**Sabetha Elementary School**

**2018-19 Handbook**

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**101 Oregon Street**

**Sabetha, KS 64534**

**SES Office: 785-284-3448**

**SES Fax: 785-284-2480**

**District Office: 785-284-2175**

***Mission Statement***

The mission of Sabetha Elementary School is to provide an environment where the school, family and community work together to help students develop skills necessary to become self-directed learners.

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**Welcome to Sabetha Elementary**

The purpose of this handbook is to foster and promote an educational partnership between home and school. This handbook contains policies and procedures developed by Sabetha Elementary and USD 113 to guide our daily instructional practices to ensure that the learning environment affords each student academic, emotional and behavioral success. It is my hope that we will work together to continue the high academic standards and strong community partnership that have been established at Sabetha Elementary.

As always, should you have any questions, or concerns, please do not hesitate to contact me. I look forward to working with you to make Sabetha Elementary a great place to learn.

Sincerely,

Sara Toedman

Sabetha Elementary School Principal

toedmans@usd113.org

**SABETHA ELEMENTARY CORE BELIEFS**

**At SES, we believe in…**

* Maintaining high expectations for all staff and students.
* Modeling positive interactions, communication and lifelong learning for students and staff.
* Having a student-centered focus meeting the needs of ALL students through the teaching process.
* Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
* Utilizing community resources to support the learning process and prepare students for the future.
* Educating the whole child by incorporating social, emotional, and character development into the curriculum.
* Data-based decision-making using a balanced assessment for student learning.

**PARENT HANDBOOK**

## SCHOOL HOURS

### KINDERGARTEN – FIFTH GRADE 7:55 AM – 3:20 PM

### PRESCHOOL 7:55-11:15 AM 11:55 AM-3:20 PM

#

#  \*Your child should not arrive before 7:30 a.m. or after 7:55 a.m.

#  Upon arrival students should go directly to the designated area (gym or playground), and sit down. They should not walk the hallways.

1. ADJUSTED SCHEDULE

Professional Learning Communities (PLC) are school based teacher groups that meet at least once a quarter. The goal of these meetings is to improve the quality of education for the students in their school, and to share ideas and concerns. School will dismiss early (1:45 p.m.) on the days that PLC groups meet. These dates are listed on the school calendar.

**ENTRANCE REQUIREMENTS**

### A.KINDERGARTEN

A child must be five (5) years of age before September 1, have a state birth certificate, an up-to-date state immunization record and health assessment completed and signed by a licensed physician or health agency. This paper work must be filed in the office to attend SES.

#### B. NEW STUDENTS ENTERING SCHOOL

Parents should visit the office of the school and meet with the principal or secretary. A transcript request form will be filled out and signed by the parent. This will allow the previous school to release and send your child’s records to our school. An up-to-date immunization record will be required. If you would like a tour of our building, one will be provided. New students will not start attending class until the following day to allow for teachers to have the opportunity to create a welcoming environment.

**FEES**

1. BOOK RENTAL

Book rental fees are set by the Board of Education each year.

1. SCHOOL MEALS

Prices of breakfast, lunch and milk are set by the Board of Education each year. Our district uses the Meal Tracker System. Your child will be given an account number, which allows you to credit that account with any amount of money that you choose. The teachers will keep the tickets. When the account is low (two meals or less), a machine-generated reminder will be given to your child. Please credit the account as soon as your notice is received. **Please see review the Breakfast/Lunch Program section for more specific information.**

**COMMUNICATION**

A. DISTRICT WEBSITE

Our school web site <http://usd113.org>. There are many items of information that can be accessed from this site such as signing up for USD 113 alerts, PowerSchool for parents, district information and staff email address.

