

PAYNE ELEMENTARY PARENT/STUDENT HANDBOOK

The purpose of this handbook is to inform parents of the more important policies, services, and information relating to Payne Elementary School. It is hoped that this handbook will be kept in a place where it can easily be located if needed at a later date. Make it your responsibility to help your child(ren) understand and support the policies of Payne Elementary School. The following section is provided by the district to clarify rights and responsibilities of parents and students.

RIGHTS AND RESPONSIBILITIES FOR STUDENTS AND PARENTS/GUARDIANS

The purpose of every school handbook is to help parents/guardians and students in understanding RIGHTS and RESPONSIBILITIES.

When a question or problem arises, the first step in resolving the problem or getting an answer should be where the problem or question exists, i.e., another pupil, teacher/staff or building administration.

The school district provides a parental liaison whose primary responsibility is to help citizens resolve problems and get answers if they cannot be resolved at the school building.

Parents/guardians and students have the RIGHT to know of the due process procedures followed by USD 259 if they disagree with the interpretation of school policies. Due process is used to provide a quick and orderly method of resolving school-related conflicts.

Parents/guardians and students have the RIGHT to be informed about the compulsory attendance policies and the students have the responsibility to arrive at school and attend classes on time on a regular basis.

Parents/guardians and students have a RIGHT to have access to USD 259 policies and procedures and a RESPONSIBILITY to be aware of the district policies and procedure regarding all policies.

Parents/guardians and students have the RIGHT to be informed about the zero tolerance policies on weapons, drug trafficking and battery of staff and the RESPONSIBILITY each year to sign a form that indicates awareness of the consequences of violating these policies (Board of Education Policies 1462, 1465, 1466).

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Parents/guardians and students have the RIGHT to:

- Be treated with courtesy and respect as individuals,
- Expect a safe and secure learning environment (Board of Education Policy 1359).
- Be informed of school rules and board of education policies and know the following behaviors are not permitted (Board of Education Policies 1462, 1464, 1465, 1466),
 - Fighting in school, on the bus, school property or any school activity,
 - Smoking,
 - Actions, words or gestures that show disrespect to staff members or other students,
 - Dress or appearance that is in violation of published school rules and board of education policies,
 - Vandalism,
 - Loitering in school or on school property,
 - Causing a false alarm or bomb threat,
 - Disrupting regular school activities,
 - Arson, setting off fireworks or chemical devices,
 - Extortion
 - Possession and/or use of weapons,
 - Possession and/or use of electronic communication devices at school or school activities,
 - Selling, possession and/or use of illegal substances.

Parents/guardians and students have the RESPONSIBILITY at all times to be good citizens and to follow the rules and regulations as set forth by the school administration and the school district.

Parents/guardians and students have the RIGHT to know information contained in educational records is confidential.

Parents/guardians and students have a RESPONSIBILITY to refrain from misleading the school regarding name, address, date of birth and phone number.

Parents/guardians have a RIGHT to know that upon request the non-custodial parent is entitled to all parental rights to the extent that such rights are not restricted by a court order. Non-custodial parents have a RESPONSIBILITY to make a yearly request to the building administration to receive official information regarding their child (Board of Education Policy 5503).

GENERAL POLICIES AND INFORMATION

BOUNDARIES

The attendance area for Payne Elementary School is as follows:

From West Street, north and east on the Santa Fe railroad to Jewell extended; east on Jewell extended and Jewell to Bonn; north on Bonn to Kellogg; west on Kellogg to I-235 to 31st Street South; east on 31st Street South to West Street; north on West Street to the Santa Fe railroad.

SCHOOL HOURS

| | |
|-------------------|--|
| 8:30 am | Breakfast Program Begins |
| 8:50 am | Students NOT eating breakfast enter building |
| 9:00-11:50 am | Morning Pre-Kindergarten |
| 1:15-4:10 pm | Afternoon Pre-Kindergarten |
| 9:00 am - 4:10 pm | Grades K-5 |

Students who are not eating breakfast at school should not arrive prior to 8:50 am and should go directly to their classroom when the bell rings. **There is no supervision on the school grounds before or after school. Parents are urged to monitor and regulate the time their children leave home so they do not arrive before 8:50 am, unless eating breakfast.** In order for the teacher to have adequate lunch and preparation for afternoon sessions, afternoon pre-kindergarten students must not arrive prior to 1:10 pm. These students will not be supervised or be able to enter classrooms prior to this time. Each school day will begin promptly at 9:00am with an intense learning period because this is the most important thing we do in school. Please be sure your child is in class and ready to learn at 9:00am sharp! If your child is late to school even a small amount of time, they miss out on important instructions and learning! A full calendar of in-service events and other important dates will be distributed at the time you enroll your child at Payne School.

