MISSION STATEMENT

“The Mission of the Meade Elementary and Junior High School is to provide a safe and secure learning atmosphere which will develop a balanced foundation to encourage and prepare students for higher levels of learning.”
MEADE ELEMENTARY & JR. HIGH SCHOOL
FACULTY & STAFF
2019-20

Tyler Flavin..........................Principal, Coach
Debbie Wiens........................Secretary to Principal
Jamie Rempel........................Office Assistant

Dana Vest..............................Preschool
Taylor Kroth..........................Preschool, Kinderprep
Heather Flavin .........................Kindergarten
Melissa Hegwood......................Kindergarten
Katrina Lauppe .......................Grade One
Erica Foster .........................Grade One
Ethel Reimer .........................Grade Two
Lindsey Martin ......................Grade Two, Coach
Annette Keith .........................Grade Three
Susan Hartnett .......................Grade Three
Justin Powell .......................Grade Four, HS Coach
Resi Ross ............................Grade Five
Rebecca Shewey ......................Grade Five
Andria Harris .......................Grade Six, HS Cheer Coach
Jordan Marceau .....................Grade Six, Coach
Stacy Cordes .........................JH Social Studies, Technology Specialist
Taajnia Elliott .......................JH Science, Robotics Coach
Pat Gleason .........................JH Mathematics, Scholars Coach
Martha Friesen ......................JH Language Arts
Tanya Marceau .......................Library
Lynnette Gonzalez .................Art
Garrett Daugherty .................Physical Education, Coach
Michael Rempel ...................K-8 Vocal Music
Angie Reimer .........................5th-8th Band
Amber Zimmerman ...............Counselor/Psychologist
Andra Cunningham ..............Speech Pathologist
Irlana Meyers……Reading Recovery, Title I, MTSS Administrator
Alyson Lumry……………………………………………K-1st Special Services
Marcy Lynn…………………………………5th-8th Special Services, Coach
Tiffany Strickland………………………………2nd-4th Special Services
Linda Alley…………………………………………Speech Paraprofessional
Amanda Boswell……………………………Sp. Ed. Paraprofessional
Shari Christensen…………………………..Sp. Ed. Paraprofessional
Susan Dewell………………………………….Library Aide & Supervisor
Julie Jones………………………………………Sp. Ed. Paraprofessional
Lisa Koons……………………………………..Sp. Ed. Paraprofessional
Lynn Lewis……………………………………..Sp. Ed. Paraprofessional
Sharon Loewen…………………………….USD 226 Paraprofessional
Marisol Mendoza…………………………..Sp. Ed Paraprofessional
Ali Peck…………………………………………Sp. Ed Paraprofessional
Emily Peck……………………………………Sp. Ed Paraprofessional
Brenda Reimer…………………………….USD 226 Paraprofessional
Laurie Reimer…………………………….Sp. Ed. Paraprofessional
Sheila Scribner…………………………….Sp. Ed. Paraprofessional
Brian VanPelt……………………….Sp. Ed. Paraprofessional

Travis Loewen…………Transportation Director /Bus Driver
Kris Stockton……………………………………….Bus Driver
Pat Sims…………………………………………Maintenance, Bus Driver
Greg McCulloch………………………………….Maintenance Director
Lupe Ornelas…………………………………………Custodian
Raul Chavez…………………………………………Custodian
Shelly Cook………………………………………Head Cook
Tanya Johannsen……………………………………….Cook
Lindsey Klotz……………………………………Cook, Custodian
• See that they get plenty of nourishing food.
• See that they get plenty of rest. (Ages 6-9 need 10 to 12 hours sleep each night and ages 9-11 need 10 to 11 hours sleep each night.)
• Give your children a feeling of security. They need your love, confidence, and understanding at home.
• Do not overload their work day with too many other activities, such as piano lessons, dance lessons, clubs, etc. Balance their day with recreation and play.
• Show an interest in their school and in all their school activities. Be quick to praise, slow to censure. Remember that your place as parents is to guide and give help and encouragement when it is needed, to help your children fully realize their potential.
SITE COUNCIL

The Meade Elementary Site Council meets at 7:00am on the second Thursday of September, November, February, and April. The council is made up of 1 principal, 3 teachers, 1 other school personnel, 3 parents, and 3 business/community leaders. The site council provides advice to help improve the school.

ANIMALS

Permission must be obtained before animals may be brought to school. Reptiles pose the greatest health risk. Certain animals, like poisonous snakes, are prohibited.

VISITATIONS

Parents/Guardians have a standing invitation to visit with the teacher or principal concerning any problem. In fact, the invitation stands even if there is no problem. We like to hear good news from time to time. For classroom visitation, it is a good idea to check with the teacher before coming. Due to our many activities at school, it is necessary to plan for a classroom visitor. Our school phone number is 873-2671.

