game, students must sign a roster if they plan to ride the bus.
2. All members of the club must stay together and cheer together at the ball games.
3. All pep club members are to conduct themselves in a sportsmanlike manner at all times.
4. All members must ride the pep club bus to and from all ball games away from home, unless they have their parents contact the sponsor in charge. Students will be released to parents or guardians only.

PERSONAL PROPERTY

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

PETS AND TOYS

Pets and toys frequently constitute a problem around the school. Pets may only be brought to school under adult supervision and with the teachers permission.

PHYSICAL EDUCATION

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

PUBLIC DISPLAY OF AFFECTION

Public display of affection is discouraged and may result in disciplinary action.

PUBLIC PROPERTY

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

RIDING BICYCLES TO SCHOOL

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

SCHOOL DRESS GUIDELINES

We believe that our dress affects both our own and our classmates actions. Your dress reflects that quality of the school, of your conduct and of your school work. In many

ways the appearance of a person will influence the way they feel about themselves. The appearance of the student body will also make an impression on the way visitors feel about our school. A student's appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual. The following guidelines are to be used in planning wardrobes for school:

1. Practice good grooming habits and dress in a neat, clean and thoughtful manner.
2. Skirts, shorts, or other dress must be of an appropriate length and style as to not be a distraction to the educational process.
3. Holes above knees in pants and/or shorts must not expose skin or undergarments.
4. Shirts must not allow the midriff or underclothing to be visible and excessively loose under the arm.
5. Hats/head coverings are not to be worn in the building during the school day.
6. Clothing with writing which has alcohol, tobacco, sexual or other inappropriate overtones will not be allowed.
7. Pants and/or shorts must be pulled up above the hips-No sagging.
8. No chains can be worn.
9. Visible body piercings must not be disruptive to the educational environment or health/safety violation as determined by administration.
10. Footwear worn by students should be appropriate to maintain personal health and safety.
11. Judgements as to the appropriateness of any clothing under the guidelines above will be made by the administration. Disciplinary action will be taken as necessary to bring compliance with the policy.

SPECIAL EDUCATION SERVICES

Unified School District #247 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted. These services are provided our students through membership in the Southeast Kansas Interlocal #637. Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth. Acquisition of these services through a cooperative is necessary due to the reasons of small incidence of exceptional children, economy in providing the services and the ability to serve the varying needs of these children. For information regarding these programs and services for the exceptional child, please call your Board of Education

Office, 620-457-8350, or Dan Duling, Director of Special Education, 400 N. Pine, Pittsburg, Ks. 66762, 620-235-3180 or 1-800-281-2749.

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

SPORTS PROGRAMS

FOOTBALL/VOLLEYBALL/BASKETBALL/TRACK

For the 7th and 8th Grades, a unified team will be made from all of the USD #247 schools. Refer to Jr High Athletic Handbook for more information.

INTERSCHOLASTIC ATHLETIC CONTESTS

1. All athletic contestants and cheerleaders shall be required to have a physical examination by a doctor before participating.
2. All contestants must have adequate insurance coverage prior to participation.
3. For a student to be eligible for an athletic activity, the student must be present at school on the day of the activity.

Athletic Eligibility Requirements

- 1.. K.S.H.S.A.A. eligibility requirements will apply.

SEVERE WEATHER

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

STUDENT INSURANCE

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

TARDINESS

You will be considered tardy if you are not in your classroom for the start of a class. Excessive tardiness will result in disciplinary action.

TELEPHONE USE

1. Students are discouraged from using the telephone unless it is absolutely necessary.
2. Students will not be called from class to the telephone except in case of an emergency.
3. Cell phones are discouraged, but will be permitted in building with ringers off and may be used only in the school office with permission of school staff. Cell phones should be put away in backpacks, etc. out of sight, and not carried in their hands.
4. If a cell phone is discovered other than designated times and areas or inappropriate use of: 1st violation: cell phone will be taken and returned to student at the end of the day, 2nd violation: cell phone will be taken and returned to parent only. Further violations may result in loss of cell phone priveleges and/or other consequences.

VALEDICTORIAN/SALUTATORIAN SELECTION PROCESS

Method used in choosing the Valecictorian and Salutatorian for the graduating class:

Semester grades for 6th, 7th, and 1st semester and the 3rd nine weeks of the 8th grade year will be used to determine the valedictorian and salutatorian. A's = 4 points, B's = 3 points, and C's = 2 points. Students who do not qualify for valedictorian and salutatorian may be honor students if they have a 3.25 grade point average or better.

Students who transfer into a USD #247 elementary attendance center must attend school for at least three full semesters to be eligible for the valedictorian/salutatorian award.

Transfer students' semesterly grades from prior schools will be used to compute class standing. Transfer students will be eligible to graduate as honor students if they meet the established criteria, have appropriate class standing, and have been in attendance for a minimum of three nine week grading periods.

Grades earned in choir, physical education, keyboarding, and band will not be used in computing academic honors.

VISITOR'S POLICY

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

PARENTAL RIGHT TO KNOW

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

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