

# Southeast Elementary Handbook

**For the 2026-2027  
School Year**

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## Table of Contents

|                                                                  |   |                                                                 |    |
|------------------------------------------------------------------|---|-----------------------------------------------------------------|----|
| WELCOME .....                                                    | 3 | RIDING BICYCLES TO SCHOOL .....                                 | 8  |
| ABSENCE FROM SCHOOL.....                                         | 3 | SCHOOL DRESS GUIDELINES .....                                   | 8  |
| ALCOHOL, TOBACCO, DRUGS, and WEAPONS .....                       | 3 | SPECIAL EDUCATION SERVICES .....                                | 8  |
| ARRIVAL AT SCHOOL .....                                          | 3 | SEVERE WEATHER .....                                            | 9  |
| BEHAVIOR ON THE BUS .....                                        | 3 | STUDENT INSURANCE .....                                         | 9  |
| BOOKS .....                                                      | 3 | TARDINESS.....                                                  | 9  |
| BUS TRANSPORTATION.....                                          | 3 | TELEPHONE USE .....                                             | 9  |
| CHANGE OF ADDRESS/TELEPHONE .....                                | 3 | VISITOR'S POLICY .....                                          | 9  |
| CHECKING OUT OF BUILDING .....                                   | 3 | PARENTAL RIGHT TO KNOW .....                                    | 9  |
| DISCIPLINE .....                                                 | 3 | USD #247 COMMUNICATION & RESOLUTION PROTOCOLS FOR PARENTS ..... | 10 |
| FIELD TRIP PERMITS.....                                          | 4 | CONTACT INFORMATION .....                                       | 11 |
| EMERGENCY PROCEDURES FIRE DRILLS.....                            | 4 |                                                                 |    |
| TORNADO DRILLS .....                                             | 4 |                                                                 |    |
| ALICE/LOCK DOWN DRILL .....                                      | 4 |                                                                 |    |
| GRADE CARDS .....                                                | 4 |                                                                 |    |
| GRADING SYSTEM .....                                             | 4 |                                                                 |    |
| GUESTS .....                                                     | 4 |                                                                 |    |
| BULLYING/SEXUAL HARASSMENT .....                                 | 4 |                                                                 |    |
| OPTIONS FOR STUDENT PERSONAL COMMUNICATION DEVICES .....         | 4 |                                                                 |    |
| Consequences for Violations.....                                 | 4 |                                                                 |    |
| CHROMEBOOKS .....                                                | 4 |                                                                 |    |
| HEALTH SERVICES.....                                             | 5 |                                                                 |    |
| HEALTH INFORMATION NOTIFICATION OF INOCULATION REQUIREMENT ..... | 5 |                                                                 |    |
| JEWELRY POLICY.....                                              | 5 |                                                                 |    |
| LOCKERS .....                                                    | 5 |                                                                 |    |
| LOST AND FOUND .....                                             | 5 |                                                                 |    |
| LUNCHES/BREAKFAST .....                                          | 5 |                                                                 |    |
| SCHOOL BOARD POLICY ON LUNCHES .....                             | 5 |                                                                 |    |
| MAKE-UP WORK.....                                                | 5 |                                                                 |    |
| Health and Wellness Guidelines.....                              | 6 |                                                                 |    |
| Medication Administration Procedure.....                         | 7 |                                                                 |    |
| MONEY AT SCHOOL.....                                             | 8 |                                                                 |    |
| PARENT-TEACHER CONFERENCES .....                                 | 8 |                                                                 |    |
| PERSONAL PROPERTY .....                                          | 8 |                                                                 |    |
| PETS AND TOYS .....                                              | 8 |                                                                 |    |
| PHYSICAL EDUCATION .....                                         | 8 |                                                                 |    |
| PUBLIC DISPLAY OF AFFECTION .....                                | 8 |                                                                 |    |
| PUBLIC PROPERTY .....                                            | 8 |                                                                 |    |

## **WELCOME**

Dear Students and Parents:

We welcome you to USD #247 Southeast Elementary School. We are looking forward to working with you for the education of your child/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 center. The teachers and administrator 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, TTDY number 711 for Hearing Impaired translation services Title IX, or Section 504 may contact at the address below:

Dr. Brad Miner (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. Continuous low daily attendance could be reported to DCF and/or County Attorney. The school should have documentation from a health care official of any long term medical issues that a student has. Students that are ten minutes late to school will be considered absent. After eight (8) absences a student may be required to have a doctor's note stating that the student could not be in school for the absence to be excused.