Any person, other than school personnel, must receive permission from the principal or superintendent before visiting with any student during school hours. In cases where the administrator has doubts about a requested visit, parents will be contacted for permission.

All visitors must report to the office before going to a classroom. We require a school visitor to sign in and to put on a visitor’s badge. Visitors will need to sign out before leaving our building.

Students not enrolled who want to visit a classroom must receive permission from the classroom teacher before doing so. Visits should be limited to less than 1/2 a day.

INTRODUCTION

The first day of school can be a rewarding but frightening experience for children. It is a new world that is exciting and demanding, and some adjustments will be necessary. The goal of our staff is to work with you, the parent/guardian, to make your child’s experience go as smoothly as possible.

The attitudes of parents will play an important role in determining the feeling children have about school. Students need to feel comfortable at school; that is, the staff wants them to apply good study habits and experience success without undue criticism and pressure from either the home or school.

Students are expected to attend school every day unless an illness or emergency prevents them from doing so.

SCHOOL HOURS

The school day officially begins at 8:05am and ends at 3:25pm. The main entrance & early childhood entrance doors are unlocked from 7:40am-8:05am and then again from 3:25-4:00pm. Green Street will run one direction (from east to west) during drop off & pick up hours. We encourage parents to patiently wait for their child outside the school doors to allow teachers to finish the day without interruption. Class hours are as follows:

- Kindergarten-8th Grade — 8:05am-3:25pm
- Vest & Kroth PS Morning Session — 8:05am-11:30am
- Vest & Kroth PS Afternoon Session—12:10pm-3:25pm

Monday -Thursday
- Kroth Kinder Prep — 8:05pm-11:30am

Monday-Friday

Please arrange for children to arrive at school no earlier than 7:55am, unless they are eating breakfast at school. When students arrive at school, the 1st-6th grade students report to the auditorium; Preschool & Kindergarten students report to their classrooms; and Junior High students go to the JH hall to wait for the 7:55am bell, at which time all students are allowed to go to their classrooms to prepare for class to begin at 8:05am.
COMMUNITY PRESCHOOL - $80 per month per student

USD 226 will offer an Integrated Community Preschool for children who will be 4 years old by August 31, and who do not qualify for any other Preschool or Kinder Prep program already offered at Meade Elementary School.

Since there is no funding for a community preschool, parents will be asked to pay an enrollment fee. The cost will be $80 each month for each preschool child enrolled. An application is available to apply for a reduced preschool enrollment fee. If there are multiple children from the same family, or if a child attends less than 5 days, the enrollment fee will be prorated accordingly.

Transportation will not be provided by the school district for the Community Preschool, but the district may allow transportation of students if the school bus already stops at the location. Within the city limits, the Preschool bus will ONLY stop at a daycare provider to pick up students.

Meade USD 226 is excited to offer this program which clearly focuses on the Kansas State Board of Education goals to increase Kindergarten Readiness to ensure that each student enters Kindergarten at age 5 socially, emotionally, and academically prepared for success.

ENROLLMENT

Elementary/Junior High students will enroll in the grade to which they were assigned to last school year. Classroom rosters will be posted in the main entrance of the school on Open House Night.

All children attending a Kansas school for the first time must present an immunization record and must have a physical up to 9 years of age. Kindergarten and new students must present a birth certificate and the school requests a copy of the student’s Social Security card at the time of enrollment.

Enrollment Forms: Student Enrollment; Release of School Records (Transfer Students Only); Home Language Survey; Permission to Publish Agreement; Acceptable Use Policy for Internet Access; Student Data Privacy Act; Student Emergency Info

No district employee or student shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees or students will be promptly investigated. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee or student, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action against any employee or student.

Employees or students who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor unless the supervisor is the alleged harasser, then the employee should discuss the problem with the building principal or the superintendent.

Confidentiality shall be maintained throughout the complaint procedure.

REPORTING OF CRIMES

SB 129, as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. Specifically, a school’s chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days. Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles would be required to immediately suspend the student’s driver’s license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the division of vehicles shall not suspend the pupil’s driver’s license or driving privileges.
Fire drills are held each month, weather permitting. When the fire signal is sounded, pupils pass from their room rapidly, but orderly, by a route the teacher has discussed with them prior to the first fire drill. Teachers pass with their pupils. A storm and disaster program is worked out after the parent roster is established on a year-to-year basis.

A Crisis Drill will be conducted 3 times each year involving students and staff.

