

Meadow View School



2021 - 2022

Student Handbook

WELCOME from the PRINCIPAL

I'd like to take this opportunity to welcome you to our school. Meadow View is known for its great academics, athletics and an experienced teaching staff. Our students not only excel academically, but are also taught respect, responsibility and how to work hard. Most importantly we at Meadow View are a family, we take pride in being a Falcon and working together with parents to form a partnership for your child. Please contact me for any assistance you may need. Once again, "Welcome to Meadow View."

OUR BELIEFS

- We treat all people with respect.
- We do quality work.
- We protect our learning environment from interruption.
- We assume responsibility for the proper care of our building and its contents.

MEADOW VIEW SCHOOL RULES

- 1) Be in assigned seats ready to work when class begins
- 2) Have paper, pencils, books, and completed assignments every day
- 3) Keep hands, feet and objects to yourself.
- 4) No swearing, cruel teasing, rude gestures or put-downs.
- 5) Follow the directions of individuals in authority.

PROCEDURES FOR VIOLATIONS OF OUR SCHOOL RULES

- Phase I: The adult in authority will address concerns with those who do not meet expectations.
- Phase II: The adult in authority will contact parents when expectations are not met during phase I.
- Phase III: A conference with the principal, the adult in authority, and the student will be scheduled when expectations are not met during phase II.
- Phase IV: A conference with the parent(s), principal, staff member and Student will be scheduled when expectations are not met under phase III.
- Phase V: The principal will take the necessary action deemed appropriate to resolve non-compliance with expectations

Plans of action will be implemented at each phase.

SEVERE CLAUSE: Serious violations and offenses will be dealt with accordingly. Fighting, sexual harassment, bullying, property damage, etc. will be dealt with immediately by the school principal.

ENROLLMENT

Children entering Kindergarten are required by law to be at least five years old on or before August 31 for the school year in which they are enrolling. A Kindergarten Clinic is held each spring to do a pre-assessment and a preliminary enrollment. Parents must bring the child's Social Security card, birth certificate, and immunization records in order to enroll the child.

Students transferring to USD 506 elementary schools should bring proof of residence and a valid birth certificate. Fees should be paid at the time of enrollment.

OUT OF DISTRICT AND OUT OF ATTENDANCE CENTER APPLICATIONS

Students who do not live in the Meadow View Grade School attendance center area may apply for out of district or out of attendance center status. Applications are available in the office and must be made yearly. Acceptance is based, primarily upon the size of the class where application is made. The school principal will conduct a background check on new students applying in first through eighth grades. The school principal will recommend only students in good standing regarding academics, attendance, and behavior for approval by the Superintendent of Schools. Out of attendance center students and out of district students who have older siblings already in attendance at Meadow View will be accorded priority status over new out of district applications.

ABSENCES FROM SCHOOL

Regular attendance is extremely important to the educational development of our students. We believe that the major responsibility for regular attendance lies with the parents and the student. When a student is absent, a parent or guardian must call the school within 24 hours of the absence. If a telephone is not available, the school will accept a signed note from the parent or guardian when the student returns to school. If a telephone call or note is not received from the parent or guardian, the absence will be recorded as unexcused.

Excused Absences: The principal shall determine whether an absence is excused or unexcused. Absences for the following reasons will be administratively approved:

1. Illness with a parent's verification
2. School sponsored activities
3. Weather conditions so severe that it is impossible for the student to attend
4. Prior approved absences between the principal and parents for funerals and family business.

Unexcused Absences: All absences that do not fall in the categories of the excused absences listed above shall be unexcused. In addition, leaving school when school is in session without the principal's permission shall be deemed an unexcused absence. This will include failure to attend mandatory after school tutoring or 8th hour. After 10 absences, all absences will be recorded as unexcused, unless accompanied by a doctor's note.

Truancy: Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

TARDINESS

Students arriving late or leaving early must check in and out with the office. There is a sign in/out sheet in the office for parents to sign for their children entering school late or leaving early. (If you are unable to come sign your child in, then please send a note with your child.) Any student missing up to an hour, at any time during the school day, is considered tardy. Students missing more than an hour during the school day will be considered absent. Three unexcused tardies will be converted to one unexcused absence.

ARRIVAL AT SCHOOL

All students are afforded the opportunity to ride the school bus. Students may enter the building at 7:35 AM. Those students eating breakfast go through the front doors and go through the breakfast line. Those students not eating breakfast enter through the east gym doors and sit with their classmates in designated areas. Students will be marked tardy beginning at 8:00.