OFFICE HOURS

The school office will be open from 8:00 AM to 4:30 PM. Student **must** be picked up at 4:10 PM. It is **not** the responsibility of the office to baby-sit your student(s)

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after school. If you find it necessary to be late, please enroll your student(s) in the latchkey program.

ATTENDANCE AND ABSENCES

Regular school attendance is important if a child is to make satisfactory progress in school. A child who is frequently absent one or two days a week loses interest in school. **When a child is absent, a parent should notify the school office on the morning of the absence, stating the reason for the absence.** This serves two purposes. First, the school knows the absence is legitimate and the child is at home. Second, if the child has a communicable disease, the school is able to inform and notify parents of other children. Students who are not in school for 1 ½ hours or more in any half day will be considered absent for that half day. Students on special transfers may have their transfers revoked due to repeated absences. Accumulated absences will be reported to the Wichita Department of Children and Family (DCF) and the Sedgwick County District Attorney. The school office telephone number is **973-7850**.

TARDIES

It is important that students be at school on time. Instruction begins immediately, and late students miss out on opportunities for learning. Students who are tardy will not be admitted to the classroom without an admit from the office. Students with accumulated tardies may be subject to disciplinary action or reporting to Wichita DCF.

REQUESTS FOR HOMEWORK

Teachers CANNOT get homework ready to be picked up on short notice. At the time you call your child in absent, please request homework to be picked up at 4:10 in the office or be sent with another child. A note will be given to the teacher so they have adequate time to prepare the homework assignments. Please call as early in the day as possible.

DIRECT ROUTE HOME

For your child's safety, we urge all children to go *DIRECTLY TO THEIR HOMES* when they are dismissed from school. Children *SHOULD NOT PLAY ON THE PLAYGROUND EQUIPMENT AFTER SCHOOL* until they have gone home first. Several times in the past we have had a student who did not arrive home after school as expected only to find out they had gone home with a friend or another family member has picked them up. This causes panic in the parents as well as the school personnel. Please stress your child is to go straight home unless they have made prior arrangements with you. Students are not to use school phones to make these arrangements.

EMERGENCY/CRISIS PLAN

Parents should develop an emergency plan with their child(ren). Even though you normally pick up your child after school, he/she should know where he/she should go if you are not present. Please tell them to go to the office if they have waited a reasonable period of time and you have not come. Also, in case your child becomes ill, they should know where to go if you cannot be reached. This information should be on our school records. The office requires at least two (2) emergency phone numbers in case you cannot be reached. In the event of a crisis/emergency at the end of the school day, such as a tornado warning, children will not be released until the crisis is over or a parent personally picks them up through the school office.

STAYING AFTER SCHOOL

Occasionally there are reasons for a child to stay after school. The time from 4:10 to 4:25 has been set aside for this purpose. If your child is to stay longer than 15 minutes, or there are concerns regarding transportation, you will be notified by a note or phone call from your child's teacher.

DISMISSAL

Dismissal time is 4:10 p.m. Students are to get everything they need before leaving the classroom. When the bell rings, teachers escort their students out of the exit doors. Children will not remain after school unless it is absolutely necessary. Parents or others who pick children up are to wait for them outside the designated door. If your child has a sibling to meet after school, you should help them find a designated meeting place outside.

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VISITORS

We welcome and encourage parents to visit the classrooms. For safety reasons, all visitors must enter through the office (Door 1) and check in through Hall Pass. A valid driver's license or government issued I.D. is required to check in and get a visitors pass.

LABEL BELONGINGS

All personal belongings of a child should be labeled with their name if all possible. Many items children wear or bring to school are identical, and it is impossible for us to tell who the owner is if there is a conflict unless the item is labeled. Even pencils can be marked by scraping the paint off near the eraser and marking it with a ball point pen. We especially encourage you to mark items of clothing (coats, sweaters, gloves, etc.). Found items are placed in the lost and found container near the gym area. Parents and children should feel free to check for lost articles in this container. The container is emptied at the end of each semester, with unclaimed items being donated to charitable organizations.

Students should not bring toys or other personal items to school that are not directly related to learning. This includes various forms of trading/game cards and cd/mp3 players. The school cannot be responsible for damaged, lost, or stolen items.

STUDENT DRESS CODE

In order to provide a quality-learning environment in our schools, appropriate student behavior/dress is necessary. The vast majority of students ARE appropriately dressed, and their efforts in this regard are appreciated. The staff members at Payne Elementary expect students and parents to realize that all students are expected to adhere to this dress code.