STORM & EMERGENCY DISMISSAL

USD 226 will continue to use the Alert Now system to notify parents through electronic devices when it becomes necessary to cancel classes or start late/dismiss early. This system is not foolproof and may miss someone who has changed their phone number or email address. Announcements will be posted to the school website as soon as possible at www.usd226.org. In addition to that, the following stations will be contacted:

- Radio 1030AM; 1370AM; 92FM; 93.9FM; 94.5FM; 95.5FM; 96.3FM; 97FM; 98.1FM; 99.1FM; 101FM; 103.9FM; 95.5FM; 96.3FM; 97FM; 98.1FM; 99.1FM; 101FM; 103.9FM; 95.5FM; 96.3FM; 97FM; 98.1FM; 99.1FM; 101FM; 103.9FM; and by television on KSN-3; KAKE-10; or KWCH-12.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contract with the school district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

TEXTBOOK FEE - $55 per year per student
(No Fee for Qualified Preschool Students)

Books, adopted by the Curriculum Committee that endure several years, will be loaned to pupils for use. Students will be asked to reimburse the school or work to pay off the cost of books which are abused or destroyed by them.

CHROMEBOOK FEE - $50 per year
(Junior High Students Only)

Providing Chromebook computers for instructional use by USD 226 to our JH Students is an exciting venture. Certain guidelines are necessary to protect the Chromebooks, the school network, and to ensure that this technology serves as an effective instructional tool.

If, during the loan period, the Chromebook is damaged or returned with any accessories missing, USD 226 may charge the student the lesser of the repair or a $50 deductible. The Chromebook charger can be replaced at a cost of $50. Chromebooks lost will require a replacement cost of $275. Students have the option to purchase their own Chromebook or may purchase one through USD 226 for $275.

LOCKERS

Students in Preschool through 8th grade will be assigned home lockers, in which to keep coats, PE shoes, etc. Locks can be provided upon request for home room lockers.

Students in grades 5 through 8 will also be assigned a locker in PE class. The school will furnish locks upon request. Students must use school locks unless given special permission by the principal. Use of the locker prevents clothes from getting misplaced. All lockers are school property and may be searched if warranted.
**Lunch & Breakfast Program**

Meade Elementary & Junior High School operates a lunch & breakfast program that is available to all students. *(Breakfast is served from 7:40am until 8:00am.)* Students and adults will need to pay in the MES/MJH office for their meals. **Meals need to be paid in advance.** Extra milk may be purchased by students for breakfast/lunch at $.40 each but **must be paid for in advance.** When a bill becomes outstanding in an amount of $100 or more, students may be required to bring their own lunch until at least half the bill is paid. If meals are not paid for in a timely manner, students may not be allowed to eat. The school may use legal means to collect overdue balances.

**Meal prices are as follows:**

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch K-8</td>
<td>$2.80</td>
</tr>
<tr>
<td>Lunch Adults</td>
<td>$3.65</td>
</tr>
<tr>
<td>Breakfast PreK-8</td>
<td>$2.00</td>
</tr>
<tr>
<td>Grab &amp; Go 5-8</td>
<td>$2.00</td>
</tr>
<tr>
<td>Breakfast Adults</td>
<td>$2.40</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$.40</td>
</tr>
<tr>
<td>Seconds</td>
<td>$.75</td>
</tr>
<tr>
<td>Seconds Card</td>
<td>$25.00</td>
</tr>
<tr>
<td>Staff Small Salad</td>
<td>$1.35</td>
</tr>
<tr>
<td>Staff Large Salad</td>
<td>$2.35</td>
</tr>
</tbody>
</table>

A 10% discount will be given for lunches paid a semester or a year in advance. Lunch money can be refunded upon request at the end of the year. Otherwise any monies left in the student account will roll over to the following year.

Reduced and free meals are available for qualifying families. **Qualifying for free or reduced meals does not apply to extra milks or seconds taken at lunch.** Applications for the program are available in the office.

Students are expected to practice good manners and cooperate to help keep the lunchroom clean. Parents are invited to eat with their child at lunch or breakfast. Please call the MES/MJH School Office *(873-2671)* by 9:00am on the day you plan to eat.

- Any explosive, incendiary or poisonous gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star.
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

**Penalties for Possession:**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, exception to that is that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

**Emergency Drills**

**Tornado drills** will be conducted 3 times a year *(once in the Fall and twice in the Spring).* Upon hearing the warning signal, children have been instructed to pass in an orderly manner to the designated location in the school.
**ALCOHOL & TABACCO USE**

The consumption and/or possession of any alcoholic beverage by students at a school activity or at school is prohibited. In accordance with state statute and school board policy, "NO SMOKING" or use of tobacco products is permitted at any time on school grounds.

**SUBSTANCE ABUSE**

All students are subject to the "USD 226 Student Drug and Alcohol Substance Abuse Policy." The Meade USD 226 District-Wide Discipline Guidelines also address this issue. Students involved in activities and athletics are also subject to the substance abuse policy outlined in the “Activities Code of Conduct” which will be available at sports’ parents’ meetings. In general, students are not allowed to have possession of, be under the influence of, or involved with the use or distribution of Alcohol, Tobacco, Drugs (including prescription drugs) on or off school grounds or at school activities.