DAILY SCHEDULE

7:35	Busses unload. Students enter the building.
7:35	Breakfast is served.
8:00	Tardy Bell – Students dismissed to class.
10:50	Lunch K- 1- 2
11:20	Lunch 5- 6
11:40	Lunch 7-8
11:55	Lunch 3-4
3:10	Dismiss Bus Students
3:15	Buses Leave – Dismiss Non- Bus Students

Any student, in grades 3 – 8, who has the grades of two (2) D's or one (1) F in any subject may be assigned to our mandatory study hall period. This period lasts from 3:10 – 4:10.

GRADES

The following is the grade scale used by all teachers in our school:

100	A+	79 – 78	C+
99 – 93	A	77 – 73	C
92 – 90	A-	72 – 70	C-
89 – 88	B+	69 – 68	D+
87 – 83	B	67 – 63	D
82 – 80	B-	60 – 62	D-
		59 – below F	

HOMEWORK

All students are expected to complete assignments on time. Students are responsible for being prepared to work when they come to class. Preparation includes all materials that are needed to successfully do their assignments. Homework is typically school assignments that were not completed during class time during the school day. This includes project work. Assignments are to be completed and submitted to the teacher on time. Late work is a zero.

In the event of an absence from school, it is the responsibility of the student to get the missed assignments from his teacher or a responsible classmate. We allow one day per day of absence plus one additional day to complete missed assignments. You may telephone the office to make arrangements for getting assignments on the day of your child's absence.

ATHLETICS & ACTIVITIES

Meadow View activities include: volleyball, football, basketball, track, wrestling, band, vocal, cheerleading, quiz bowl, and yearbook. Parents be advised that participating in an activity requires a serious time commitment and that students are not given any extra time to complete regular classroom academic assignments. Students may be required to sign a contract outlining expectations for participation. Coaches/sponsors will send practice schedules home, although they are subject to change. A student who misses more than ½ a day due to illness/unexcused absences will not be eligible to participate in that day's activities.

Each student must have a physical examination after May 1 of the current school year. This physical must be on the Kansas State High School Activities Association form, signed by a physician, parent, and student. This document must be on file with our school before a student will be allowed to practice.

All 6th, 7th, and 8th grade students whether or not participating in athletic, cheerleading, or band activities are required to maintain acceptable grades. Any student receiving two "D's" or one "F" will be restricted from participation. The student will receive an 8th hour notification for parents to sign and return. In order to participate the student will be expected to attend our mandatory study hall, until he/she has raised his/her grades to no "F's" or only one "D". Grade checks will be done through the week. During this time a student will not take part in games or extracurricular activities but may continue to practice. If the student raises his/her grade to an acceptable level they are out of (8thhour) and may participate. Students will communicate this to parents and coaches. The student may report to practice after 8th hour, transportation will not be provided by the school.

If students do not stay for mandatory (8th hour) they may be assigned an in-school or out of school suspension.

Parents must sign the parent release form before taking their child from a school-sponsored event. The team manager and/or coach will have the form with him/her.

Students participating in athletics or cheerleading must be in attendance for the full day on the day of a game or activity in order to be eligible to participate in practices, games, parades, or other related activities during the day in question. Attending a funeral or a scheduled appointment for professional services will be considered exemptions and will be excused.

Student in Good Standing

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal to participate with the team/group. This policy will include any/all school activities/ clubs or athletics operating outside the established school day.

***USD 506 does not carry health insurance on students.**

BUS INFORMATION

Our bus drivers receive extensive training, before they are employed to drive a USD 506 bus. All of our bus drivers hold a CDL driver's license, attend monthly safety meetings, and keep current certification in first aid and defensive driving. We conduct two bus evacuation drills with all of our students each school year. The bus your child rides will seldom change during their years of attendance in our school. You will be contacted in advance if alterations to established routes need to be made.

Please notify your bus driver if your child will not be riding the bus on a given day. If space allows, your child may ride home with another student if both students have a note from their parents indicating that they have parental permission to do so. The pick-up and delivery times will seldom vary from day to day, therefore, students need to be waiting at their stop each day before the bus arrives. Animals, insects, fowls, etc. may not be transported on the bus. Glass containers such as bottles and jars, balloons, sticks or any object that may be unsafe or create a driving hazard are not permitted on the bus. Neither food nor drink may be consumed on the bus, except at the discretion of school staff, while the bus is in motion. We may not alter our bus routes to accommodate out of attendance center or out of district students. Those students will need to meet the bus on the established route.

