

2009-2010

Sunflower Elementary

STUDENT HANDBOOK



PAWSitively Great!

**PRINCIPAL: STACI WOKUTCH
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PAOLA, KS 66071
913-294-8040**

Communication

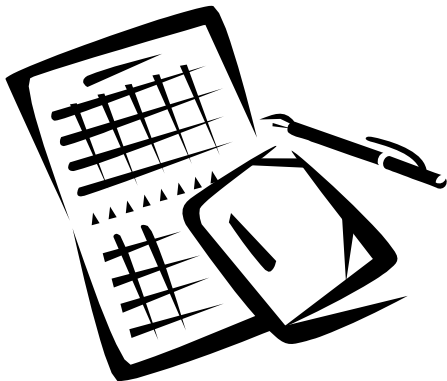
Research shows that when parents and teachers communicate on a regular basis students are more likely to experience success at school. At Sunflower, we value and encourage parent input.

You can contact your child's teacher in a variety of ways:

- 🌻 Notes: Either in your child's agenda or sent with your child in his/her backpack.
- 🌻 Phone: School number is 913-294-8040. If a phone call is received during the school day and the teacher is with students the secretary will put you through to the teacher's voicemail. Due to the busy nature of the school day, most teachers are not able to return phone calls until the end of the day. Important messages should be left with the secretary to give to the teacher.
- 🌻 Email: Email addresses all use this format:

first name_last name@usd368.org
Example: staci_wokutch@usd368.org

We occasionally have trouble with emails not coming through the district's firewall. So, if you do not hear back from the teacher by 5:00 p.m., please try another form of communication or contact the office.



Attendance

Regular school attendance is important for academic success. When students are absent they miss valuable lessons and information that is often impossible to make up. Families and school must work together to support good school attendance as there is a direct correlation between habits of students today and their work habits in the future.

Attendance Procedure

Please notify the school by 9 a.m. if a student will be absent. Please remember that Kansas Law (K.S.A. 72-113) requires attendance in school.

Unexcused Absence Policy – Kansas State and District Policy **requires** school officials to report to the County Attorney when a student has 3 consecutive unexcused absences, 5 cumulative unexcused absences in one semester or a total of 7 unexcused absences within one full school term.

In addition, Federal Law, “No Child Left Behind” and Kansas QPA standards stress the importance of regular school attendance. Schools are reported as not meeting Adequate Yearly Progress if the attendance rate falls below 90%, excused or unexcused. Therefore, the office will notify you by letter if your child's attendance nears the 90%. The office will report to the county attorney any student whose attendance falls below 90%.

Examples of Excused Absences

- Personal illness or injury.
- Doctor/dentist appointments.
- Death in the immediate family
- Family emergencies or situations
- Prearranged educational and family trips
- Prearranged Child to Work Day
- Prearranged absence to perform in performing arts

In cases of extreme absenteeism, the office may, with due notice to the student and parents, require verification from a physician that an absence is due to reasons of health and/or verification of doctor and dental appointments. Whether an absence is excused or unexcused is left to the discretion of the principal. All work missed must be made-up.

School Hours

Attendance is one of the main ingredients for academic success and personal growth. Therefore, coming to school and arriving on time is a high expectation for our students.

Arrival - Classes begin at 8:10. Students may begin entering the building at 7:40. **Supervision is not available before 7:40. Students should NOT arrive before 7:40.**

Students arriving 7:40-8:00 will go to the multi-purpose room if they are eating breakfast. Students not eating breakfast will go to the gym until the 8:00 bell, at which time students are dismissed to their classrooms.

Students arriving 8:00-8:10 may go directly to their classrooms. Students arriving after 8:10 must sign in at the office and are reported as tardy.

Dismissal – Bus riders are dismissed at 3:10 and car riders at 3:15. Parents may wait for students outside the building. We ask that parents not go to the classrooms at dismissal time. Parents must sign students out in the office if leaving school early.

Changes in Transportation – Please make arrangements with your child before school in regard to changes. Avoid calling the school if possible. Numerous phone calls are received in the office at dismissal time. This creates interruptions and confusion for students and teachers. There is always a danger of miscommunication in the case of phone calls.

We want to make sure our students are safe. A written note is required any time changes in transportation are required. A written note is required if:

- ☀ a different person is picking your child up after school.
- ☀ your child normally rides the bus, but will not be that day.
- ☀ your child is to go home with another student. Both a note from the child's parent and a note from the parent whose home the student will visit are required.



Health Issues

Students perform better when they feel better. One of our goals at Sunflower is to maintain a healthy environment for our students and staff. With your help we can help slow the spread of germs.

Illness - The child should be free of fever for at least 24 hours before returning to school. The school nurse serves as a liaison between school and home in regard to accidents and long-term illnesses.

Recess - If a child is at school then he/she will be expected to go outside for two 15 minute recesses as long as the temperature and/or wind chills are above 20 degrees. An exception is made if the child has a note from a doctor.

Emergency information provided to the school at enrollment time needs to be kept current. This is important in case your child becomes ill or is hurt and we need to get in touch with you.

Medication

If at all possible, dispense medications at home, such as when antibiotics are to be given three times daily. If medicine must be dispensed during the day, we ask that parents deliver medication to school rather than the student carry it on the bus.

These guidelines must be followed when sending medication.