**W EAPONS**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

*As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:*

- Any item being used as a weapon or destructive device.
- Any facsimile of a weapon.
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described in the preceding example.
- Any firearm muffler or firearm silencer.

**Lunch Schedule:**

11:25-11:55 - 4th Grade
11:30-12:00 - 5th & 6th Grade
11:40-12:10 - 2nd Grade
11:55-12:25 - 1st Grade
12:00-12:30 - 3rd Grade
12:10-12:40 - Kindergarten
12:25-12:50 - 7th & 8th Grade

**GRAB & GO BREAKFAST**

Fifth through eighth grade students are allowed to take the Grab & Go Breakfast at a cost of $2.00. *This is optional.*

**MILK BREAK**

Kinder Prep and Preschool Students will have a milk break every day at a cost of $.40 per day. *This is optional.*

**Afternoon preschool students** that qualify for the Free Meal Program will also qualify for the Free Milk Program.

**LUNCH OUT**

Students are only allowed to leave for lunch with their parent or guardian. If a student walks home for lunch, they are to go directly to and from home. Permission to walk home for lunch must be arranged with the school by the parent or guardian prior to any student leaving.

Students/Parents are not allowed to bring food or drinks into the building for lunch without prior approval from the building Principal.

**WITHDRAWALS**

When a student leaves the school district, proper refunds/account payments will be handled in the MES/MJH school office. A transcript & permanent records will be issued upon request from the new school.
**CHANGING CLASSES**

Junior High students who are enrolled in an elective class *(Choir, Art, & Band)* may drop or add a class within the first three days of each semester. A Drop/Add slip must be obtained from the office and completed for the class change to take place.

**REQUEST FOR CLASSROOM ASSIGNMENT**

- Consideration of all educational factors, academic and social, equal numbers of students, high/low achievement, and personality conflicts will be the primary determinations in placement decisions.
- Parents wanting a specific class placement, **NEED TO MAKE A REQUEST IN WRITING TO THE PRINCIPAL BY MAY 1st.** Exception would be made for students enrolling after the start of the school year.
- The final decision on all placements will be made by the principal after consideration of staff recommendations and parent requests.
- All parent requests will be considered, but parents should understand that other considerations may prevent the honoring of all requests.
- If requests are not honored, parents will not be notified individually.

**ATTENDANCE**

**KSA 72-1113 - Kansas State Department of Education Compulsory Attendance Requirements**

Any student who receives an unexcused absence for 3 consecutive days or 5 days in any semester or 7 days in any school year *(whichever comes first)* will be reported to the County Attorney.

Absences will be judged as excused or unexcused by the building principal. Parents/guardians must provide the MES/MJH office with documentation or a phone call indicating the reason for any absence by 9:00am on the day of the absence.

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**For more information on this and other contagious diseases please visit [www.kdheks.gov](http://www.kdheks.gov) or call the KDHE hotline at (785) 296-1059. (Public schools manage illnesses different than child care.)**

**HEAD LICE**

KDHE’s Bureau of Epidemiology and Public Health Informatics *(BEPI)* has made changes to the Kansas Administrative Regulations *(K.A.R. 28-1-6)* relating to lice treatment. The regulation states **“Each student infested with lice shall be excluded from school, childcare facility, or family day-care home until treatment with an antiparasitic drug is initiated.”** When there is an indication of a student having head lice, the school nurse will be notified to come and perform appropriate head checks. The nurse will also inform caregivers about the recommended treatment procedures. Kansas regulations no longer require children to be nit free before returning to school.

**HEALTH & WELLNESS**

USD 226 is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. As a result, guidelines are being developed to encourage wellness for students.

**Drinks and Snacks:** Drinks and snacks sold from any vending machines in USD 226 for students will meet the nutritional guidelines established by the board of education. The snacks will have reduced fat, sugar, calorie, and salt contents.

**School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances):** Foods and drinks offered or sold at school-sponsored events outside the school day shall include some selection of food and drinks which meet the nutrition standards for meals or for foods and beverages sold individually based upon the district guidelines.
Parents and children assume responsibility when medication is brought to school to be administered. Medication, prescription or nonprescription, is not to be dispensed from one student to another.

**TEMPERATURE**

A temperature of 100 degrees or above is considered a fever. If your child has had a fever within a 24-hour period, he/she should stay home. Although the temperature may be low in the morning, the child can still expose others to infection and may develop a fever later in the day. Fever-reducers, while effective in lowering temperatures, only mask the underlying infection, and do not remedy the child’s illness. *Your child must be fever-free, without the use of fever-reducers, for 24 hours before allowing him/her to return to school.*

**A child needs to stay home if. . .**

- Temperature of 100 degrees or above in the past 24 hrs.
- Vomiting within the past 24 hrs.
- Diarrhea within the past 24 hrs.
- Has a body rash with itching or fever.
- Has a severe cough and/or excessive drainage.
- Redness, itching, and/or pus draining from eye.
- Has been in the hospital or ER.