## **ALCOHOL, TOBACCO, DRUGS, and WEAPONS**

The possession and/or use of any tobacco product, alcohol, drug, or weapon at school, at a 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.

## **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.
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 recorded at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

## **CHECKING OUT OF BUILDING**

If a student leaves school for any reason during the school day a parent/guardian must sign them out. Parental/guardian 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.

## **DISCIPLINE**

We try to maintain an environment that is conducive to learning. Students should show others the same respect they expect to be shown to them. 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, tornado, and emergency preparedness drill will be done in accordance with State stature. 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 in accordance with State stature. You are to follow your teacher in an orderly fashion to a designated area on the campus. It is very important that you remain with your class and be extremely quiet. You are not to leave the designated area during a tornado drill.

### **ALICE/LOCK DOWN DRILL**

ALICE/Lock Down drills will be held at random times during the year and done in accordance with State stature. Drills may be conducted with law enforcement. Students are required to conform to all procedures and instructions. Visitors that are in the building during a drill may experience a long wait until the drill concludes.

### **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.

### **GRADING SYSTEM**

Grades one and two:

E - Excellent Progress

S - Satisfactory Progress N - Needs to Improve

Grades three through fourth:

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.

### **BULLYING/SEXUAL HARASSMENT**

Harassment of any student is prohibited by policy of the USD 247 Board of Education. This includes verbal threats, intimidation, and physical abuse. Please refer to the USD 247 Bullying Policy and Sexual Harassment Policy posted at [www.usd247.com](http://www.usd247.com). Students should report these incidents immediately to staff or administration.

### **OPTIONS FOR STUDENT PERSONAL COMMUNICATION DEVICES**

Students are encouraged to leave personal communication devices, including cell phones, smartwatches, earbuds, and similar electronic devices, at home whenever possible. If brought to school, devices must be managed as follows:

- **Grades 9–12:** Devices may be left in a personal vehicle or secured in the student's locker and powered off during the school day.
- **Grades 3–8:** Devices must be secured in the student's locker and powered off during the school day.
- **Grades PreK–2:** Devices must be powered off and will be stored, at the discretion of the teacher, in a secure location in the classroom and will remain inaccessible to students during the school day.

### **Consequences for Violations**

- **First Offense:** The device will be confiscated and held in the school office for the remainder of the school day. The student may retrieve the device at the end of the school day.
- **Second Offense:** The device will be confiscated and held in the school office. The student will be required to check the device into the office at the beginning of each school day and check it out at the end of the day for five (5) consecutive school days.
- **Third Offense and Each Offense Thereafter:** The device will be confiscated and held in the school office. The student will be required to check the device into the office at the beginning of each school day and check it out at the end of the day for a period determined by school administration. Parents/guardians will be notified. At the discretion of school administration, a parent/guardian may be required to retrieve the device from the school office before it is returned to the student.

Students who refuse to surrender a device, fail to comply with staff directions regarding a device, or repeatedly violate this policy may be subject to additional disciplinary action in accordance with district policy and the student handbook. Violations of this policy are cumulative for the entire school year and will not reset at the conclusion of any quarter or semester.

### **CHROMEBOOKS**

Students will be allowed to use Chrome books under the direction of the classroom teacher. Each student will be assigned a specific Chrome book and is responsible for the care of that device. Students who damage their Chrome book will be responsible to pay for fixing or replacing the Chrome book.

Students are not to be on unauthorized web sites, clear their browser history or lock their Chrome book. These activities will be treated as discipline violations and students could lose the

use of their Chrome book.

### **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)

### **HEALTH INFORMATION NOTIFICATION OF INOCULATION REQUIREMENT**

The State of Kansas school immunization law requires that all students' immunizations be current when they enter school. If your child does not have all of the required immunizations when they enroll, they then have 90 days to comply with this requirement or they may be excluded from the school setting. This law is especially applicable to new students, beginning kindergarten students and students who have not had a Tdap booster. For required immunizations please log into Kansas Department of Health & Environment website at [www.kdheks.gov/immunize](http://www.kdheks.gov/immunize) for updated information or contact the school nurse.

