

WELCOME!!

Dear Parents and Students,

Welcome to Meade Elementary and Jr. High School. Our school is in its fifth year of working in a completely remodeled building. We have one of the most energy efficient schools around with state of the art lighting, windows, and heating and air conditioning. Our community can be proud of such a nice facility in which the students of Meade can learn. We as a community of learners should be proud of the facilities, staff, and teachers that the Board of Education has provided the Elementary and Jr. High.

We are looking forward to a great 2011-12 school year. Our school day will once again be from 8:10 AM to 3:30 PM each day. This year we will be utilizing some new technology applications through Google for staff and students to make this a very successful year of learning. We will also beginning a new school improvement model called MTSS.

It is our belief that the child, the home, and the school all play a major role in the educational process. Therefore, we encourage your help, your support, your input, and your cooperation in an effort to make learning a positive experience.

The faculty, staff, and administration are here to provide the very best education possible for all students. Do not hesitate to contact us if you have questions concerning school policies or any aspect of your child's education.

This handbook contains some general information you need to know about your school. Every year the handbook incorporates new policies. Please read it and keep it for reference.

I am looking forward to another fantastic year. Meade, it's a great place to learn.

Sincerely,

Jason Johnson
Principal

BOARD OF EDUCATION

Janice Wiens
Kirk Thompson
Ruth Miller
Leon Rogers
Dr. Mark Chalker
Shelia Brown
Brad Bird

SUPERINTENDENT

Kenneth Harshberger

MISSION STATEMENT

“The Mission of the Meade Elementary and Jr. 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.”

GRADE SCHOOL FACULTY/STAFF

Jason Johnson.....	Principal
Rhonda Wiens.....	Kindergarten
Rubeinna Bobo.....	Kindergarten
Katrina Lauppe.....	Grade One
Melissa Hegwood.....	Grade One
Ethel Reimer.....	Grade Two
Diane Isaac.....	Grade Two
Rebecca Shewey.....	Grade Three, Coach
Nancy Hascall.....	Grade Three
Susan Hartnett.....	Grade Four
Justin Powell.....	Grade Four, Coach
Resi Ross.....	Grade Five
Andria Harris.....	Grade Five, Coach, Jr. High Cheerleading
Craig Batchman.....	Grade Six, Coach
Carol Hewitt.....	Grade Six, Scholars' Bowl, Robotics Coach
Derek Leiker.....	8 th Social Studies, PE, Coach
Stacy Cordes.....	Technology Integration Specialist, Coach, 8 th Grade Teacher
Taajnia Elliott.....	Jr. High Science, Robotics Coach
Pat Gleason.....	J. H. Mathematics, Life Skills
Tanya Marceau.....	Jr. High Language Arts
Irlana Meyers.....	Reading Recovery, Title I
Pat Rains.....	Library
John Petrie.....	PE, Coach
Jenna Johnson.....	7 th /8 th Grade Computers
Marcy Lynn.....	Special Services
Dana Headrick.....	Preschool
Whitney Bowen.....	Special Services
Michael Rempel.....	K-6 Vocal Music
Brandon Haynes.....	J.H. Vocal Music, Grade and J.H. Band, Coach
Amy Losey.....	K-8 Art
Jerry Thomas.....	8 th Grade Math
.....	School Psychologist
Alyson Lumry.....	Special Services
Stacy Batchman.....	4Year Old At-Risk, Kinder Prep, Coach
Dale Deighton.....	At-Risk/Testing Coordinator, Athletic Director
.....	Speech Pathologist
Debbie Wiens.....	Secretary to Principal
Jamie Rempel.....	Secretary
Greg McCulloch.....	Maintenance
Ron Novinger.....	Custodian
Lupe Ornales.....	Custodian
Chris Carmichael.....	Custodian
Michele Davis.....	Cook
Kitty Knowles.....	Cook
Shelley Cook.....	Cook
Verle Loewen.....	Bus Manager
Chris Stockton.....	Bus Driver
Arnella Carmichael.....	Bus Driver
Pat Sims.....	Bus Driver
Betty Friesen.....	Bus Driver
Vivien Garten.....	Library Aide & Supervisor
Sherry Preedy.....	Sp. Ed. Paraprofessional
Heather Davis.....	Sp. Ed. Paraprofessional
Jennifer Vanderpool.....	Sp. Ed. Paraprofessional
Brenda Reimer.....	Title 1 Paraprofessional
Carol Larson.....	Sp. Ed. Paraprofessional
Lisa Koons.....	Sp. Ed. Paraprofessional