**A child is ready to go back to school when. . .**

- Fever free *without medication* for 24 hrs.
- Free from vomiting *without medication* for 24 hrs.
- Free from diarrhea *without medication* for 24 hrs.
- Free from rash, itching, or fever.
- Free from excessive drainage or has seen a Dr.

If a call is not received by 9:00am on the day of the absence, the absence will be marked as unexcused.

**Valid excuses for absence are as follows:**

- Personal illness & professional medical appointments.
  * Not every illness will require the need to see a physician; therefore, short-term illnesses may be documented by parent notification.
  * If a student has an excessive amount of absences, the principal may require written documentation from a doctor for future absences due to illness.
- Religious observance or activity *(pre-arranged with the building principal)*
- Family emergency
- Court appearances/legal meetings
- In-School-Suspension & Out-Of-School-Suspension
- Death of family member
- College/Postsecondary visit *(only if arranged by the High School Guidance Counselor)*
- Approved school/building activities.
  * All assigned work must be completed upon return from event by next class period.
- Family Activity
  * A maximum of 5 days allowed per year without Board approval.
  * Prearranged in advance with the principal at least 1 day for every day requested.
- Extraordinary Circumstances
  * Provisions documented in an IEP, accommodations granted in an ADA 504.
  * Unique situation involving a student.

Absences other than those listed above may be considered unexcused.
**MAKEUP POLICY**

A student who is absent is required to make up work whether the absence is excused or unexcused. Students shall complete work in advance for prearranged absences as per teacher discretion. Students will have 1 day for each day missed to make up work for other excused absences.

**TARDIES**

Any student who is tardy to school is required to obtain a tardy pass from the office. A student is tardy if they arrive to the classroom after the 8:05am bell. Tardies for K-6 classes will be dealt with by the teacher.

After the third unexcused tardy, Junior High students will be required to make up 30 minutes after school.

**REPORT TO PARENTS**

Parents are invited to visit with the teacher, at least once, near the end of the first and third quarter. Either parent or teacher should ask for additional conferences if it is felt that such conferences will facilitate the progress of the pupil.

Grade cards are sent home to the parents at the end of each quarter. If the pupil's work is of such nature that failure seems probable, then the teacher should not wait until the end of the quarter to contact the parent, but will make them aware of this situation by the fifth week of the quarter.

Some teachers may send home progress reports for every student but only those receiving D+ or below are required for 4th-8th grade students. **Parents are encouraged to view grades on the school website under the Parent Access to Grades.** Contact the office for further information if you do not have a password setup.

Trips. These guidelines may focus on the academic status of a student, school attendance, and behavior issues. Information will be provided by classroom teachers to parents and students regarding any guidelines that have been established.

**SCHOOL INSURANCE**

Parents or guardians have access to material on student insurance available in the district. After parental insurance obligations, students injured during involvement in a school-sponsored activity are insured under the Student Assurance program. The activity sponsor must fill out the appropriate form. Parents then take the form to their physician. The school district participates in a catastrophic insurance program should the need arise.

**SCHOOL NURSE**

USD 226 employs the services of an RN through the Meade County Health Department. Although not on campus at all times, she is available to visit the school as needs arise. Our school nurse insures the health file of each student is kept up to date with immunizations, physicals, hearing, vision, etc.

**MEDICATION**

In line with policies of schools across the country, USD 226 will not dispense or supervise internal medication of any kind to students unless by parent's written request. This would include aspirin or any pain reliever. External medication such as Band-Aids and disinfectants for scratches sustained at school will be allowed. We encourage all medication to be taken at home if possible.

**ANY MEDICATION SENT TO THE SCHOOL WITH A STUDENT MUST BE IN THE ORIGINAL CONTAINER AND MARKED WITH THE STUDENT'S NAME.**

‘Permission for Medication’ forms must be filled out and signed by a parent/guardian before any medication is dispensed at school. When medication is administered through the office, a log will be kept to maintain accurate administration of medication. **All medication will be kept in the office.**
• Students are to not walk between buses to enter or leave the school area.
• Parents are asked to not pick up children by the buses and also not to park where the buses unload on the west side of the block. Please avoid double parking as it creates a traffic problem. A pick-up & drop-off zone is provided on the north side of the building.
• Parents are asked to observe these rules for the safety of all students.

BUSES

Bus transportation is provided to and from school for students who qualify (out of city limits & preschoolers at a Daycare). Only planned bus routes will be followed. If a student is not to ride the bus, please call or message the bus driver. If a student who does not normally ride a bus is to ride home with a bus student, please call the Transportation Director (620-873-9599) or the MES/MJH office to clarify arrangements.