Students will **NOT** be allowed / permitted to wear the following:

- Clothing or items that advertise weapons, drugs, alcohol, tobacco products, contain reference to sex or profanity, or show suggestive, vulgar, racial slurs, Obscene writing, picture or symbols or attract to body parts
- Any clothing or items that give the impression of any gang affiliation are not allowed.

- Any shirt/top that exposes an excessive amount of skin such as halter tops, shirts with no sides, cut-off tank tops, bare midriffs, tube tops, spaghetti straps, bare back shirts, etc. All shirts must cover the belt line.
- Short shorts and short skirts
- Headwear in the building (hats, caps, hoods, bandannas, scarves, wave caps, headbands, hairnets, combs in hair , etc).
- Dangling earrings and shoes with black soles/heels during physical education classes. Because of safety concerns, platform shoes and sandals are not recommended in the gym or on the playground. Roller skates (this includes those built into shoes) are not permitted.
- Underwear cannot be shown outside of regular attire.
- Pants that are below the natural waistline or drag the ground.
- Excessive make-up.
- Restrictions by administration on colorful hair and extreme hairstyles will be made on an individual basis. Our general rule of thumb will be to allow natural hair colors only. Extremely bright colors or non-natural hair colors (i.e. pink, blue, etc.) will not be allowed as the primary hair color.
- Lycra biking shorts, body-conforming jersey leggings; unless worn under other appropriate clothing.
- Coats, outerwear must be removed and placed in the closet/locker upon entering the building. Staff may determine that coats are allowed when the temperature is uncomfortable to the learning environment.

The above code/expectations will be applied fairly and equitable regardless of gender. Administration, teachers and other school staff may determine what constitutes inappropriate or unsafe dress. Any item that is deemed disruptive to the operation of the school or distracting to the learning environment will not be allowed. The decision of the building principal will be final in all disputes concerning student dress.

PUPIL BEHAVIOR

In order to provide a quality learning environment in our school, appropriate student behavior is necessary. The vast majority of students are cooperative and dedicated to making constructive progress in school: their efforts are appreciated. We want all students, parents, and staff to realize that we will consistently demand that all students adhere to these shared expectations for student behavior. Parents

are asked to cooperate with school personnel in setting the correct tone for a safe, secure and pleasant school where optimum learning can take place.

SCHOOLWIDE DISCIPLINE PLAN

A. STUDENT EXPECTATIONS

Payne Elementary School students are expected to consistently exhibit respectful and responsible behavior. A respectful and responsible Payne student consistently:

- Knows the difference between right and wrong and always tries to do what is right.
- Sets a good example for everyone, and
- Makes the school a better place.

To meet the above expectations, students, should:

- Keep hands and feet to oneself at all times.
- Stay quiet in the halls and restrooms.
- Walk to the right in the halls.
- Use appropriate language.
- Enter school assemblies quietly and show respect to the program and presenter.
- Show respect to all adults and fellow students.
- Treat school property correctly.
- Only bring to school what is necessary for learning, toys and other personal items should remain at home.

B. POSITIVE REINFORCEMENTS

- Each teacher team (Pre-K/1st, 2/3, 4/5) at Payne will have a discipline plan that will remain consistent throughout that team. Team discipline plans will be sent home at the beginning of the school year.
 - Think before they act.
 - Consider the consequences on all people affected by their actions or decisions.
 - Think for the long term.
 - Be reliable,
 - Be accountable,
 - Accept responsibility and consequences for choices they make, and
 - Set a good example for those that look up to them.

Regular communication regarding student behavior will be included in a weekly report home.

- Students following these expectations will be rewarded by special activities and special recognitions both in classrooms and by the entire school.
- Students not following these expectations will have consequences from their teachers and, if needed, from the principal. Grade level teams will devise their own set of consequences appropriate for the age of students they teach. These consequences may include missing privileges, calling parents and or placing students in time out. If the behaviors continue, the student will be sent to the principal who will decide on the appropriate action.

C. Communication

An integral component of this discipline plan is consistent and positive communication with parents. All classroom teachers will attempt to keep parents informed and up-to-date of positive experiences with their student as well as concerns with academics/behavior.

Students will be given a daily/weekly communication book (Panther Pack), which will be taken home for parental signature.