Susan Dew ell.....Sp. Ed. Paraprofessional
 Sharon Loew en.....Sp. Ed. Paraprofessional
 Linda AlleySpeech Paraprofessional
 Kristen Stapleton.....Jr. High Girls' Basketball/Volleyball

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 the school staff is to work with you, the parent, 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, we want 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.

REQUEST FOR CLASSROOM ASSIGNMENT

1. Initial placement of students will be done by the Principal in the spring for the coming school year. Each teacher will fill out a rubric about the student based on several factors that will aid the principal in placing the students.
2. Consideration of all educational factors, academic and social, equal members of students, high/low achievement, and personality conflicts will be the primary determinations in placement decisions.
3. Parents wanting a specific class placement, **SHOULD MAKE A REQUEST IN WRITING TO THE PRINCIPAL IN THE SPRING BY APRIL 20.** Exception would be made for students enrolling after the start of the school year.
4. The final decision on all placements will be made by the principal after consideration of staff recommendations and parent requests.
5. All parent requests will be considered, but parents should understand that other considerations may prevent the honoring of all requests.
6. If requests are not honored, parents will not be individually notified.
7. Rosters for the coming year will be mailed out after the current school year ends.

SCHOOL HOURS

School starts at 8:10 AM and ends at 3:30 PM. AM Preschool runs from 8:10 AM to 11:00 AM and PM Preschool runs from 12:20 PM to 3:10 PM. Kinderprep is from 12:20-3:30 PM. Please arrange for children to not arrive at school before 8:00 AM unless they are eating breakfast. Teachers will be preparing for the day and supervision of children is nearly impossible while getting ready for the day's activities. Once the students arrive at school they are to report to the gym to prepare for the school wide morning meeting.

ENROLLMENT

Elementary children enroll in the grade to which they were assigned last year. Grades will be printed by the doors of the rooms.

All children attending any Kansas school for the first time must present an immunization record secured from their family physician or health department and must have a physical up to 9 years of age.

All kindergarten and new students must present a birth certificate and the school requests a copy of a student's Social Security card at the time of enrollment.

Parents will also be asked to fill out such forms as Language Survey, Permit to publish, Internet Use Agreement, and Free and Reduced Lunch Applications.

WITHDRAWALS

When parents and children leave the community, proper refunds for lunches will be made at the office. The student may get their grade card from the teacher. A transcript or permanent records will be issued upon request of the new school.

VISITATIONS

Parents 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 almost necessary to plan for a classroom visitor. Our school phone number is 873-2671.

Any person other than school personnel, recognized parent or legal guardian 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 shall be contacted for permission.

All visitors must report to the office before going to a classroom.

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.

STUDENT DRESS

Dress Code:

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 have the right to ask that clothing be changed. The principal has the authority to determine other inappropriate dress, which may not be included in this policy. Students who are inappropriately dressed will be required to change their clothing.

The K-12 board-approved dress code for school 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.
- Shoes must be worn at all times.
- Attire without sleeves must be finished around the arm hole 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.
- No undergarments should be showing including at athletic practices.

- No bare midriffs showing while in a relaxed standing position.
- 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.
- Bandanas & other gang related clothing shall not be worn at any time including at outside 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 P.E. clothes shall be worn in academic classes (except when allowed by the principal for practice purposes).
- P.E. attire must be mid-thigh length or longer shorts and sleeved T-Shirts.
- 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 sport practice attire must comply with game / competition attire or PE attire.
- Students will not be allowed to wear shorts to school from October 31st thru Spring Break. Upon returning from Spring Break students will be allowed to wear shorts to school.

TELEPHONES

The office phone is available in case of emergencies, but it is necessary that student calls over the office phone be kept to a minimum. We, therefore, have a policy of accepting messages to give the student but not to call the student from class.

Pupils wishing to make calls must bring a hall pass from their homeroom teacher.