B. SOCIAL MEDIA

Sabetha Elementary has established a social media presence. To access these communication sources, go to:

 Facebook Sabetha Elementary

 Twitter Sabetha Elementary @SabethaElem

**BREAKFAST/LUNCH PROGRAM**

1. Breakfast is between 7:30 – 7:50 AM. Lunch begins at 10:55 AM. The lunch periods are staggered so each grade has approximately twenty-five minutes in which to eat.
2. FINANCIAL AID PROGRAM

At enrollment, forms will be available for school meal assistance. This form should be completed and returned to the SES office or BOE office as soon as possible.

1. LOST, STOLEN OR ABUSED MEAL TICKETS

A maximum of three reusable plastic meal tickets will be issued per school year to individuals that have lost, abused or had their meal tickets stolen. After the third replacement ticket has been issued, each subsequent replacement ticket will cost $5.00.

1. LOANING, EXCHANGING, BORROWING OR MISUSED MEAL TICKETS

In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines.

1. ACCOUNT CHARGES

Breakfast/Lunch Meal reminders are given to the student when their account is low. District policy states that charges will be accepted up to FIVE (5) days for full MAIN MENU meals. A reminder will be given to the student when their account balance is below the cost of two meals.

1. LUNCH ROOM GUIDELINES

Food is not to be traded. Students can only return once for “seconds” and at the designated time. When returning for seconds, students are to leave their milk at the table. Students are also to follow supervisor directions regarding voice levels.

NOTE: Students in grades K-5 will never be allowed to be without some kind of food. An alternative food source will be given to students who have exceeded account charging limits. The alternative will be determined by the kitchen supervisor and/or principal.

1. LUNCHROOM VISITOR POLICY

Students are allowed to have visitors (at parent/guardian’s discretion) eat with them once per semester. This begins after the first week of school and ends with two weeks remaining in the spring semester.

The following guidelines will be followed:

* The office should be notified by note or phone call by a parent/guardian no later than 8:15 AM of the said day. The name of the visitor and the student should be provided.
* Visitors will need to “check in” at the office and pay for their meal.
* Visitors should arrive 5 minutes prior to the scheduled lunch time.
* The visitor and student may sit at one of the extra tables or with the class at their assigned table (normal rules apply).
* Students are not allowed to select other students to eat with them and their visitor.
* As per USD 113 Wellness Policy: “Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA’s standards, will not be allowed in the elementary, middle, or high school cafeterias during meal time. This includes but is not limited to fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in their original packaging as described above.”

**\*** Any other requests or situations need to be approved by the office prior to the day of the intended visit.

**SCHOOL SAFETY**

1. SECURITY SYSTEM

A security system has been installed at Sabetha Elementary School. The system controls the front door and four others that are used by staff and students throughout the day.  All doors are locked during the school day.  Staff is able to enter these doors using a key fob.  The doors are all controlled and monitored through a networked computer system. The front door includes a video camera that displays in the office.  Anyone needing to enter the building during the day must push the white button.  This notifies the office.  Visitors are asked to identify themselves and their reason for visiting.

1. STUDENT SUPPLEMENTAL INSURANCE

Supplemental insurance is provided by the Board of Education. Parents can obtain more information regarding utilizing supplemental insurance from the school and BOE offices.

1. ACCIDENT REPORTS

Accident reports are filed with the principal’s office and the district’s school nurse. These forms are filed when a student is injured on school property. The parents are contacted if the nurse, teacher, or principal feel a call is warranted.

1. BUS TRANSPORTATION

Each bus driver is in charge of the bus and its safety. Assigned seats are often used and students are expected to be controlled at all times. **A written, dated, and signed note by a parent is required for any transportation change.** Any special busing situation must be approved by the BOE office through the completion of the required paperwork.

**ATTENDANCE**

1. ABSENCES

The absence policy is set by the Board of Education. Parents should call the school between 7:30 – 8:05 AM, when your child is absent. Make-up homework arrangements can be made at this time. If your child is absent for three (3) consecutive days, without calling the school, a call and/or visit will occur. All absences in excess of five (5) per semester will be “unexcused” unless the student presents a physician’s statement explaining the absence or a parent/guardian arrange a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code. *Policy JBD-R*

1. TRUANCY

School begins at 7:55 AM. Parents are expected to have their child to school on time and should encourage regular attendance. When necessary, a home visit may be made by a school official.