1. Send a note authorizing dispensing the medication,
2. Send a spoon if liquid, and
3. Send medication in the original container with the following:
 - ☀ Child's name (if prescription)
 - ☀ Prescribing physician,
 - ☀ Medication name,
 - ☀ Dosage

Please be advised that we must follow the prescription on the bottle, even with written permission from parents to change the dosage.

Student Assistance

It is our goal at Sunflower that every child develops to his/her fullest potential. There are a variety of resources available for struggling students.



Counseling, Guidance, and Social Work - A school social worker is available to students and families. Counseling is provided on an as needed basis. The social worker assists students and families who are coping with crises. If you feel your child would benefit from meeting with the social worker, please contact your child's teacher or the social worker and an appointment will be made with your child.

Student Teacher Assistance and Resource Team (STAR Team) A parent or teacher can refer a student who is struggling academically or socially to the STAR Team. The team is comprised of staff members with different areas of expertise. Parents are also invited to be part of the team.

At the first meeting the team reviews the student's achievement level and brainstorms different interventions that may benefit the student. A second meeting is held to review the results of the interventions.

Operation Discovery – An after school tutoring program focusing on reading and math skills is available to students needing assistance. The Wal-Mart foundation helps to fund the program. This program targets students who do not receive other services throughout the day.

Title I Reading – Title I reading is a remediation program targeting students who are reading below grade level. Title I reading is taught in small group and individual settings.

School Property

To keep costs down for parents, a variety of school supplies are loaned to students such as calculators, etc... The students are responsible for these supplies. These supplies are used year to year, therefore lost or damaged items must be replaced or there will not be enough for upcoming years. Students damaging or losing school property will be assessed fees for replacement of said items.

School Lunch

Meals may be purchased daily or with a prepaid ticket. Students turn in lunch money to the classroom teacher first thing in the morning. Juice is available for students with allergies to milk, provided a note from a physician is on file each school year.

Charges - Two charges are allowed. A note is sent home with the student when 2 meals remain on the ticket. *The student is not allowed to charge again until payment is made.*

Breakfast - Breakfast is available to all students. Upon arrival at school the student reports directly to the gym area for breakfast, then to the classroom.

Lunch - All students eat lunch at school. A student may bring a sack lunch and purchase milk separately. Students are not allowed to bring flavored mixes to add to milk, drinks in glass containers, or pop.

Parents are asked not to bring fast food meals to school for students.



Guidelines for Parties

Students are not allowed to distribute party invitations at school unless an invitation is being given to every child in the class.

Floral and balloon bouquets sent to school may be picked up in the office at dismissal time. These are not delivered to classrooms. Just a reminder that balloons and glass can not go on the bus.

Student birthday parties at school are arranged in advance with the classroom teacher. Gift exchanges among students are not allowed.



Conduct

Each student is expected to accept responsibility for his/her own behavior. The student will comply with instructions given by any staff member--e.g., teachers, aides, lunchroom personnel, custodians, bus drivers, secretaries.

Consequences for Misconduct - If a student misbehaves the consequence is usually time-out or removal from an activity. If the behavior continues to be a problem a conference with parents will be scheduled.

Prohibited Items – Unnecessary, inappropriate, or distracting items will be taken away. This includes cell phones, MP3 players, walkmans, radios, laser pointers, shock devices, obscene materials, etc. **Cell phones brought to school must be kept off and in a backpack during the day.** Any item not listed that is used inappropriately will be taken from the student.



- The items will be returned to the student at the end of the day in most cases.
- If the item is taken away a second time, it will need to be picked up by a parent.
- Obscene or dangerous material will not be returned. A parent will need to pick the items up from school.

Clothing

It is important that a student wear clothing to school that is comfortable, clean, appropriate for work and play, and suitable for the weather.

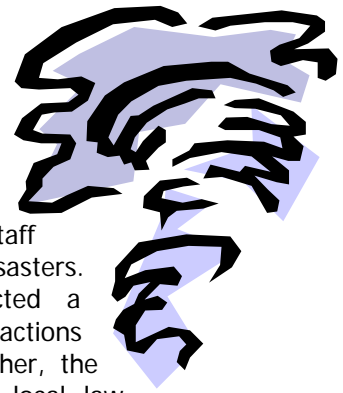
Students should NOT wear the following:

- Short shorts (less than fingertip length when hands are at sides)
- Halter tops, backless tops, or spaghetti strap tops. The straps on clothing must be at least two fingers wide.
- Suggestive clothing, i.e., bare midriffs, tight spandex shorts and visible underclothing
- Clothing with references to alcohol, tobacco, or other controlled substances
- Clothing displaying vulgar, sexual, or violent references
- Heelies or other "wheeled" footwear



In an Emergency

During a time of crises the focus for staff is the safety and well-being of students. USD 368 has detailed plans in place defining the roles of all staff members during various disasters. Sunflower staff has constructed a crises handbook, detailing the actions to take in case of crises. Further, the district is communicating with local law enforcement to make plans in case of a disaster at school.



Make arrangements now so your child knows where to go in case of emergency school closing. Be sure that phone contact with you or your representative is possible. Classes may not be held if buses don't run. Information is provided through most locally received radio and TV channels.

In case of inclement weather or if we cannot re-enter the building within the hour, classes will go either to the Paola High School auditorium or to the Cottonwood gymnasium.

The Superintendent's office may be contacted for news and directions as to where to find a student in case of a crisis. Adults picking students up will be required to sign a student checkout sheet.

Teachers stay with and maintain a roster of students during such an event. Building maps and instructions to follow in case of fire or tornado are posted in each room.