Cellular 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.

Electronic Equipment Guidelines

- Electronic equipment will be put away when students enter the building and may be taken home at the end of the day.
- This includes IPOD's, PDA's, Cell Phone, MP3's, Video Games, CD/DVD Players, Radio's Blackberry's, etc.
- During the school day students are to have these in their school bag (not in a purse) 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 (i.e. Ipods, CD players, cell phones, etc.) 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 1st offense a student will be allowed to pick up the device after school from the office.
 - For the 2nd offense the parent will be required to pick up the device from the office.
 - For the 3rd offense the student will receive 1 day of ISS.
 - Additional offenses will have further consequences determined by the administration
- An individual music player may be taken on trips, but must have headphones, and should be used by the student(s) who brings the player. (NOTE: An individual sponsor or coach may choose to not allow these on trips.)
- Individual DVD players should not be brought to school or taken on trips.
- PDAs should not be used at school or on trips unless for educational purposes.
- The school will not be responsible for lost or stolen items. Not bringing this 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.

BICYCLES

The number of pupils, the necessary buses, parent cars and student traffic create a 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 park them 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 front entrance of the school.

LOST AND FOUND

Meade students are in general property conscious and careful with their own things. Some things do get lost though. When they are found and turned into the office, they are examined for identification marks. If identification cannot be established, it is placed in the lost and found case where the owner may go and repossess that which is his/hers. Valuables are kept in the office.

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

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.

MEDICATION

In line with policies of schools across the country, U.S.D. 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 medicine to be taken at home if possible.

Parents who feel it is necessary to have their child take such oral medication should provide it from home **in its original container.**

Medication forms will be filled out by parents before any medication is dispensed at school. When medicine must be administered through the office, a log will be kept to maintain accurate administration of medicine. All medicine must be locked up in the office.

Parents and children assume responsibility when medication is brought to school to be administered. Medication, prescription or non-prescription is not to be dispensed from one student to another.

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

CROSSWALKS

Starting at 7:40 AM each morning, Grant Street becomes a one-way street with all traffic heading west.

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

Do not cross in the middle of the block to go to the car. This is dangerous with the heavy traffic.

Parents are asked to not park in the crosswalks to leave or pick up students and to please observe the stop signs.

Students are not to walk between buses to enter or leave the school area.

Parents are asked not to 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 because it creates a traffic problem. A pick-up & drop-off zone is provided on the north side of the building.

We ask that you observe these rules for the safety of all students.

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.

ATTENDANCE PROCEDURES:

1. Absences will be judged as excused or unexcused by the building principal. Parents/guardians must provide the school with documentation **or a phone call** indicating the reason for any absence by 9:00 AM. Valid excuses for absence are as follows:
 - a. Personal illness & professional medical appointments
 - i. Not every illness will require the need to see a physician; therefore, short term illnesses may be documented by parent notification
 - ii. The building principal reserves the right to require notes from licensed practitioners
 - b. Religious observance or activity – (pre-arranged with the building principal)
 - c. Family emergency
 - d. Court appearances/legal meetings
 - e. In-School-Suspension & Out-Of-School-Suspension
 - f. Death of family member
 - g. College/Post –Secondary visit (if arranged by Guidance Office)
 - h. Approved school/building activities
 - i. Students shall have approval from all missed class instructors (assignment sheets)
 - ii. All assigned work must be completed upon return from event by next class period
 - i. Family Activity
 - i. A maximum of 5 days allowed per year without Board approval
 - ii. Pre-arranged in advance with the principal at least 1 day for every day requested
 - j. Extraordinary circumstances
 - i. Provisions documented in an IEP, accommodations granted in an ADA 504
 - ii. Unique situation involving a student
2. Absences other than those listed above may be considered unexcused

MAKE-UP 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 pre-arranged absences as per teacher discretion. Students will have 1 day for each day missed to make-up work for other excused absences. If the absence is unexcused, the following consequence will be enforced:

- i. All work is to be completed on the return to regular classes. A maximum of 80% credit can be awarded for completed work.

TARDIES

Junior High students, who are tardy to school, are required to obtain a tardy pass from the office. After the third unexcused tardy, Jr. High students will be required to make up 30 minutes after school.