C. APPOINTMENTS

Parents are encouraged to make medical and dental appointments after school hours whenever possible. If absences occur during the school day, students are excused with a written note from parents/guardian. Parents **must** come to the office to pick up their child for appointments.

**ARRIVAL**

A.BEFORE SCHOOL EXPECTATIONS

* Students are expected to go to the blacktop in the morning weather permitting and wait for the Walk and Talk supervisors.
* Once Walk and Talk is ready to begin, K-2 will remain on the East Blacktop and 3-5 will move to the South Blacktop with the designated supervisor.
* Students that are not following the Walk and Talk guidelines will be asked to stand at the wall until students line up to begin the school day.
* We will observe the following guidelines for remaining outside in the morning.  If the temperature is above 25 degrees (including the wind-chill) we will remain outside in the morning as long the ground isn't snow covered and it isn't raining or snowing.
* If we are inside due to the weather, the students are to come in and sit in their grade level lines. They may sit and talk quietly.

**DISMISSAL**

1. REGULAR DISMISSAL

Morning preschool dismisses at 11:15 AM. 3:20 PM is the regular school day dismissal time. We request that students leave the grounds as soon as possible after school is dismissed. No student shall leave the premises during school hours without being accompanied by the parent or have a written request from the parent to be dismissed with someone else. If leaving early, **your child must be picked up in the office.**

1. EMERGENCY DISMISSAL

Announcements pertaining to school cancellation and dismissal will be aired over WIBW radio (580), WIBW television (Channel 13), KTNC radio (1230), KNZA radio (FM 104) and KMZA (FM 92.1). Typically a textcaster will also be sent to alert parents. Parents can sign up for this service through accessing the district website. Parents are encouraged to have necessary arrangements made for their child if cancellation happens.

**DROP-OFF & PICK-UP PROCEDURES**

A**.** MORNING PROCEDURES**:**

We have 3 lanes in our parking lot. Each one is addressed differently.

**Immediate Unloading: (Right Lane):** Vehicles in this lane should pull forward or as far east as allowed. Once the vehicle stops, students should exit the right side (away from moving traffic) of the vehicle and use the sidewalk. The vehicle then exits the parking lot.

**Thru Traffic (Middle Lane):** The middle lane is reserved for vehicles that are moving through the parking lot. Students should NOT be dropped off while the vehicle is in this lane.

**Temporary Parking - Drop Off (Left Lane):** If a vehicle is to be stopped longer than for immediate drop off, it should temporarily park in this lane. Students should exit the vehicle on the left side (away from moving traffic). The crosswalk should be used to approach the building. If a parent/guardian needs to visit the office, they should use this lane.

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B**.** AFTERNOON PROCEDURES**:**

During student pick-up after school, cars can park in the right and left lanes. The middle lane again is for “Thru Traffic Only”. If the vehicle is in the right lane the student should enter the vehicle from the right side of the vehicle. If the vehicle is in the left lane, students should cross the Parking lot using the crosswalk or accompanied by an adult and enter the left side of the vehicle.

 Additional Considerations:

* Space should be allowed on the west end of our parking lot for our busses to exit the access road.
* **Bus Loading Zone:** (East side of building): On the east side of the building, students should be dropped off and picked up in the marked area south of the bus zone (while traveling south). Students should never be dropped off while the vehicle is in the lane traveling north.
* **West Access Road:** The west access road is marked as “No Parking” and should not be used for morning drop-off or afternoon pick-up. This road is to remain open and is used by our busses.

**RECESS/PLAYGROUND**

A. RECESS TIME

Recess times for each grade level have been established and are built into the regular schedule. Recess times are not scheduled to be less than 15 minutes at a time and not more than 20 minutes. The number of recesses scheduled for each day is dependent on grade level designation. Students are to remain on the playground in their designated area during outdoor recess. Students are expected to follow the guidelines set forth by the Bluejay Way regarding appropriate behavior during recess. Unless approved by the teacher or principal, personal toys or playground equipment should not be brought to school by students.