D. Discipline Strategies

When a student displays inappropriate behavior, the following sequence of events

will occur:

1. The teacher and student will work together to develop appropriate strategies for improving behavior.
2. Teachers may choose to use several intermediate steps to help students maintain self-discipline. These may include but are not limited to:
 - Preferential seating
 - Behavior contracts
 - Calling parents
 - Warning students
 - Loss of privileges
 - Time-out in another classroom
3. To assist students in becoming respectful and responsible citizens, teachers and staff will counsel with them following disciplinary problems. It is important for children to learn to take responsibility for their actions. Students will be asked to consider how their actions affected other and

what they can do in the future to be better citizens of Payne School. Where appropriate, writing assignments may be required

EMERGENCY SAFETY INTERVENTION

The use of seclusion or physical restraint when any student presents an immediate danger to self or others or, in certain instances, is engaged in the violent destruction of property (“emergency safety interventions” or “ESI”) must be performed in accordance with K.A.R. 91-42-1 and 91-42-2. Every effort will be made to prevent the need for the use of restraint or seclusion, which should only be employed where less invasive alternatives are infeasible. Restraint or seclusion is never to be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience. This policy will be posted on the district’s website and will be included within the school code of conduct.

Please visit the following link for more information on District Policy # 5116 – Emergency Safety Intervention:

<http://boe.usd259.org/modules/groups/homepagefiles/gwp/1521178/1505278/File/BOE%20Policies/5116%20Emergency%20Safety%20Interventions.pdf>

FIGHTING WILL NOT BE TOLERATED!

All students involved will be dealt with regardless of who started the fight, as generally other alternatives for the students existed. When discipline is referred to the building administrator, some flexibility is required in dispensing discipline. In general, though, the following guidelines will be followed:

- 1st Offense In-school suspension full day; parental contact.
- 2nd Offense Parental contact, out-of-school suspension up to five days.
- 3rd Offense Parental contact; out-of-school suspension up to five days. Conference with parent/student required upon return.
- 4th Offense Police Liaison Officer may be called in to assist or further actions may be taken.

WEAPONS AT SCHOOL WILL NOT BE TOLERATED.

Students should not bring any kind of item that can be considered a weapon. This includes laser pointers, pocket knives, letter openers, toy guns, knives, etc. This will result in suspension and could result in being taken to an expulsion hearing and being expelled for 186 days.

COMMUNICATION WITH PROFESSIONAL STAFF

The Payne Elementary School Discipline Plan originates from and is supported by Wichita Board of Education Policy. The following related policies are available in the school office for review (or online at www.usd259.com):

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|-------------|--|
| Policy 1463 | Pupil discipline and Staff responsibilities |
| Policy 1464 | Pupil behavior – Regulations |
| Policy 1468 | Pupil Grievance Procedures |
| Policy 1469 | Search and Seizure – School Facilities |
| Policy 1470 | Search and Seizure – Pupils and their Personal Possessions |
| Policy 1471 | Conference with Parents |
| Policy 1475 | Pupil Make Up Time |
| Policy 5113 | Suspension and/or Expulsion of Pupils |
| Policy 5114 | Alternative to an Extended Suspension or Expulsion |
| Policy 7310 | School Bus Safety and Discipline |
| Policy 7311 | School Bus Denial, Suspension or Revocation of Service |

BUS INFORMATION

Pupils who ride the bus will be assigned seats and will be required to ride in their assigned seat at all times. In order to provide for the safety of all children, pupils will be expected to use a quiet voice (no yelling), talk only to their immediate neighbors, stay seated, respect the rights of others, and to obey and be respectful to the bus driver at all times. Children who do not follow the rules will be given “Bus Incident Report” slips. If a child receives three of these slips, they will be suspended from the bus for a period of time and parents will be responsible for getting their child to and from school. *After the first three discipline slips, a student will be suspended from the bus each and every time they receive a bus discipline slip.* Serious incidents may result in immediate suspension of transportation privileges regardless of the number of bus slips. Parents will receive written communication concerning each and every “Bus incident Report” that is turned in by the bus driver. The buses are equipped with video cameras that are on during every bus run. If there is a concern, the bus supervisor/principal may order the tape to be reviewed by the transportation department. Repeated incidents may result in the child being permanently removed from riding the bus for the remainder of the school year.

We are committed to giving your child the best education we possibly we possibly can.

To accomplish this, please let us know if you or your child has concerns academically or socially. We will work with you and your child to resolve any problems to the best of our ability. You may visit with us in person or call the school office at 973-7850 and your call will be directed to the appropriate staff member. ***Note: we do not interrupt classrooms while learning is in session. If you need to speak to your child’s teacher, we will take a message and the teacher will return your phone call.*** Please remember, when students are present, the teacher’s primary attention and responsibility is to them. If you wish to speak to the teacher in person, it is best to call and set an appointment or stop by before or after school.

REPORT OF STUDENT PROGRESS

Progress reports are issued at the end of each quarter. Parents should review these reports with their child, encourage them to make improvement if needed and consult with the child’s teacher if you have questions.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences are scheduled throughout the year. Conferences may also be scheduled whenever a parent has questions/concerns or when problems arise. We ask that you not wait until a crisis occurs before consulting with the school staff in order for problems to be worked out while they are small.