Tardies to K-6 classes will be dealt with by the teacher.

ELEMENTARY 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 life-long learning.

To provide students incentive for wide reading in several categories of recognized "good" literature, we participate in the Kansas University Reading Program (gr. 3-8), the Computerized Accelerated Reader Program (ages 8 and up), and the Kansas William Allen White Award Program (gr. 3-8). Students also take part in a school-wide Reading Renaissance Program.

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, noon recess, and during the day as classroom schedules permit.

Parents are also encouraged to visit the library.

SITE COUNCIL

The Meade Elementary Site Council meets at 7:00 AM on the second Thursday of every month September through May.

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.

HOW TO HELP YOUR CHILD SUCCEED IN SCHOOL

1. See that they get plenty of nourishing food.
2. See that they get plenty of rest. (Between ages 6 and 9, he needs 10 to 12 hours sleep each night. Between 9 and 11, he needs 10 to 11 hours sleep each night.)
3. Give your child a feeling of security. He needs your love, confidence, and understanding at home.
4. Do not overload his work day with too many other activities, such as piano lessons, dancing lessons, clubs, etc. Balance his day with recreation and play.
5. Show an interest in his school and in all his school activities. Be quick to praise, slow to censure. Remember that our place as parents is to guide and give help and encouragement when it is needed, to help our children fully realize the potential.

LUNCH & BREAKFAST PROGRAM

Meade Grade School operates a lunch & breakfast program that is available to all students.

Children will pay the office for their meals. Meals are to be paid in advance. When a bill becomes outstanding in an amount of \$100 or more, students will be required to bring their own lunch until at least half the bill is paid.

When a pupil is unable to attend school, he/she is given credit for the meal and may eat at a later date.

EXTRA MILK IS AVAILABLE AT \$.30 AND MUST BE PAID FOR IN ADVANCE TO THE TIME IT IS TAKEN.

Lunch prices are as follows:

Lunch K-8.....	\$2.20
Lunch Adults.....	\$3.00
Breakfast K-8.....	\$1.50
Breakfast Adults	\$2.00

A 10% discount will be given for lunches paid a semester in advance. Lunch money will be refunded upon request at the end of the year.

Reduced and free meals are available for qualifying families. Application forms may be picked up at the office. Qualifying for free or reduced lunch does not apply to extra milks taken at lunch.

Students are expected to practice good manners and cooperate to help keep the lunchroom clean.

Parents are invited to eat lunch with their child on their child's birthday. Summer birthday schedule is:

June Birthdays - Sep., Oct., or Nov.

July Birthdays - Dec., Jan., or Feb.

August Birthdays - March, April, or May.

Please call the Grade School Office (873-2671) by 9:00 AM on the day you plan to eat.

Parents who wish for their child to go home for lunch must turn in a written request to the classroom teacher.

Breakfast served 7:40 AM - 8:05 AM.

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.

Lunch Out

- Students must have a parent call the school by 8:10 AM on or before the day they plan to eat out. Notes from Jr. High students will not be accepted. Students will not be allowed to call home after 8:10 AM to get a pass for lunch. A permission slip to leave the building will be written out in the office for students to pick up before they leave.
- Students are only allowed 2 Lunch Out passes per semester.
- Students are not allowed to leave until their scheduled lunch time and must return by the end of the lunch period or recess period (if they have one). Leaving before the designated lunch period will be considered an unexcused absence. If students fail to return on time it will be counted as an unexcused tardy.
- 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 going home for lunch every day are not subject to the 2 per semester rule.
- Students are not allowed to bring food or drinks into the building when they come back to school after lunch.

MILK BREAK

Milk break will be provided for Kinderprep and Preschool. This is optional, and students are not required to participate. It is recommended that payment be made monthly, by semester, or yearly and must be paid in advance.

Extra milk may be purchased by students for lunch, but must be paid for in advance.

Preschool- 8th Grade per carton.....\$.30

Preschool-8th Grade 20 milks.....\$6.00

TEXTBOOK

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.

Textbook Fees: NONE

LOCKERS

Pupils in Grade PS through 8th grade will be assigned home lockers, in which to keep coats, PE shoes, etc. Locks will be provided for home room lockers.