Expectations while riding the bus:

- 1) Sit properly (feet on floor, facing forward).
- 2) Keep voices at a conversational level.
- 3) Keep hands, feet and objects to yourself.
- 4) No swearing, cruel teasing, rude gestures or put-downs.
- 5) Follow the directions of the bus driver.

The bus is considered an extension of the school day and all rules, policies and procedures continue on the bus. The principal will take the necessary action deemed appropriate to resolve non-compliance with expectations

Serious violations and offenses will be dealt with accordingly. Fighting, sexual harassment, bullying, property damage, etc. will be dealt with immediately by the school principal.

DRESS CODE

A student's appearance should not disrupt the normal proceedings of the school, nor interfere with the health, safety, or welfare of any individual. Apparel and clothing containing printed or visual messages inappropriate in a school setting will not be worn. Skate shoes or Heelies are not allowed to be worn to school or used on school property. This includes after hour events. Hats or caps will not be worn in the building. Cutoffs, beach apparel, bicycle shorts, see-through clothing, bare midriffs, tank tops, or tops with spaghetti straps are unacceptable. Dresses and shorts will be **mid-thigh length** or longer. Any manner of dress or hairstyle/color that the principal deems to be detrimental to the learning process will not be allowed. The principal shall act as "arbiter of good taste" in referrals from staff members on questions of improper attire.

LUNCH & BREAKFAST

USD 506 elementary schools are committed to providing students with a nutritious, enjoyable hot meal. Those parents desiring to do so may apply for free or reduced breakfasts and lunches. Applications are available at enrollment or anytime during the year in the school office.

If students choose to bring sack lunches, they are welcome to do so. There will not be facilities provided for sack lunches to be kept cool at school. They may purchase milk if they desire. All students will need to either bring a sack lunch or take a school meal. No students will be allowed to skip lunch for any reason.

Parents/Guardians are welcome to come eat with your child for special occasions. We ask that you call the day before if you are eating a school lunch so we can get you on our lunch count. You may have siblings sit with you but not other children.

Juice will not be substituted for milk unless we have a doctor's note for a milk allergy.

All students will follow the lunchroom rules to ensure a safe and orderly environment.

- Unruly behavior, such as excessive talking, horseplay, etc. will not be allowed.
- Students will not be allowed to trade food.
- Students must obey the lunchroom supervisors—failure to do so will result in a loss of privileges.

Students are not allowed to purchase pop during the school day except for special occasions as permitted by the classroom teacher

INCLEMENT WEATHER SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. These events will be announced on the following radio/TV stations: KOAM-TV (channel 7) KODE-TV (channel 12) KKOW Radio (96.9) KGGF Radio (690 AM) KLKC Radio (93.5 FM) KOBC Radio (90.7 FM).

The automated communication system will be activated in the event of school closing.

MEDICATIONS

In accordance with Kansas State Law, parents may come to school to administer medication or must have a written document with specific directions for the medication's use. This form is available in the office. **All medication must be in its original container or it cannot be dispensed.** First doses of all medication will not be given at school. Herbal medications will not be administered at school. All medication will be kept in the office.

Below are requirements for all new and returning students who will be enrolled in the USD 506 School District for the 2021-2022 school year. **Parents please note that there will be new required vaccines, for certain grades, for this next school year (2021-22).**

All students (returning & new) must have the following:

- An **up-to-date** immunization record on file or provided **prior to starting school**
- Students who will be entering the **7th grade (11-12 yrs.)** are required to have a Tdap vaccine booster and a Meningococcal (A,C,W,Y) vaccine **prior to starting school. 8th grade students who did not get a Meningococcal (A,C,W,Y) vaccine in 7th grade will need this vaccine**
- Students who will be entering **Preschool, and Kindergarten thru 4th Grade** are required to have **two** doses of Hepatitis A vaccine. (Doses should be given 6 months apart-if 1st dose is given prior to enrollment 2nd dose will follow in 6 months).
- Students entering the **11th Grade (16-18 yrs.)** are required to have one dose of Meningococcal (A,C,W,Y) vaccine **prior to starting school. 12th grade students will need this vaccine if not given in the 11th grade or after they turned 16 yrs. old**
- Medical exemption from vaccines **must** be updated **yearly** by your health care provider and provided to the school

All new students must have the following:

- KS State Law (KS 72-5214) requires all students 8 years of age and younger, entering a Kansas School for the first time, **MUST** provide written proof of physical exam being completed within the last 12 month of school entry. Parents are encouraged to schedule appointments promptly.