All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver.

If a student misses the bus because of tardiness or a disciplinary reason, parents are responsible to see that their child is picked up at school. Discretion will be used.

If students ride on a bus to any activity, they are to return by bus as the school is responsible for providing safe trips. Students may be released directly to their parents with approval from the sponsor. In special circumstances, arrangements may be made in advance with the principal for other transportation. Parents must sign out students with the bus driver or sponsor.

FIELD TRIPS

If a field trip is approved, students who participate in field trips must have a signed consent form on file before going on the trip (this form will be signed at enrollment). Teachers will develop guidelines for students regarding participation in field trips.

EXPLANATION OF GRADING MARKS

Kindergarten—Third Grade:

IS=INDEPENDENT SUCCESS-Consistently grasps and applies concepts.

MS=MODERATE SUCCESS-Usually produces work of satisfactory quality with help.

NI=NEEDS IMPROVEMENT-Requires frequent guidance, produces work of inconsistent quality, needs frequent reteaching and additional practice.

BW=WELL BELOW MASTERY-Constant guidance needed to produce work, unable to grasp and apply concepts.

INC=INCOMPLETE WORK

Fourth Grade—Eighth Grade:

A+...98-100 A....94-97 A...90-93
B+..87-89 B....84-86 B...80-83
C+..77-79 C....74-76 C...70-73
D+..67-69 D....64-66 D...60-6 F....0-59

O....Outstanding U....Unsatisfactory
S....Satisfactory I......Incomplete

An incomplete becomes an F if work is not made up in a reasonable length of time. We believe no child should receive a failing grade if he/she is applying themselves to the school situation.

HONOR ROLL

At the end of each nine weeks, a scholarship list of students is made for students in grades 5-8. Students will either receive High Honors or Honors depending on their grades.

High Honors – All A- or above for the nine weeks.
Honors – All B- or above for the nine weeks.
GPA for 8th Grade High Honors will be figured on all grades from 7th and 8th grade. If a class only meets for a nine weeks this grade will also count as the semester grade. The following 12-point scale will be used to calculate the 8th Grade High Honors. A certificate will be presented to all 8th grade students achieving High Honors at 8th grade promotion.

12……..A+ 
11……..A  
10……..A
9……..B+ 
8……..B  
7……..B-
6……..C+ 
5……..C  
4……..C-
3……..D+ 
2……..D  
1……..D-

RECORDS

A cumulative folder of report cards, test scores, health records, etc., is kept for each pupil while he attends the Meade Public School system. These folders are kept in the office.

Each teacher also keeps a computerized gradebook which shows the daily progress of each student.

HOMEWORK & ASSIGNMENTS

Homework and assignments are an important part of learning. Students are expected to turn in assignments on time. Individual classroom teachers may require 8th hour, deduction on assignments, or other consequences when assignments are not turned in when required.

Agendas will be given to every student in 4th-8th grade. Students will be required to bring agendas to their classes on a daily basis and be responsible for recording their assignments.

OPT-OUT PROVISION

A parent may use the district opt-out provision to remove a student from human sexuality and AIDS classes.

located in the counselors office, where the owner may go and repossess that which is his/hers. Valuables are kept in the office. Please mark all of your child’s jackets, bags, etc. with a black permanent marker to help return lost items to their rightful owner.

Students are not to bring personal items to school such as toys, dolls, stereos, etc. Exception to this would be on special show-and-tell days or for some type of class project with teacher authorization.

VALUABLES

Students bringing money or other valuables to school are cautioned to keep them in a safe place. If necessary, leave them with a teacher or bring to the office for safekeeping.

BICYCLES

The number of pupils, the necessary buses, parent cars, and student traffic create a safety problem and pose a certain amount of danger. We feel, therefore, that it is better for Kindergarten students to leave their bicycles at home. Pupils that do ride bicycles will be expected to follow the rules of the road and ride safely to school. Bicycles will be parked in the area that their homeroom teacher designates.

Bike racks have been installed in three locations; students are expected to use them. No bikes are to be parked at any entrance of the school.

CROSSWALKS

Students are reminded to cross the street at the crosswalks only at Grant & Pearlette and at Kansas & Pearlette when arriving at school and when leaving. Students are to wait until traffic clears before entering the crosswalk and to obey the supervisor.

• Students are asked to not cross in the middle of the block to go to the car, as this is dangerous with the heavy traffic.
• Parents are asked to not park in the crosswalks to drop off or pick up students, and to please observe the stop signs.
TELEPHONE USE

The office phones are available for students in case of emergencies. We therefore have a policy of accepting messages to give the student but not to call the student from class for a phone call.

Pupils wishing to make a phone call may do so in their classroom with permission from the classroom teacher. If the student needs to call from the office, the student must bring a hall pass from their teacher.