Vision screenings are performed on students in grades K, 1 & 3. Hearing screenings are performed on students in grades K, 1, 2 & 3. Upon request from a teacher or parent, any student could be screened. Parents will be notified of any abnormalities found.

### **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. Wearing of jewelry may be restricted if disruptive, gang related, or deemed a safety hazard.

### **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. 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 must be paid for in advance. 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- Free Lunch students will have to pre-pay for all extra food/milk charges. Reduced/Full Pay students will have to carry a positive balance in their account or pay cash in advance to the office in order to purchase lunch. If an account falls below zero, the students will be provided a minimal meal that meets allowable nutritional standards.

This may be in the form of a sandwich and milk etc. Students will continue to be charged at their full meal price. The district food service department personnel and building administration will attempt to assist families towards securing funding for meals if a hardship exists. If a student remains on minimal lunch status for over ten school days, the district balances below ten days' worth of lunches and five days of lunches will be e-mailed or mailed if no e-mail is available to student families respectively.

### **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 have 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.

Southeast Cherokee USD #247  
**Health and Wellness Guidelines**

Health and wellness guidelines are recommended by the Kansas Department of Health and Environment (KDHE) in public school settings to promote the safety and wellness of all students and staff. These guidelines are recommendations therefore, can be adjusted to meet the needs of the student population and attendance percentages. Our goal is to provide the most conducive environment for students to learn. KDHE recommendations will provide students with the opportunity to be free from illness distractions prior to returning to school and decrease the spread of illness within the school district and individual buildings.

**Exclusions and Return-to-School Criteria:**

1. **Fever:** Any student with a fever of 100.0 or higher will be sent home. In order to return to school said student must be fever free for 24 hours without the use of fever reducing medications (Tylenol (Acetaminophen), Advil/Motrin (Ibuprofen) or Aspirin (Bayer)) or any medications containing fever reducing substances i.e: cold/flu medications, cough medications, sinus medications.
2. **Vomiting or Diarrhea:** Vomiting or diarrhea at school will be monitored for associated symptoms. If deemed necessary and accompanied by symptoms ( i.e; elevated temperature more than 99.0, continued upset stomach, continued episodes), students will be sent home. If a student has one episode of vomiting or diarrhea within 12 hours **without** any associated symptoms i.e; fever, rash, upset stomach, has received no medications for said symptoms (i.e; nausea/vomiting medications, immodium, pepto bismal), said student may return to school. If a student exhibits any symptoms after returning to school parents will be contacted and the student will need to be picked up. If more than one episode of vomiting and/or diarrhea, associated or not associated with other symptoms, the student must remain home and be episode and symptom free without the above mentioned medications for 24 hours prior to returning to school.
3. **Antibiotic Treatment:** If a student is receiving antibiotic treatment for bacterial illness (i.e; strep throat, walking pneumonia, impetigo), students must be on antibiotic and fever free for 24 hours without fever reducing medication prior to returning to school.
4. **Eye Discharge:** Red, inflamed eye associated with “glued” lids or thick discharge/pink eye will be sent home. Recommendation to follow up with a physician for treatment prior to returning to school.
5. **Undiagnosed Rashes:** Rashes or skin irritations will be evaluated prior to the student being sent home. If a rash has any appearance of fungal or bacterial (symptoms may include discolored discharge, red, warm inflamed skin around rash, open oozing areas of the rash) infection or is associated with fever, the student will be sent home and recommended to follow up with a physician.
6. **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.
7. **Influenza & COVID:** KDHE policy updated for the 2025-2026 school year recommends home isolation for **five days** following the onset of illness or until fever free for 24 hours without fever reducing medication, whichever is longer.
8. **Head Lice & Bed Bugs:** The school nurse or delegated trained staff members will perform head lice and bed bug checks on an as needed basis. If a student is found to have live bugs, the parent/guardian will be notified and the student will be sent home. For students with head lice, it is required that the student’s hair and scalp be treated with a lice shampoo which contains pediculicide.

Returning to school for students with active bed bugs found on their person may return to school the following day however, they may not ride the bus. The student will be asked to report to the office before attending class, and the school nurse or designated staff member will check the student and belongings for any active bed bugs.

Returning to school for students who have been found to have active head lice. The student may return to school the following day with proof of treatment (empty bottle of pediculicide shampoo), be free from any live bugs and must be brought to school by the parent/guardian.