USE OF SCHOOL TELEPHONE

School telephones are limited to school business. Students will be given permission to use the telephone for emergency calls. *Please make arrangements with your child regarding transportation and social activities before they come to school. Parents please do not call to leave messages for a student unless there is an emergency.*

NEW ADDRESSES/TELEPHONE NUMBERS/EMPLOYMENT

If you move or have a new phone number, or your place of employment changes, please notify the school immediately. In the event of an emergency, it is vital that the school have a current address and telephone number . PLEASE KEEP THIS INFORMATION CURRENT!

ENTRANCE REQUIREMENTS

KINDERGARTEN

1. Must be five (5) years on or before August 31.
2. Kansas Certificate of Immunization (KCI) signed by a medical doctor.
3. Birth Certificate or some other document, to show proof of birth date.
4. Payment of fee.
5. Social Security Number.

Grades 1-5 If new to Kansas Schools

1. Kansas Certificate of Immunization (KCI) signed by a medical doctor.
2. Payment of textbook rental fee.
3. Birth Certificate or some other document, to show proof of birth date.
4. Grade card from last attended is helpful.
5. Social Security number.

Pre-K students must be four (4) years of age on or before August 31. A Kansas Certificate of Immunization, birth certificate, and social security card are also required. Pre-Kindergarten positions are limited; students are selected after a thorough screening process is completed. You may call the district's Early Childhood office at 973-4708 for further information about pre-kindergarten.

CLASSROOM VISITORS

Parents and other interested persons are encouraged to visit during the year. This is YOUR school and we want you to be involved. However, for the safety and welfare of the children, all visitors must sign in at the office and get a visitor's badge before going to the classrooms. Children not enrolled here may visit classrooms only when accompanied by an adult. Former students need to wait until after 4:20 to visit former teachers.

CHECKING OUT YOUR CHILD DURING SCHOOL HOURS

Teachers are not to allow students to leave the classroom until the parent/guardian has been to the office to complete a check-out form. While the check-out form is being completed the student will be paged to the office and the check-out form will be placed in the teachers box. This is for the safety of our students and your cooperation in this matter would be greatly appreciated. Please remember, anyone picking your child up from school must be on the Pupil Information Form (PIF). We will not release students to anyone not listed on this form. This is for your child's safety. Please keep us updated on changes that need to be made.

Because it takes considerable time to exit children, parents are requested to call or send word to the school office at least two days before the child's last day at Payne. Please, if possible, send your new address. If this is done, the teacher and school office staff will be able to have everything in order.

FOOD SERVICE PROGRAM

Payne serves breakfast for students at 8:30 each morning. This program is open to any student (K-5) who wishes to participate. Payne does have a hot lunch program. The lunch program is supervised for the students who eat lunch at school. A hot lunch is available at a nominal fee for all children. Please check with the school office for current breakfast and lunch prices. Free or reduced price lunches/breakfast is available for families who meet income guidelines. Applications will be available at enrollment for you to complete concerning your eligibility.

Schedules for lunch periods will be determined prior to school beginning and will be announced as soon as possible. No glass drink containers are allowed. We discourage students bringing soda pop to school. Often the carbonation causes the containers to leak or explode. We also discourage students from bringing large bags of snack foods such as chips and candy.

Lunchroom Behavior: students are expected to behave in an appropriate manner in the lunchroom. The simple rules of staying seated, talking quietly to neighbors, showing respect, using manners, and not trading or throwing food should govern the students' behavior in the lunchroom. Suspension or expulsion from the lunchroom for a period of time will be strongly considered in cases of serious or

repeated misbehavior. Students who throw food or play with food or otherwise behave inappropriately may be required to assist in the clean-up of the lunch room.

TEXTBOOK FEES

Fees are expected to be paid when children enroll in school. Fees vary based on grade. Please check with the office for current fees. Parents may apply for reduced or free textbook fees. Rental textbooks will be issued by the classroom teacher. Parents are financially responsible for lost or damaged textbooks. When a child transfers to another Wichita Public School, his/her textbooks will remain in the building where they were issued. A transfer card will indicate if the textbook rental fee has been paid. The next school the student attends will issue textbooks to him/her.

MONEY AND VALUABLES

Students should not bring money or valuables to school. If money is brought it should be for a specific purpose. Money should be placed in a sealed envelope and labeled with the child's name and the purpose for which the money was brought. **PLEASE SEND CORRECT CHANGE.** The child is responsible for any valuables brought to school. Electronics should not be brought to school unless directed by the teacher.