B. PLAYGROUND

The playground is not supervised after school, and students are expected to leave for home immediately following dismissal. A student is allowed to remain only if directly supervised by a parent/guardian.

1. TEMPERATURE GUIDELINES
* 20 degrees or above -  regular outdoor recess
* 11-19 degrees limited/shortened outdoor recess at teacher discretion
* 10 degrees or below indoor recess.

**HEALTH**

1. NURSE

A school nurse is available. Time may be divided between district schools.

1. MEDICATION

A physician must sign the permission for medication form for all **prescription** medications to be taken at school. The permission for medication form must be signed and completed by the **parent/guardian** for non-prescription medications that are to be given routinely. The parent/guardian may send a note or give telephone (verbal) consent for school staff to administer non-prescription medication that is to be given only occasionally. Medication forms are valid for one school year.

1. FEVER

If your child has a temperature of 100o F he/she will be sent home and should remain home until fever-free, without medication, for 24 hours.

1. HEARING AND VISION

The school nurse gives each student an individual hearing and/or vision test. When below normal results are indicated, a re-check is given. If the results are still below normal, parents are notified.

1. ALLERGIES

If your child has any allergies, please list them with the school secretary or the nurse. Some severe reactions can take place, so it is important that staff knows. If your child is allergic to milk or other food allergies, which requires he/she to avoid certain foods, a statement signed by the health official must be on file. This health statement may be used for one year only.

1. EMERGENCY

In case of an emergency, ***parents are called first.*** We will call emergency numbers if parents cannot be reached. If you change your address and/or telephone numbers – home or business, please let the school office know. It is important that you keep your records updated.

1. CONTAGIOUS / INFECTIOUS DISEASE

Please call the school nurse if your child comes down with a contagious disease such as chickenpox, etc. Lice, scabies, and pinworms are school scourges. Do instruct your child not to exchange combs, hats, or scarves at any time. The nurse has helpful information to guide you on treatment for these conditions.

**VISITORS**

In an effort to reduce disruptions:

1. Bring all items to the office, which have been forgotten or are needed by your

 student.

 2. Call the office and request that a teacher return the call at his/her planning time.

 3. All visitors must report to the office personnel before visiting the classroom.

4. If you plan to eat lunch with your child, please call the school or send a note with

 your child before 8:15 AM.

**DRESS CODE**

Students are expected to dress appropriately at all times for school. We ask that students not wear clothing with inappropriate sayings or pictures. The purpose of the dress code is to allow the school to maintain a proper learning atmosphere. This would include neat and clean appropriate clothing, well-groomed hair, and body cleanliness. Extremes in dress and hair grooming shall be avoided. Students attending field trips and extracurricular activities will dress appropriately. The building committee and the administration have provided the following guidelines for the dress code: Anything that makes reference to drugs, alcohol, tobacco or related subjects/topics is not permitted. Anything that makes reference to sexual activities or profanity is not permitted. Anything that is considered to be revealing is not permitted. This includes "skimpy" tank tops, low cut tops, clothing that bares the midriff area, shorts that are too short or too tight. Shorts can be worn up to **November 1 and after April 1**. ***Hats will not be worn in the building*. *Flip-flop shoes will not be worn to physical education class or to recess.***

The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions, as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. Asking students to change clothes because of a dress code violation is an embarrassment to the student and staff member. The administration will be responsible for determination of acceptable and unacceptable dress.

**ITEMS BROUGHT FROM HOME**

Unless given permission by a supervising adult, students are not to bring non-school related items to school.

This would include such items as toys, electronic devices, trading cards, etc. Also included would be “fidget

spinners”, unless they are specifically included in an Individualized Education Plan, Student Improvement

Plan, or 504 Plan. Items brought for an established “show and share” time do not fall under this policy, but

must still be deemed school appropriate. Please communicate with classroom teachers regarding any

questions you have about bringing personal items to school.