Students who have been found to have either head lice or bed bugs cannot ride the bus until proof of treatment is approved and the student has been checked and cleared to have no live bugs by the school nurse or designated trained personnel.

9. Immunization Requirements are provided by Kansas Department of Health and Environment (KDHE) and are based on the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP) for Pre-K-12th grade are as follows:

- a. **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15 to 18 months, and 4 to 6 years (prior to kindergarten entry). The fourth dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The fifth dose is not necessary if the fourth dose was administered at age 4 years or older. A dose of Tdap is required at entry to seventh grade (11 to 12 years).
- b. **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 to 23 months with a minimum interval of 6 months between the first and second dose.
- c. **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1 to 2 months, and 6 to 18 months. Minimum age for the final dose is 24 weeks.
- d. **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- e. **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to seventh grade (11 to 12 years) and eleventh grade (16 to 18 years). Eleventh graders who are not yet 16 years of age should wait to receive the dose until they are 16 years of age. For children 16 to 18 years, with no previous MenACWY, only one dose is required.
- f. **Poliomyelitis (IPV/tOPV):** Four doses required. Doses should be given at 2 months, 4 months, 6 to 18 months, and 4 to 6 years (prior to kindergarten entry). Three doses are acceptable if third dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- g. **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). The second dose may be administered as early as 3 months after the first dose; however, a dose administered after a four-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Southeast Cherokee USD #247

### **Medication Administration Procedure**

Per K.A.R 60-15-101, Registered Nurses are responsible for the management, administration and delegation of all medications in Kansas schools. Therefore the following administration procedure has been put in place in all school buildings within the Southeast Cherokee USD 247 buildings for the safety of students and staff. Medications **will not** be administered at school until a completed and signed "Consent for Prescription Medication at School" form is completed and on file in the specified school building. This form must be completed by the physician/dentist/surgeon prescribing the medication and must include the name of the medication (one medication per form), the dosage of the medication and instructions for administration. The parent/guardian of the student giving consent for medication administration at school must sign and date the form as well.

### **Policy and Procedure for all medications being administered at school:**

1. All medications must come to school in the **original pharmacy container by a parent or guardian** and should indicate the following information: name of the prescribing physician/dentist/surgeon, student's name, medication name, dosage of medication, current date of prescription and administration instructions. As per USD 247 Board Policy, the parent/guardian must **request two containers from the pharmacy**, one for home and one for school.
2. All medications will be kept in a designated secure location in the respective school building office or nurse office. At no time will any student be permitted to carry any medication (prescription or non-prescription) on their person, except those to be used in emergency situations (asthma, anaphylaxis) with physician prescription(K.S.A 72-6282)
3. All medications will be administered by the school nurse or a designated staff member whom the school nurse has delegated tasks and trained to administer medications. **At no time will any student be allowed to self carry/self administer medications other than those for emergency use as listed in K.S.A 72-6282** (i.e asthma inhaler or epi-pen).
4. If the prescribed medication is ordered to be given three times per day, it is unnecessary to give the medication during school hours. These medications should be administered at home before school, after school hours, and before bed time. However, if specifically prescribed to administer at a certain time of the day during school hours, this will be permitted.
5. The first dose of any medication should be administered at home under supervision of the parent. School personnel will not initiate the dispensing or administration of medication to students.
6. Medications will be reviewed monthly by the school nurse. Out-of-date medications will not be administered at school (no exceptions). The parent or guardian of the student will be notified of the expired medications and need for disposal. All expired medications (prescription and non-prescription) will need to be picked up by the parent or guardian for proper disposal.
7. Any change to a prescription, which may include; name of medication, dosage of said medication or administration changes must be accompanied by a new "Consent for Prescription Medication at School" form indicating the changes to the medication and signature of physician and parent/guardian as listed above for requirements.
8. Each administration of said medication(s), will be dated, timed, and initialed by the designated individual administering the medication on the School Medication Log form.

**Any adverse reaction to medication will cause the administration of that medication to be stopped immediately.** The administering designee will contact the school nurse immediately (if not present), emergency personnel if needed, as well as the parent/guardian and/or emergency contact listed in the student's Power School.