Students are **required** to have up-to-date copies of immunization and/or health assessment to the school no later than September 30, 2021. *If we do not receive proof of immunization and/or health assessment by this date your child will be sent home from school October 4th, 2021.*

These services can be obtained at your health care provider's office or your local health department. To receive vaccinations at the health department your child will have to meet VFC (Vaccine for Children) Program eligibility requirements. If vaccines are obtained before the age of 19 years of age your child could be eligible to receive a lower cost of vaccines through the VFC program (after age 19 yrs vaccine cost will be higher). For information on VFC eligibility, clinic hours, or to schedule an appointment contact the health department at 620-421-4350. Thank you for your cooperation.

*Physicals are required for all pre-kindergarteners, and any child 8 and under, entering our school district for the first time.

Office of the School Nurse USD 506 Guidelines

"When Your Child Is Sick"

- When your children are sick it is sometimes difficult to know when to keep them home and when to send them to school. Below are some guidelines for when a child should be kept home.
- **FEVER:**
 - All children should be kept home from school with a temperature of 99.5 degrees or above and a headache, sore throat, nausea, coughing, sneezing, or any other flu-like symptoms.
 - A child with a temperature of 100 degrees or above should be kept home even if they have no other symptoms.
 - A child should remain home until they have had a normal temperature for 24 hours without the use of Tylenol, Motrin, Advil, etc.
- **VOMITING:**
 - A child should not be sent to school until vomiting has been absent for at least 24 hours. If a child vomits at school, a parent or alternate contact will be called to pick the child up from school.
- **DIARRHEA:**
 - A child should not be sent to school until diarrhea has been absent for at least 24 hours.
- **COUGHING/SNEEZING/RUNNY NOSE:**
 - If a child has any of these symptoms that have disrupted the previous night's sleep, the child should stay home until the symptoms are no longer disruptive. Green or yellow drainage from the nose can be a sign of infection. If a child has this type of drainage, please make an appointment to see a medical provider.
- **STREP THROAT/BACTERIAL INFECTION:**
 - If a child has strep throat or any type of bacterial infection, the child should be kept at home until 24 hours after the first dose of the antibiotic has been taken by the child.
- **MEDICATIONS:**
 - It is best for a child to receive medications at home if at all possible. In the event that a medication must be given at school, a medication administration permission form must be filled out and signed by the parent. Medication {both prescription and over the counter) must be brought to the school in the original container with the label intact. If the medication is a prescription, the pharmacy label must be in place. No medication will be accepted in any other type of container. parents must provide any medications to be given to their child. No stock medication will be provided by the school. All medications brought to the school will be verified by school staff.
- **SELF-CARRY MEDICATIONS:**
 - If a child needs to carry medication on their person (an inhaler, epi-pen, or diabetic supplies), a self-carry medication administration form must be filled out, signed by the parent, and on file in the office.

SIT

The Student Improvement Team is a group of teachers, the building principal and individual students' parents that meet to explore strategies and interventions to help students that are having difficulty learning or following school rules and expectations. Referral to the SIT team can be made by teachers or parents.

PROMOTION, RETENTION, AND FAILURE TO MEET REQUIREMENTS

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

SCHOOL VISITS

Parents and adult visitors are always welcome to visit in our school. Please arrange your visits in advance if you would like to visit with a teacher. **Please report to the office when you arrive for a visit.** Children not enrolled in our school may not visit nor attend class with a child enrolled in our school.

STUDENT PERSONAL BELONGINGS

Each student's personal possessions, including workbooks, school supplies; articles of clothing, toys, athletic equipment, and other personal possessions should be plainly marked with the child's name. Any personal electronic device such as, but not limited to, an i-pod, cell phone, smart watches and any other electronic devices are not to be turned on during any part of the school day or on the school bus except at the discretion of the school staff. The school will not be held responsible for any broken, lost, or stolen articles that the child brings from home.

CELL PHONES

All cell phones are to be turned off and put away in the student's bag or locker during school hours. Cell phones that are taken out during school hours will be considered a nuisance item and will be confiscated. Parents will be required to pick up the cell phone. Repeat offenses will result in disciplinary action. The taking of pictures with any personal electronic device is not allowed as per the Acceptable Use Policy (AUP)

TELEPHONE CALLS

Students will be allowed to use the telephone only in the event of an emergency. Cell phones are not to be turned on during any part of the school day (this includes anytime you are riding the bus), except at the discretion of the school staff.