Cell phones carried by students are not to be turned on during school. They should be kept in a book bag or a locker and only used in an emergency or to call home after school or practice. One exception would be the JH break on Fridays, at the discretion of the teacher.

LIBRARY

Our goal is to provide the students and staff with the resources, and the skills necessary to effectively use the resources, for personal and instructional needs. We will promote resources, and activities designed to encourage enjoyment of reading, which contributes to lifelong learning.

To provide students incentive for wide reading in several categories of recognized "good" literature, we participate in the Kansas University Reading Program (grades 3-8), the Computerized Accelerated Reader Program (ages 8 & up), and the Kansas William Allen White Award Program (grades 3-8).

In addition to regularly scheduled class visits, teachers may schedule additional time for research, etc. and students are welcome to visit the library before and after school, during their noon recess, and during the day as classroom schedules permit.

Parents are encouraged to visit the library.

LOST & FOUND

Meade students are usually property-conscious and careful with their own things, but some things do get lost. When they are found they are examined for identification marks. If identification cannot be established, it is placed in the lost-and-found

EIGHTH HOUR—DETENTION

It is very important that students develop and maintain good study habits. One area of good study habits is to have assignments ready to be handed in when due. A thirty-minute teacher-supervised study hall may be assigned at the discretion of the individual classroom teacher for students in grades 5-8, for not turning in assignments when due.

- Deduction for late assignments may be applied at the discretion of the individual classroom teacher.
- Eighth Hour may also be used for disciplinary reasons as the classroom teacher or principal deem necessary.
- Every attempt will be made to notify parents if a student is put in Eighth Hour.
- Students in grades 1-4 may also be detained after school to make up work, if deemed necessary by the teacher.
- Consideration will be given for absences and emergencies.

ELIGIBILITY FOR SPORTS & ACTIVITIES

No student will be allowed to take part in athletics or other extra-curricular activities if he/she has a failing grade in any subject. Teachers do not plan to give F grades to any student who is making an effort.

A weekly list will be compiled on the last day of each week to determine eligibility for games or activities for Monday thru Sunday for the following week. If a student is failing, he/she will not be allowed to participate in any extracurricular activities from Monday thru Sunday. Students and parents will be notified if a student becomes ineligible. Students who have an F in a class at the end of a nine-week period, will be ineligible for the next week of the activity calendar.

Teachers will notify the student and give the failing progress report to the principal on the last day of each week by 11:30am in order for parents to be notified before the new week begins. Failure to do so on time will not make the student ineligible. A failing list will be printed at the end of each week for the JH staff. An at-risk-of-failing progress report will
be sent to parents by JH teachers when possible at the end of each week if a student is about to fail. However, some students may drop to failing very quickly and not receive an at-risk notice.

Students who are ineligible will have a mandatory 30-minute study hall each day after school to work with the teacher that they are ineligible with until grades are raised and all missing work is completed.

All students participating in athletics, including cheerleading, must have a physical form on file in the office before practice starts. Students must also be passing a minimum of 5 subjects the previous semester to be eligible to participate in KSHSAA activities.

The Activities Code of Conduct will be used for all activities and athletics and will be available for each parent. Parent meetings will also be held for sports to review this code and training guidelines established by the coaches.

**KSHSAA Rule 52 requires spectators at events to display appropriate sportsmanship. This is the goal of USD 226.**

**STUDENT BEHAVIOR**

A student’s conduct during the school year is greatly determined by his/her attitude toward fellow students, teachers, and appreciation of the educational opportunities. Cooperation and the observance of the rights of others is of utmost importance. MES/MJH will follow the USD 226 District-Wide Discipline Guidelines adopted by the Meade Board of Education.

The following information provides general guidelines for appropriate student behavior:
- In maintaining proper order, all teachers and supervisors have full authority over students during the school day and at all school functions.
- In general, any conduct which is injurious to others, poses a threat to the health or safety of persons or property, or conduct which disrupts or interferes with the education of himself or other students shall result in disciplinary action.

**COMPUTERS & CHROMEBOOKS**

Computers & Chromebooks are available for students for school use. Work that is not school-related shall not be permitted. **Before a child can access the internet, they must have a signed "Acceptable Use Policy" on file.** Violating this policy may result in loss of computer privileges.