HEALTH AND ACCIDENT INSURANCE

Parents may purchase accident insurance for their child. Information for student accident insurance is available at enrollment and/or sent home at the beginning of the year. There will also be information at enrollment and in the school office about low-cost health insurance for your child.

CLASSROOM PARTIES

Classroom parties are limited to two per year. Halloween and Valentine's Day themes are popular and appropriate. Room mothers should coordinate plans for parties with the classroom teacher at least one week in advance. Parties will be limited to the last thirty minutes of the school day.

BIRTHDAY TREATS AND SNACKS

Simple, uniform refreshments may be provided by the parents to celebrate a child's birthday. Please talk to the teacher before bringing treats so that a time can be set aside. Showing up unannounced causes difficulty for the teacher. The last few minutes of the school day may be used for this purpose. Please do not ask for party invitations or other materials not pertaining to school function to be distributed in the classroom. Large cakes, balloons, etc., are discouraged due to the time they take away from instruction.

In some instances, teachers may ask students to bring a snack to share with the class. When this is the case, students may bring small portions of healthy snack items to share with the class. Students should not bring snack or treat food without special notification from the teacher or school with the exception of birthday celebrations. All other food should only be eaten in the lunchroom as a part of the child's lunch.

SCHOOL TRIPS

Authorized trip waiver forms, which include a waiver of liability, will be used to inform parents and to secure permission for school field trips. Phone permission the day of the field trip will not suffice; written permission slips are a must!

PLAYGROUND EQUIPMENT

Children should not bring their own playground equipment to school. Each room should have ample equipment for use by students. Skateboards, roller skates/blades, or skate shoes should not be brought to school.

PLAYGROUND RULES

Students are expected to abide by the following rules:

1. No wrestling, play fighting, or fighting. Fighting among pupils is prohibited at school, on school buses, and at school activities (BOE Policy 5111.00).
2. Play where you can be seen by playground supervisors.
3. Permission is required to return to the building for coats, restroom, etc.
4. Students will not grab or pull on each other's clothing at any time.
5. Use appropriate behavior for safety at all times on playground equipment.

6. Students will not pick up and throw rocks, sand, or any other unsafe object, including snowballs.
7. All students are responsible for their own behavior.
8. No student/students will dominate any portion of the playground or equipment. All can play or none can play.
9. Students are expected to use/show sportsmanship, this includes playing fair, and using appropriate language.

BICYCLES

The Wichita Police discourages parents from allowing children to ride their bicycles to and from school, especially in areas of heavy traffic. The school assumes the same position as the police and asks parents' cooperation in our bicycle rule enforcement. Children in kindergarten, first, and second grades should not ride their bicycles to school.

1. Parents must assume full responsibility for the safety of the child while they are riding the bicycle.
2. Bicycles must be parked in the bike rack on the east side of the building and be locked.
3. Bicycles must have a current license.
4. Pupils must walk their bicycles on and off the playground when pedestrian traffic is present.
5. Pupils must walk their bicycles across all street crossings adjoining the school.
6. All safety rules and laws established by the City of Wichita and State of Kansas must be followed.
7. Failure to comply with any of the above will be reason for suspending or revoking this privilege.

SAFETY TO AND FROM SCHOOL

The traffic around Payne is very heavy at arrival and dismissal times. Children must be taught how to safely cross intersections by themselves. School safety patrols are provided at the crosswalk on the north side of the school. The school safety patrol is established for the welfare of Payne students, and will be on duty after school. Parents and teachers are responsible for teaching children safety procedures for walking to and from school. Such rules as the following should be observed.

1. Walk directly to and from school without loitering along the way.
2. Do not accept rides or stop to talk with strangers.

3. Do not dart or run across the street, but walk carefully and look both ways. Use cross walks where available.
4. Do not throw (or even pick-up) rocks, clods, or other objects.
5. Do not take shortcuts across the property of others.
6. No fighting or name calling.

PARKING PROCEDURES

If you drive your child to school, please follow these guidelines:

1. The bus loading zone, designated by "No Parking" signs on Gordon is strictly off limits to all but our school buses. The police do ticket in this area.
2. Those pulling through the parking lot take full responsibility for their actions and driving ability, and must carefully watch for other drivers and children.
3. When possible, students should be let out on Gordon Street, on the west side of the playground. This street is much less congested with bus traffic, and students may unload on the school side of the street.
4. For your child's safety, do not unload children in the middle of the street, on the opposite side of the street, or in such a way that the child has to cross traffic to get to the school. City traffic ordinances prohibit this unsafe practice, and violators are subject to ticket and fines.