Consent for over the counter medication to be administered at school will be signed annually by the parent/guardian as well as release of liability for the school district and school personnel. Medications not listed on the OTC consent will need to be provided by the parent along with a consent to Administer Over The Counter Medications at school.

### **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 school year -- one in the fall and the other in the spring. Dates are posted on the district calendar. If you should wish to have an additional conference with a teacher, please feel welcome to call the school and make an appointment.

### **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, and all other items of a distractive nature at home. Beepers, pagers, and laser beams are not permitted in the building. Note: pocket knives are not permitted on school grounds or buses.

### **PETS AND TOYS**

Pets and toys frequently constitute a problem around the school. Pets may only be brought to school for academic purposes with prior administrator permission.

### **PHYSICAL EDUCATION**

Classes in physical education will be offered for those students in grades kindergarten through fourth 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. Gym shoes must be worn in P.E. class. 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 not allowed 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 a modest length in which material is below the length of the student's extended fingers when standing with arms at side in a relaxed state. Styles are not to be a distraction to the educational process. Shorts and shirts may not be rolled.
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, safety and be appropriate for the activity the student is participating in.
11. Hair dyes can be of any natural hair color so that they are not disruptive to the school environment. Students may not wear temporary powered hair dyes without prior approval of an administrator.
12. Powdered dyes, costume devices, masks, costumes, pajamas, and disruptive cosmetics are not permitted on school grounds or buses without prior permission from an administrator.
13. 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 to 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 the 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.

information on the qualifications of your child's classroom teacher, please contact the school.

### **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 other media outlets.

### **STUDENT INSURANCE**

**Accident insurance is not provided by the school** district for students. Insurance is available by enrolling online at [www.K12StudentInsurance.com](http://www.K12StudentInsurance.com) or calling 1-866-409-5733.

### **TARDINESS**

You will be considered tardy if you are not in your classroom within 10 minutes of class start. 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.
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 will be treated as a discipline violation.
5. Students may not take pictures of others at school or school events without permission of all individuals photographed and with permission of teacher or administrator. Cell phone cameras must have staff permission to be used.

### **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

## USD #247 COMMUNICATION & RESOLUTION PROTOCOLS FOR PARENTS

The USD 247 Board of Education supports the communication and resolution protocol to identify issues and resolutions at the appropriate organizational level. In general, and unless otherwise provided in board policy, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. If a resolution is unsuccessful at the lowest level, and alternative pathways for resolution are not outlined for the matter in board policy, it may then move to the next level identified on the protocol matrix.

### GOALS OF COMMUNICATION AND RESOLUTION PROTOCOLS:

- To provide a resource to facilitate communication and problem solving.
- To ensure that the individuals most capable of solving specific issues are the ones to whom the issue is brought. Issues should be resolved at the lowest level.

|         | Instruction & Curriculum Matters | Athletic & Activities Matters | Student Discipline | Transportation          | Food Service                    |
|---------|----------------------------------|-------------------------------|--------------------|-------------------------|---------------------------------|
| Level 1 | Teacher                          | Coach/Sponsor                 | Teacher            | Bus Driver              | Principal/Food Service Director |
| Level 2 | Principal                        | Athletic Director             | Principal          | Principal               | Superintendent                  |
| Level 3 | Superintendent                   | Principal                     | Superintendent     | Transportation Director | Board of Education              |
| Level 4 | Board of Education               | Superintendent                | Board of Education | Superintendent          |                                 |
| Level 5 |                                  | Board of Education            |                    | Board of Education      |                                 |

## CONTACT INFORMATION

| Building                                                                   | Name         |
|----------------------------------------------------------------------------|--------------|
| Southeast Elementary School                                                | 620-396-8211 |
| Southeast Middle School                                                    | 620-457-8315 |
| Southeast High School                                                      | 620-457-8365 |
| Board of Education Office Food Service<br>Director Transportation Director | 620-457-8350 |

Any person desiring additional information concerning access to district programs, services, activities, or organizations beyond what is published in handbooks and on website, may contact the USD 247 Section 504 Coordinator, Dr. Brad Miner, Superintendent, at 620-457-8350, or mail inquiry to USD 247 Section 504 Coordinator 506 S. Smelter Cherokee, KS 66724.

As an Equal Employment/Educational Opportunity Agency USD 247 Southeast does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent Dr. Brad Miner, 506 S. Smelter Cherokee KS 66724 (620) 457-8350.