Pupils in Grade 5 through 8 will be assigned a locker or clothing basket in P.E. classes. The school will furnish locks for these containers. Lockers and baskets will be opened at the beginning of a physical education period and closed at the end of the class.

Students must use school locks unless given special permission by the principal. Use of the lock/locker prevents clothes from getting misplaced. All lockers are school property and may be searched if warranted.

BUSES

Buses are provided for transporting students to and from school and for some activities. A Preschool route runs before and after lunch.

Only planned bus routes will be followed. If a student is not to ride a bus, please send a note to the classroom teacher and the bus driver. Students who normally do not ride a bus, should also send a note to the teacher and the bus driver.

Bus schedule:

Arrive.....	7:50 AM
AM PS leave	11:10 AM
PS & KP arrive	12:30 PM
PS & KP leave.....	3:10 PM
Leave	3:35 PM

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 go 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. Parents may call 873-2177 after an activity is over to get a recording of the approximate bus arrival time.

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 will follow the Meade USD #226 District-Wide Discipline Guidelines adopted by the Meade Board Of Education. This will be available during enrollment. 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.

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 not be limited to 1) Verbal bullying – constant taunting, teasing, name calling, and other forms of verbal abuse; 2) Physical bullying – hitting, kicking, other assaults, enlisting others to assault someone, and destruction or theft of property; 3) Nonverbal/nonphysical bullying – threatening or obscene gestures, purposefully excluding others, manipulation of friends to inflict harm on others, and threatening notes or emails.

During school or while participating in school activities, students shall not display unnecessary physical affection to each other.

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.

It may also be necessary to suspend a student from school when the student's behavior is not in compliance with the school rules.

Parents will be notified if a student's behavior requires special disciplinary measures.

The type of dress, 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; or

--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, or out-of-school suspension depending on the seriousness of the offense.

ALCOHOL AND TOBACCO USE

The consumption and/or possession of any alcoholic beverage by students at a school activity is prohibited.

In accordance with state status 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 addresses 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.

WEAPONS

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.

Weapons & Destructive Devices

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;

- Any explosive, incendiary or poison 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, except 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.

EXPLANATION OF GRADING MARKS

Pre-K - Third Grade:

INDEPENDENT SUCCESS-Consistently grasps and applies concepts.

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

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

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

Fourth Grade - Eighth Grade Grading Scale:

A+	98-100	C	77-79
A	95-97	C-	74-76
A-	92-94	D+	71-73
B+	89-91	D	68-70
B	86-88	D-	65-67
B-	83-85	F	64-0
C+	80-82		

- O Outstanding
- S Satisfactory
- U Unsatisfactory
- 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 is applying himself 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 Top Ten 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 Top Ten.

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

COMPUTERS

Computers 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.

Students shall have no expectation of privacy when using e-mail or other district computer systems. Computer materials created by students shall be the property of the 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:

1. For the 1st offense a student will be suspended from the computer 1 school week.
2. For the 2nd offense a student will be suspended from the computer for 2 school weeks.
3. For the 3rd offense a student will be suspended for the remainder of the semester.
4. 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.
5. Additional or more serious offenses will have further consequences determined by the administration.

HOMEWORK AND 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 assignment books to their classes on a daily basis and be responsible for recording their assignments.

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

REPORTS TO PARENTS

Parents are invited to confer 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 should make them aware of this situation by the fifth week of the quarter.

Progress reports will also be sent home the middle of each nine weeks to let parents know how students are performing before the end of the nine weeks. Some teachers may send home progress reports for every student but only those receiving D+ or below are required for KP-6th grade students. Teachers will send mid-nine weeks progress reports home for all Jr. High classes.

RECORDS

A cumulative folder is kept for each pupil for every day that he attends the Meade Public School system. These folders are kept in the office, except when the teachers borrow them to record data or for counseling purposes.

Each teacher also keeps a computerized grade book which shows the daily progress of the individual students.

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. We do not plan to give F grades to any student who is making an effort.