TORNADO, FIRE, AND CRISIS DRILLS

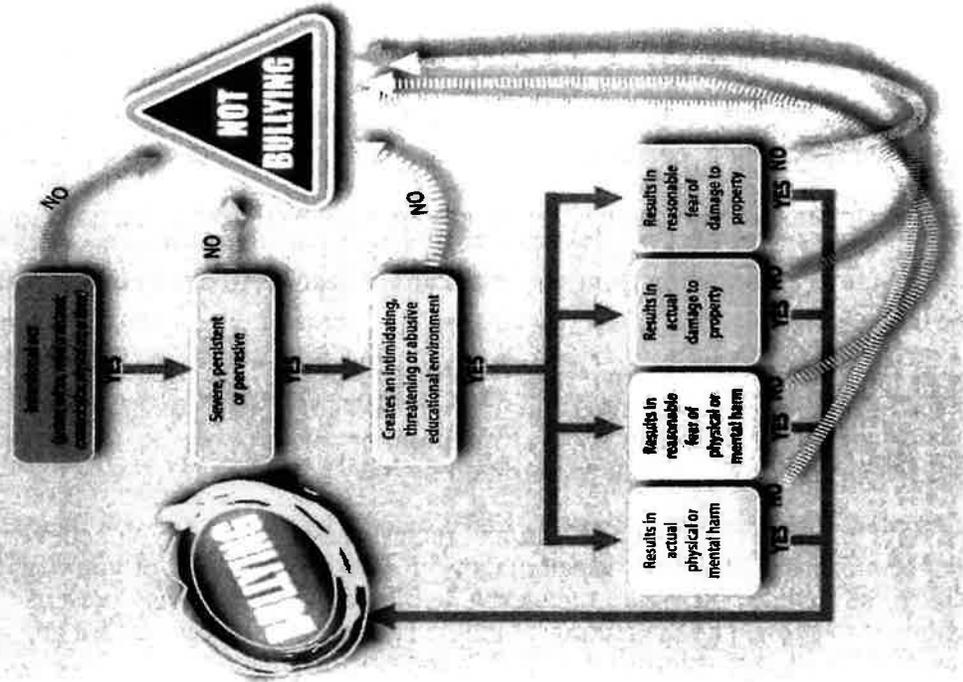
Visual charts for procedures are posted in each room. Fire drills are monthly, tornado drills three times a year, and crisis drills are conducted during safety week each year.

BULLYING/HARASSMENT

The board has set a high priority on zero tolerance for bullying behavior at all levels of the organization. This means no tolerance for students bullying students, no tolerance for staff bullying students, and no tolerance for staff bullying staff. The board has adopted policy GAACB/JGECB/ JDDC "Hazing/Harassment/Intimidation/Bullying/Menacing" to establish an expectation district-wide. The policy states, "Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion."

The following flow chart is what we use to help us distinguish if a student's action is or is not bullying.

KANSAS BULLYING LAW



FIELD TRIPS

Parents will be informed of all learning trips in advance of the trip. Students must have a signed permission slip to attend. Program and parade practices at LCHS are listed in the school and/or district calendars. Permission slips are not required for these events. Any student who consistently does not have assignments completed and turned in on time will not be allowed to go on any school field trip will be assigned a grade for the course.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. The board has adopted policy GAAP “Emergency Safety Interventions”. This policy is available on the district website at www.usd506.org with links to the policy available on any individual school page. In addition, we will provide a copy of the policy at any time upon request.

FERPA – FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Under the provision of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by Labette County USD 506. In accordance with FERPA, you are required to be notified of those rights, which include:

- 1) The rights to review and inspect all of your educational records, except those, which are specifically exempted.
- 2) The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
- 3) The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records are denied in the first instance.
- 4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 506 has failed to comply with FERPA’s requirements.
- 5) The right to obtain a copy of USD 506’s policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 401 S. High School Street, Altamont, Kansas 67330.

For purposes of FERPA, USD 506 has designated certain information contained in educational records as directory information; which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 506 at the office of the Superintendent, 401 S. High School Street, Altamont, Kansas 67330 on or before September 10 of each school year. If a refusal is not filed, USD 506 assumes that there is no obligation to the release of the designated directory information.

Notice of Non-Discrimination:

The school district of Labette County USD 506 does not discriminate on the basis of race, color, ethnicity, national origin, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. The following person has been designated to handle inquiries or complaints regarding nondiscrimination policies, including requests for accommodations or access to district buildings and programs.

Complaints in regard to Discrimination:

**Discrimination against any student or employees on the basis of race, color, ethnicity, national origin, sex/gender (to include orientation, identity or expression), age, disability, genetic information or any other basis prohibited by law. The superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S. High School Street, PO Box 189, Altamont, KS 67330, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired).
jwyrick@usd506.org**