**TELEPHONE USAGE**

The telephone at school is considered a business telephone and may be used by children only with the permission of the teacher or principal. Except in an emergency, children will not be called to the telephone from class. Messages will be taken and delivered to the classroom at 2:30 PM daily.

**STUDENT USE OF CELL PHONES**

Students are not to use cell phones at school. If cell phones are brought to school, they are to remain in the student’s backpack and turned off. Students may turn on their cell phones once they have left the building and school grounds after school or with teacher/administration approval.

**TEACHER INSTRUCTION TIME**

Teachers are contracted to be at school by 7:45 AM and typically leave after 3:30 PM. These are good times to call your child’s teacher. Messages will be given to the teachers during regular school hours. You are also encouraged to contact teachers through email.

**REPORT CARDS**

A formal report will be distributed at the end of each quarter. These four reports will indicate the strengths and weaknesses of your child in each of the academic areas and in the area of personal development. Grades K-3 are issued standards based grade cards. Progress reports are sent midway through the nine weeks. This is another way that we keep the lines of communication open to help each child succeed. We ask that you attend any scheduled parent-teacher conferences. We also encourage parents to contact their child’s teacher whenever they have questions or concerns. Fourth and fifth grade parents can access their child’s grades on the internet. Parents ID and passwords are given at the beginning of the school year. The final report card is sent home with students in Grades K-3. Grades 4-5 will have their grade cards issued the following week of school. A copy of the student’s grades becomes a part of the student’s permanent record.

**STUDENT BEHAVIOR & MANAGEMENT**

A**.** POSITIVE BEHAVIORAL SUPPORTS

SES has adopted the Positive Behavioral Intervention & Supports model for teaching and addressing specific and expected behaviors of our students. PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom and individualized interventions.

B. BEHAVIOR/CONDUCT

All students are expected to behave in a manner that promotes their own development, does not hinder their ability or that of their fellow students to learn, or keep the teacher from teaching. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. Although an attempt will be made to follow the already established behavior rubric, discipline measures may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Consequences will vary, depending on the circumstances, from conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion.

Major discipline issues will result in an immediate office referral. Major offenses include the following behaviors: truancy, cheating/academic misconduct, insubordination, fighting/physical aggression, inappropriate language, disruption, technology violation, theft, disrespect, out of bounds, vandalism, illegal substance, weapons, and bullying/harassment/threat. Office discipline referrals will be noted in the student data management system.

C**.** BUILDING-WIDE EXPECTATIONS

The following building-wide expectations have been established for all students, staff and visitors at SES.

 **Be Respectful. Be Responsible. Be Safe**.

Sabetha Elementary School has a philosophy of discipline which is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social and academic behaviors appropriate to their age and maturity level. These expectations will be explicitly taught to all students and reinforced by all staff. These expectations include the following areas: before/after school (arrival/dismissal), hallways, restrooms, lunchroom, playground, and classroom. Teachers will review the expectations with students and provide an opportunity to model, practice, and reinforce these expectations at the beginning of the school year and when needed. Expectations will be displayed on posters throughout the school.

 We will be using the following matrix of behavioral expectations.