A weekly list will be compiled on Friday or the last day of each week to determine eligibility for games or activities on Saturday and the following week. If a student is failing he/she will not be allowed to participate in any extra-curricular activities from Saturday through the next Friday. 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's office by the last day of each week by 11:30 AM, so it can be mailed home. Failure to do so on time will not make the student ineligible. An eligibility form will be attached to the progress report when it is sent home. A failing list will be printed up at the end of each week for the Jr. High staff. An at-risk-of-failing progress report will be sent to parents by Jr. High 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.

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.

Rule 52 requires spectators at events to display appropriate sportsmanship. This is a goal of our school.

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 safe keeping.

AWARDS

At the end of the school year, awards will be given to these students:

Perfect Attendance....	Grades Kdg.- Eighth
Library Reading.....	Grades One - Eighth
Academic.....	GradesOne-Eighth
Music.....	Grades Seventh - Eighth
Football.....	Grades Seventh - Eighth
Basketball.....	Grades Seventh - Eighth
Track.....	Grades Seventh - Eighth
Volleyball.....	Grades Seventh - Eighth
Cheerleading	
Pep Club	
Scholars' Bowl	
Individual Achievement	

EMERGENCY DRILLS

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

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 once each semester involving students and staff.

STORM AND EMERGENCY DISMISSAL

If it becomes necessary to dismiss school early or not convene school, patrons will be notified by radio on 1370 KGNO, Q97,KHYM 103.9, or KJIL 99.1, and by television on KSNG-11, ABC-KUPK-2, or CBS-KBSD-12.

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.

CHANGING CLASSES

Students who are enrolled in an elective class may drop or add a class within the first two weeks of each semester or at the start of a new semester. A Drop/Add slip must be obtained at the office and completed for the class change to take place. Students not changing classes during the prescribed dates will remain in the class until the end of the current semester.

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.

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 intimidation, hostile or offensive working environment.

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.

HEALTH AND WELLNESS

The Unified School District No. 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: As a result drinks and snacks sold from any vending machines for students will meet the nutritional guidelines established by the board of education. The snacks will have reduced fats, sugar, calorie, and salt contents.

Celebrations and Parties: USD #226 will allow one birthday celebration per month, excluding holiday months of October, December and February, during the school day and insist that no more than one food and beverage is included that does not meet nutrition standards for foods and beverages sold individually based upon district guidelines. Any other special award parties must have healthy options available to the students participating.

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.

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.

FIELD TRIPS

If a field trip is approved, students who participate in field trips must have a signed consent form turned in to the teacher before going on the trip. Teachers also may develop guidelines for students regarding participation in field 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.

SUPPLIES

- **PARENTS: PLEASE DO NOT PURCHASE BOOK BAGS WITH WHEELS ON THEM AS MOST OF THEM WILL NOT FIT INTO THE LOCKERS – ESPECIALLY OUR NEW LOCKERS FOR STUDENTS IN 1ST – 3RD GRADE.**
- **SHOES THAT HAVE ROLLERS ON THEM ARE NOT ALLOWED AT SCHOOL**

PLEASE HAVE EVERYTHING MARKED WITH PERMANENT MARKER!

PE: Gym shoes are needed for students in K-8th grade (not PS or KP). These will be left at school in student lockers. **PLEASE TRY TO BRING SHOES THAT HAVE NON-MARKING SOLES.** 5th-8th students will need clothes for PE as they will dress out each day and their own Towel.

PreSchool: 2 large glue stick, 2 box Kleenex, School Bag

Kinder Prep: 2 boxes 200 count Kleenex, 1 boxes of (8) twistable crayons, 4 oz. Elmer's glue (not 8 oz.), paint apron or old shirt, school bag, (zippers or buckles on bag are acceptable as long as the child can open and close the bag without assistance). Pencils will be provided. 2 large Elmer's glue stick.