FIRE/TORNADO DRILLS

State law requires that fire drills be held once a month and tornado drills be held three times a year in all schools. All individuals in the building at the time of a fire drill (including parents) must leave the building at that time.

SEVERE WEATHER

The United States Weather Bureau issues two types of storm warnings. The preliminary warning is a "Tornado/Thunderstorm Alert" intended to forecast a large area within which there is a predicted possibility of storms forming. A "Tornado Warning" is issued after a tornado has been sighted indicating that the situation is serious and people in the path of the storm should seek cover. When a "Tornado Warning" is issued, the necessary movement of pupils from the classrooms to the Safe Room (gym) will be conducted. Once all students are in the Safe Room, the

doors will be closed and secured. When the Safe Room is secured, no admittance or dismissal will be allowed until the all clear is given by area officials.

PLAN OF ACTION

We follow the alert system of this city as follows:

1. The Weather Bureau will send a teletype warning to the major agencies of the city.
2. Radio and television staffs will repeat the warning over regular frequencies.
3. Siren signals will be activated.

In the case such an emergency arises, all possible precautions will be taken to ensure the safety of your child(ren). The following procedures must be followed by the school:

1. Pupils will be moved to the gym and the doors will be locked.
2. Once the gym is secured, no one may enter or exit until the "all clear" is given.
3. All pupils will remain in the secured shelter until the "ALL CLEAR" is given.
4. Persons in the building will remain until and "ALL CLEAR" is given. This could be after the regular dismissal time.
5. School will not be dismissed early unless parents are notified by authorized personnel prior to dismissal time.
6. Arrangements have been made to ensure the safety of those children riding the bus to and from school if an emergency should arise during the time the children are on the bus.
7. If a severe rain or snow storm should be in progress at dismissal time neighborhood children will be kept in the building until the storm lets up or an authorized person calls for them.

USE OF PAYNE SCHOOL DURING SEVERE WEATHER

School patrons requesting admittance to school buildings during severe weather will be granted admittance by any school employee within the building when a tornado warning occurs. If the primary shelter has been secured, there is secondary shelter in the bathrooms.

Updated: June 2, 2015

SHELTER-IN-PLACE

The Wichita Public School District now has procedures established for Shelter-in-Place in the event of attack or other dangerous environmental situation. Payne staffs, along with district experts, have established an area of the building as shelters. These areas are able to be sealed off and supplies are on hand for a short extended stay. Once the safe areas are sealed, no admittance or dismissal will be allowed until the all clear is given by area officials.

HEALTH POLICIES AND INFORMATION

Matters of health are an integral part of the education program. We solicit your full cooperation in dealing with your child's health concerns. If your child becomes ill while at school, you will be asked to come after your child or the child will be taken home by a school official after proper notification of parent or authorized person in charge of the child. Every precaution for the welfare of your child in safety and health is taken by the professional staff. Please be sure to keep an up to date emergency number in the school office. Students who miss an extensive amount of school due to medical issues may be required to submit a doctor's statement to continue to excuse absence. **If your child has a history of significant health problems or is taking medication, please keep us informed!**

MEDICATION AT SCHOOL

- Board of Education Policy 5316.00 states "*Prescribed medication is given at school only upon written request from the pupil's local attending physician. A physician's written request is required before administration of either short-term or maintenance medications. School personnel will not be responsible for administering injectable medication. When a written request for prescribed medications is received, a conference will be held with the parents, school administrator, school nurse and other school personnel involved.*" PLEASE UNDERSTAND THAT WE WILL NOT BE GIVING ANY TYPE OF MEDICATION AT SCHOOL UNLESS WE HAVE A NOTE FROM YOUR PHYSICIAN REQUESTING THAT MEDICATION BE GIVEN AT SCHOOL. ***Medications must be kept in the original prescription bottle.*** A physician's directions on a prescription bottle **are not** sufficient. Parents may come to the school office and give medication to their child. This cannot be done in the classroom.

In most cases, it is possible to work medication around the school day to avoid the process of securing authorization from your physician. However in some cases (such as asthma), it will be necessary to give medication at school. Non-prescribed, over-the-counter medication such as aspirin and cough syrup, etc. will not be administered at school unless we receive a request from the physician.

IMMUNIZATIONS

Any pupil entering a Kansas school for the first time is required to present to the school a valid Kansas Certificate of Immunization (KCI) or to sign a form indicating that immunizations will be up-to-date within 14 days. You are required by law to present a signed KCI at the time your child starts school. Since the complete schedule of immunization requires several weeks to complete, the first KCI form may only indicate that the immunizations have begun. However, the complete series of immunizations must be completed within ninety (90) days and a second KCI form provided to the school. Children for whom KCI forms have not been provided are subject to exclusion from school to protect the health of themselves and other students. Legal alternatives to immunization are required by law:

1. A licensed physician may sign the KCI form and indicate that the physical condition of the child is such that the immunizations would seriously endanger the pupil's life or health.
2. The parent or guardian may sign the KCI indication that he/she adheres to a religious denomination whose teachings are opposed to such immunizations.