**Computer Use Guidelines:**
- Students shall have no expectation of privacy when using e-mail or other district computer systems. Computer materials created by students become the property of the school board.
- Students will not be able to use any computer in the school unless under the direct supervision of a teacher – this includes before, during, and after school.
- Students will only be allowed to use the computer for school work.
- Students will only be allowed to visit websites that are necessary to complete school assignments and/or to study for a class. The only games that will be allowed are those assigned by the teacher, which directly correlate with a lesson.
- If a violation occurs, the following steps will be taken:
  - For the 1st offense a student will be suspended from the computer 1 school week.
  - For the 2nd offense a student will be suspended from the computer for 2 school weeks.
  - For the 3rd offense a student will be suspended for the remainder of the semester.
  - If a student goes to a graphic website that may contain pornography, filthy language, etc., a student will automatically receive 2 weeks suspension from the computers.
  - Additional or more serious offenses will have further consequences determined by the administration.
Elementary/Junior High students will **NOT** be allowed to wear shorts to school after October 31st thru Spring Break. Upon returning from Spring Break, students will be allowed to wear shorts to school.

**Electronic Equipment Guidelines**

During the school day students are to have devices in their school bag or in their locker, and they are not to be turned on.

If student gives an electronic device to another student during school, they have both violated the policy.

Electronic devices and appropriate websites may be used during the school day by students when authorized by the teacher for educational purposes.

**If a violation occurs, the following steps will be taken:**

- The electronic device will be taken away from the student and taken to the office.
- The office will log which student had the violation.
- For the 1<sup>st</sup> offense a student will be allowed to pick up the device after school from the office.
- For the 2<sup>nd</sup> offense the parent will be required to pick up the device from the office.
- For the 3<sup>rd</sup> offense the student will receive 1 day of ISS (**In-School Suspension**).

Additional offenses will have further consequences determined by the administration.

The school will not be responsible for lost or stolen items. Not bringing electronic equipment to school or on trips will eliminate this possibility.

Sponsors or coaches may take away electronic equipment if it is deemed to be used inappropriately or outside the guidelines that have been established.

- Public displays of affection (**kissing, holding hands, etc.**) will not be allowed during school or while participating in a school activity.
- Inappropriate and foul language will not be allowed. Please instruct (**and set a good example for your child**) on what is appropriate.
- Bullying behavior designed to intimidate or harass others shall result in disciplinary action. Bullying is defined as systematically and chronically inflicting physical hurt and/or psychological distress on one or more students. It **will include but will not be limited to:**
  - Verbal bullying – constant taunting, teasing, name-calling, and other forms of verbal abuse;
  - Physical bullying – hitting, kicking, other assaults, enlisting others to assault someone, and destruction or theft of property;
  - Nonverbal/nonphysical bullying – threatening or obscenity gestures, purposefully excluding others, manipulation of friends to inflict harm on others, and threatening notes or emails.

If necessary, the principal may assign a student an in-school suspension when the student's behavior is not in compliance with the rules and regulations established by the administration and the Board of Education. Parents will be notified if a student's behavior requires special disciplinary measures.

- The type of apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:
  - shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or education objectives;
  - shall not present a physical safety hazard to self, students, staff, and other employees;
shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;

shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate disciplinary action as necessary.

Students may receive detention, in-school suspension, or out-of-school suspension, depending on the seriousness of the offense.

**STUDENT DRESS**

The school setting is the same as a place of work and that attire differs from clothing worn at recreational sites.

**Administrators and faculty members will determine the appropriateness of a student’s appearance and will have the right to ask that clothing be changed.** The principal has the authority to determine inappropriate dress, which may not be included in this policy. Students who are inappropriately dressed will be required to change their clothing.

**DRESS CODE**

The PreK-12 dress code for USD 226 is as follows:

- Appearance must be neat, clean, and conventional – No extremes.
- Decency and good taste are required.
- Attire that attracts undue attention, is disruptive, or interferes with the normal educational process and the ability of other students to learn will be deemed inappropriate.
- In a normal standing position, shorts and skirts must be mid-thigh length or longer. Shorts/skirts that do not meet this requirement may be worn with visible spandex.
- Pants, shorts, and skirts should not be worn low or be sagging. Writing or pictures on clothing items shall not display or promote alcoholic beverages, drugs, tobacco, suggestive or obscene language, or violent acts.
- Shoes must be worn at all times.
- Sleeveless tops must have a width of 2 inches on the shoulder strap. Attire without sleeves must be finished around the armhole and fitted so sleeves are not gapped open
- Apparel that is excessively short, excessively tight, excessively revealing, or excessively low-cut may not be worn. Leggings may be worn so long as the bottom of the students seat is covered.
- No undergarments should be showing including at athletic practices.
- No bare midriffs showing while in a relaxed standing position.
- Bandanas and other gang-related clothing shall not be worn at any time, including school-sponsored activities.
- No hats are to be worn in the building during the school day (except for special days approved by the principal).
- No sunglasses are to be worn in school unless prescribed by a physician.
- No PE clothes shall be worn in academic classes (except when allowed by the principal for practice purposes).
- PE attire must be mid-thigh length or longer shorts.
- Any student involved in extra or co-curricular activities in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.
- At a minimum, athletic practice attire must comply with game/competition attire or PE attire.