Kindergarten: 2 boxes 200 count Kleenex, 1 box of (8) twistable crayons, 4 oz. bottle of white Elmer's glue, large Elmer's glue stick, paint apron or old shirt, school bag without wheels, (zippers or buckles are acceptable as long as the child can open and close the bag without assistance). Pencils will be provided. 1 – fold up sleeping mat only for rest time (No roll-up mats), 1 box gallon size ziplock bags, 1 box sandwich size ziplock bags

First Grade: 2 boxes 200 count Kleenex, 1 wide-ruled spiral bound notebook, 1 pair Fiskars

scissors, 2 boxes Crayola crayons-16 pack, 1 box Crayola fat markers-primary colors only, 1 eight pack of Crayola twistables-primary colors only, 2 boxes of pencils-yellow pencils only, 2 large Elmer's glue sticks, 1 small bottle of Elmer's glue-4 oz. bottle, 4 durable pocket folders, 1 four pack of dry-erase markers, 1 clear plastic box-shoebox size only, 1 box sandwich size plastic Ziplock bags, 1 box gallon size Ziplock plastic bags.

Second Grade: 2 boxes 200 count Kleenex, 1 box of 24 Crayola crayons, 1 box washable markers, 8 oz. bottle Elmer's glue, 2 large glue sticks, pointed scissors (Fiskars), 1 pkg. pencils, 1 large eraser, 2 wide lined 1 subject spiral notebooks, 1 box (4) of Expo dry erase markers, and 1 Expo dry erase eraser

Third Grade: 2 boxes 200 count Kleenex, loose-leaf wide-lined notebook paper in binder, eraser, pencils, 4 oz. Elmer's white glue, large glue stick, pointed scissors, 12-inch ruler with centimeters, 1 box of crayons (24 count), 2 sets of water-color felt-tip markers (wide & narrow), 4 pocket folders (different colors), highlighter, and 2 wide-lined single subject spiral notebooks - no Trapper Keepers. 1 package 3 x 5 blank index cards and 1 Clorox/Lysol Disinfecting Wipes. 1 package of wide Expo Markers

Fourth Grade: 2 boxes 200 count Kleenex, 1 - 1" three-ring notebook (No Trapper Keepers), wide-lined notebook paper, 3 single subject spiral notebooks, 1 pkg. pencils (#2 lead) marked with initials, 1 large eraser, 2 different colored highlighters, 1 box (4) dry erase markers, colored pencils, clear plastic ruler (12" with inches & metric), 1 box of crayons (24 count), 2 red pens, 2-8 oz. bottles of white glue, 5 pocket folders (each a different color), scissors, pencil box, 1 box narrow tipped markers, 1 box wide tipped markers

Fifth Grade: 2 boxes 200 count Kleenex, colored pencils (for map work), 2 boxes of markers, 2 boxes of dry erase markers, pens, 4 spiral notebooks, 2 glue sticks, 4 pencils #2 lead, eraser, ruler with inches and centimeters, scissors, 3 x 5 index cards, highlighters, 1-1 inch 3 ring notebook (No Trapper Keepers)

Sixth Grade: 2 boxes 200 count Kleenex, Colored Pencils, markers, crayons, 6 pens (2 red, 2 black, 2 blue), 4 pencils #2 lead, 4 spiral notebooks, glue stick or bottle, big eraser, scissors, compass,

protractor, ruler with inches & centimeters, loose-leaf notebook paper (wide ruled), 6 pkgs. 3" x 5" note cards, and 1 expandable file

All Seventh & Eighth Grade: 2 boxes 200 count Kleenex, pencils, pens, wide-lined loose leaf notebook paper.

Jr. High Social Studies: 3-ring notebook, colored pencils, & 2-colored Hi-Liters.

Jr. High Science: 1 pkg. wide-ruled loose leaf paper, 2 large glue sticks (7th Grade), 4 glue sticks (8th Grade), colored pencils, highlighter, scissors, 1 ruler with centimeters (8th Grade)

Jr. High Communications: 1 pkg. wide-ruled loose leaf paper, colored pencils, glue stick, highlighter.

Jr. High Math: TI-30X IIS Calculator, 2 red pens, highlighter, 2 dry erase markers, ¾ Inch 3-ring binder

Art Supplies for all Grade School Classes: K- 1 box of Kleenex, 1st—8 color watercolor paint set, 2nd—1 package colored pencils (12 or 24 color), 3rd—2 bottles Elmer's Glue (8 oz.), 4th—1 package Styrofoam plates, 5th—1 package markers (broad or fine tip), 6th—1 handheld pencil sharpener and 4 large erasers, Junior High—Spiralbound Sketchbook