**Sabetha Elementary School Behavior Matrix**

**The Bluejay Way**

**Be Respectful Be Responsible Be Safe**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All Settings** | **Hallway** | **Playground** | **Lunchroom** | **Restroom** | **Before/****Afterschool** | **Classroom** |
| **Be** **Respectful** | \* Listen and follow directions\*Respect the privacy & personal space and property of others\* Use kind words/manners | \*Move quietly\* Zone Zero\*Take care of school property | \*Follow the rules of the game\*Use kind and appropriate language\*Include others and share equipment | \*Follow the Zones as directed by lunchroom supervisors \*Use kind & appropriate language\*Keep yourpersonal space\*Use good manners | \*Always flush\*Leave area clean\* Wait your turn\*Use school property appropriately\*Zone 0 | \*Wait quietly in the appropriate area \*Appropriate Language\*Zone 1\*Be respectful of time  | \*Listen to others’ ideas\*Use kind and appropriate language \*Follow classroom procedures |
| **Be****Responsible** | \*Communicateproblems to teachers on duty\*Keep track of all your belongings \*Be honest \*Be prepared \*Accept consequences for behavior | \* Go directly to your destination and return promptly\*Stay on the right side of the hallway | \*Pick up equipment\*Line up to return to class quickly and quietly | \*Stay in seat untildismissed\*Keep food and drink on your tray (NO trading food)\*Clean up afteryourself | \*Keep water insinks\*Report problems\*Use bathroomsquickly and quietly | \* Go directly to your destination\*Place and keep book bags in appropriate places at all times\*Keep items in book bag\*Stay in the appropriate area  | \*Arrive on time\*Complete daily tasks\*Accept consequences without arguing\*Clean up afteryourself\*Use time wisely and do your best |
| **Be****Safe** | \*Keep hands, feet and objects to self\*Keep body under control \*Report unsafe situations\*Stay in designated area \*Pay attention to surroundings | \*Keep to the right andstay in single file line\*Walk at all times\*Face forward at all times\*Keep hands and feet to self | \*Go directly to the playground\*Stay in bounds\*Use equipment safely\*Keep sticks, rocks, and mulch on the ground | \*Sit safely (sit on bottom)\*Keep hands and feet to self\*Walk at all times | \*Wash hands afterusing the bathrooms\*Promptly return to class  | \*Stay in the assigned area\*Walk to vehicle\*Be aware of moving vehicles\*Only go with an approved person | \*Follow safety rules\*Sit appropriately\*Walk at all times\*Keep hands and feet to self |

**BLUE CREW PROGRAM**

SES staff and students will participate in the Blue Crew program. Each student will be a member of a multi-grade level group that meets during the school day once each month. This program has been established in order to provide each student another adult contact that remains constant throughout his/her years at school, develop strong relationships with others in our school community, encourage all children to become mentors, boost school pride, foster leadership skills, build self-esteem, and implement character development instruction in a small group setting. Each group will be supervised by an adult staff member.

**MTSS-Walk To Intervention**

USD 113 has established that the Walk To Intervention model will be utilized within the Multi-Tiered System of Support (MTSS) framework to meet the needs of all students in the areas of reading, mathematics and behavior. In this model, SES will structure common intervention times across the grade level to provide small group instruction focused on specific skills. During this time every student will receive additional instruction taught at their academic level. Students will "walk" to different classrooms/designated areas where they will work with teachers, support staff or specialists who will provide the small group instruction. This model not only focuses on providing support for students who may need additional support in specific skills, but also provides enrichment interventions for advanced learners. Students will receive daily intervention in the areas of reading and mathematics four times a week. Instruction focused on social-emotional content will be provided weekly and reinforced daily. Progress monitoring assessments will be utilized to determine if a student has mastered the skills they are working on during intervention time and as well as to determine effectiveness of the instruction. School personnel will collaborate to determine student placement.

**HOMEWORK**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills and develop good work habits.  Homework can also serve as one form of communication between the teacher and the family.  We have established the following general guidelines for homework suggested by researcher Harris Cooper: 10-20 minutes per night in kindergarten/first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 30 minutes for third grade, 40 minutes for fourth grade and 50 minutes for fifth grade). These times are approximate and will vary depending on each individual student’s work habits.  In order to complete homework in a timely manner it is recommended that the student have a quiet place to study with no radio, cell phone or television for distraction.  Additionally, students should spend time daily reading for enjoyment and practicing spelling words and math facts.  Most grade levels try to refrain from sending homework on Wednesday nights.

**ADDITIONAL CURRICULUM**

A**.** ART

Sabetha Elementary shares an Art teacher with Sabetha Middle School and Wetmore schools. Students in grades K-5 participate in art class once a week. Each student is instructed in the proper use of art equipment: scissors, glue, crayons, paint, etc.