PUBLIC REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES

No person having an infectious or contagious disease shall be admitted to any public, parochial, or private school or to any other public place.

1. A child who has any of the following diseases shall be excluded from school, other public places, and contact with other children until a written release is obtained from:
 - A. The Wichita-Sedgwick County Health Department:
 1. Whooping Cough
 2. Diphtheria
 3. Meningitis
 4. Typhoid Fever
 5. Tuberculosis

6. Any unusual disease
- B. Either the Wichita-Sedgwick County Health department or from a private physician:
 1. Streptococcal infections, including strep throat – excluded until 24 hours after appropriate Therapy has begun or after 10 days if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy.
 2. Ringworm of the skin and scalp – excluded until the child has been under active treatment by a physician. The physician shall certify that the child is under continuing medical care at two (2) week intervals until a cure has been affected.
2. For the following diseases, no Health Department release is necessary. However, the child shall be excluded from school, and all other public places, and contact with other children according to the following regulations:
 - A. Measles – excluded until four (4) days after the rash appears.
 - B. Chickenpox – excluded for six days after first outbreak or until eruptions are scabbed over.
 - C. Mumps – excluded for ten (10) days from onset of illness.
 - D. Rubella (german measles) – excluded seven (7) days after the appearance of the rash .
 - E. Conjunctivitis (Pinkeye) – Excluded until there is no discharge from the eye.
 - F. Scabies – excluded until adequately treated.
 - G. Pediculosis (Lice) – students infested with lice shall be excluded from school or child care facilities until treated with an anti parasitic drug and until all live lice have been removed. State regulations allow for a maximum of two (2) days of excused absences for lice.
 - H. Impetigo – excluded until under medical treatment by a physician. A child may be excluded for an additional period of time if the principal or other personnel feel it is necessary for the child's protection or for the protection of other children.

HEALTH EXAMINATIONS

Due to a recently enacted Kansas law, the state now requires all children age 8 and under who have never previously enrolled in any school in Kansas to have a health examination. Students new to the Wichita Public Schools , as well as kindergarten, third grade, sixth grade, and ninth grade students are strongly encouraged to obtain

a health examination. Parents should consult with their family physician and ask him/her to complete the Health Examination Report.

DENTAL EXAMINATIONS

Each student should visit their dentist at least once a year and return a Dental Care Card signed by the dentist. Those children who do not return this card will receive a dental screening at school. This screening should not take the place of a dental examination in the dentist's office.

ILLNESS AT SCHOOL

If your child becomes ill at school, we will call you or the emergency numbers you have given us. No child can be sent or taken to a home where there will not be supervision. Children who are ill cannot ride the bus home due to a possible exposure of other children on the bus. We cannot allow an ill child to walk home during the school day.

PAYNE SCHOOL AND PROFESSIONAL STAFF

Payne is your school and the professional staff is here to serve the education needs of your children. Home and school cooperation is essential in order to build a successful educational program. Please feel free to come in and visit at any time. We are proud of our school and hope you share our feelings.

PARENTAL RESPONSIBILITY

In order for a maximum amount of learning to occur it is extremely important that parents and teachers work together in a positive and supportive manner. Parents can help the school in the following ways:

- Have your child get plenty of sleep, a healthy diet, and clean, appropriate clothing.
- Be sure your child's emotional needs are met to the best of your ability (love, security, affection, etc.)
- Try to meet your child's mental needs. Different activities are appropriate at different ages. Providing meaningful mental

activities such as puzzles, reading games, etc. instead of only television, radio, and video games.

- Keep the school office informed of any telephone number changes at home or parent's place of employment.
- Support the school's efforts to maintain a safe and caring learning environment and work with the staff when concerns arise to find suitable solution.
- Ensure your child has a place and time to do homework and it is turned in on time.
- Check your child's backpack or folder for important school information and messages, as well as checking and signing the papers sent home needing a signature and returned.
- Support school sponsored activities like special programs, conferences, open houses, etc.

CONCLUSION

Each school year presents many new and different challenges for each of the people involved in educating your child; it is indeed a full-time job for parents and educators alike. Hopefully, this hand book has answered some of your questions about school. We look forward to working with you this year in an active partnership to educate your child. Please do not hesitate to call the school office if you have any questions. Let's have a great year!!

THE PAYNE STAFF