B. INSTRUMENTAL BAND

 Band is offered to 5th grade students throughout the school year.

C. INTERELATED CLASSROOM/TITLE I PROGRAM

Students receive help in reading, math, writing, language, social and self-help areas. A student must meet Federal and or State qualifications to be referred into one of these classes.

D. SECOND STEP SEL PROGRAM AND CURRICULUM

The Second Step program is Tier 1 universal, classroom-based curriculum that teaches foundational social-emotional and self-regulation skills to all students. The Second Step program teaches specific skills that strengthen students’ ability to learn, have empathy, manage emotions, and solve problems. At SES, all staff is involved with promoting and teaching the Second Step curriculum and strategies.

**SCHOOL PARTIES**

Observed days for class parties are Halloween, Christmas and Valentine’s Day. Parties are organized to provide games and activities for the students. The room parents provide activities and refreshments. **Only PTO room parents involved with the class party should attend. Do not bring younger siblings.** If your child is not to participate in school parties, please let the classroom instructor know. These parties take place during the school day from 2:15-3:00.

**FIELD TRIPS**

Each grade level will participate in at least one field trip during the year. In order to participate, the student must have a signed permission form by a parent/guardian. Parent/guardian chaperones will be selected in a manner designated by the classroom teacher. Other children under the care of a chaperone will not be allowed to attend the field trip (by foot or by bus).

**GUIDANCE COUNSELOR**

Sabetha Elementary shares a counselor with Sabetha Middle School and Wetmore schools. Please contact our school for any questions or help that we may offer you and your child. Contact your child’s teacher or the Sabetha Elementary Office.

**ANTI-BULLYING POLICY**

S.E.S. has implemented a policy to prevent or reduce potential incidents of student bullying. This policy is designed to create positive interactions between students, teachers, staff, and community members. It is our goal at S.E.S. to provide a positive school environment characterized by a safe, warm, and positive environment. We have established the following school rules against bullying. If at any time you have questions or concerns, please contact your child’s teacher.

**“Bullying . . .”**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

School Rules Against Bullying

* We will not bully others.
* We will try to help students who are bullied.
* We will include everyone.
* When we know somebody is being bullied, we will tell an adult at school and an adult at home.

**BANNED ARTICLES**

USD 113 has banned all guns, knives, and laser lights from the school grounds. All tobacco and alcohol products are forbidden. Severe disciplinary measures will be taken if a student is found in possession of these items according to USD 113 School Board Policy.

**KANSAS SCHOOL CRISIS HOTLINE**

To report a threat, call the Kansas School Crisis Hotline 1.877.626.8203.

**TECHNOLOGY ETIQUETTE/EXPECTATIONS**

USD 113 has adopted a 1:1 technology policy. Students are issued an electronic device (iPad) for instructional use while at school and are under the supervision of teachers. Students are expected to follow teacher directions regarding the use of the device.

A. ‘NETIQUETTE’ ON THE INTERNET’

All users of the Unified School District 113 – Prairie Hills computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

* Be polite. Do not write or send abusive messages to others.
* Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
* Do not reveal your personal address or phone numbers or that of other students or colleagues.
* Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
* All communications and information accessible *via* the network should be assumed to be private property, which is subject to copyright laws.
* Do not place unlawful information on any network system.
* Keep paragraphs and messages short and to the point. Focus on one subject per message.
* Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages)
* Do not give your password or access codes to anyone else, as they are your responsibility.

B**.** CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

*Examples of possible violations:*

* *Deliberately accessing a pornographic site/material.*
* *Altering any system software or another’s personal work, either locally or remotely.*
* *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
* *Allowing anyone to use an account other than the account holder.*

**Level 1: Violation:**

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

**Level 2: Pattern of abuse, repeated abuse or flagrant violations:**

Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district’s previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

**Level 3: Expellable offense:**

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.