

Mueller
Family
Handbook
2021-22

Wichita Public Schools Mission Statement

The work of Wichita Public Schools is to empower all students with the 21st century skills and knowledge necessary for success by providing a coherent, rigorous, safe and nurturing, culturally responsive, and inclusive learning community.

Mueller Vision

Wichita Public Schools will be the district of choice in our region, where all students and staff are empowered to dream, believe and achieve.

Core Beliefs

Wichita Public Schools prepares all students to achieve college, career and life readiness through an innovative and rigorous educational experience.

Guidelines for Success

S-Show Self-Control

O-Own a Positive Attitude

A-Act Responsibly

R-Respect Others

Statement of Non-Discrimination

The Wichita Public Schools does not discriminate based on race, color, ancestry, national origin, religion, sex, disability, age, veteran status, or any other legally protected classification. Persons having inquiries may contact the school district's Title IX Director/ADA/Section 504 Coordinator for adults at (316) 973-4420, or Section 504 Coordinator for students at (316) 973-4702.

Mueller Aerospace and Engineering Discovery Magnet Dress Code

Mueller supports the following dress code. We believe our dress code will contribute to a safer learning environment, a stronger focus on academics, and improved student behavior.

Shirt Options:

- Solid color, logo-free (unless Mueller logo) “flag” red, white, or navy blue long or short sleeved polo shirt with collar.
- Solid color, logo-free (unless Mueller logo) “flag” red, white, or navy blue long or short sleeved oxford shirt with collar. Mueller spirit t-shirts from any school year may be worn with uniform pants.

Pant/Dress Options:

- Solid color, logo-free navy blue or khaki, tailored pants, Capri pants, shorts, skorts, skirts or jumpers may be worn.
- Shorts, skorts, skirts, or jumpers should not be shorter than the student’s finger-tip length when arms are resting at sides.
- Shorts should be worn under skirts or jumpers (particularly on PE days) but should not be longer than the skirt or jumper.
- Solid color, logo-free navy blue or “flag” red polo dress, long or short sleeved (no sleeveless).
- No jeans, sweats, or overalls.

Layering Options:

- Solid color, logo-free (unless Mueller logo) “flag” red, white, or navy-blue sweaters, sweatshirts (no hoods), and/or vests may be worn over the collared polo or oxford shirt.
- Solid color, logo-free “flag” red, white, or navy-blue turtlenecks or t-shirt style undershirts may be worn under the collared polo or oxford shirt.

Other:

- All clothing must be clean and free of large holes, rips, or frayed edges.
- Solid color, “flag” red, white or navy-blue socks or tights.
- No platform, wheeled, high heel, open-heeled or flip flop shoes may be worn.
- Clothing shall be sized correctly to fit the student (BOE policy 1473)
- No bandanas, hats, or headscarves are to be worn, except for religious purposes.
- No extreme hairstyles are allowed.

Enrollment

Mueller has both a neighborhood attendance area and a magnet area. Students who live in our neighborhood area do not have to apply to attend Mueller. Families who want to attend Mueller who live outside of our neighborhood boundaries but lives within our magnet boundaries must apply to attend Mueller. Magnet applicants are chosen in a lottery format based on how many openings exist in the school. New families must bring a current original gas, water or electricity bill in your name with you to enroll. **We cannot enroll your child without this bill.** You will not be able to enroll if you do not have this important document.

Communicating with Families

- Parent Newsletter- A school newsletter will be sent home monthly. This newsletter will contain information related to school and a calendar of upcoming events.
- USD 259 (<http://www.usd259.org>) and Mueller webpage (<http://www.mueller.usd259.org>)- Parents can check the district and school webpage regarding calendars and other information.
- Parent Link- Information regarding attendance and other important events will be delivered via automated voice message and/or e-mail

Disaster Preparedness

Emergency drills will be conducted monthly at a minimum. Students and staff must always be prepared to handle an emergency. School staff are familiar with emergency procedures (fire, severe weather, and shelter-in-place). Emergency drills must be taken seriously. In the event of severe weather, students and staff will take shelter in our school FEMA shelter. Please do not come to the school to pick up your child when severe weather is approaching. The school's FEMA shelter is one of the safest places to be in the event of severe weather. To protect students and staff, the FEMA shelter will remain closed until an all clear is given by district officials.

Field Trips

Field trips within our city and nearby sites of interest are scheduled by classroom teachers throughout the school year. These trips are designated to supplement different aspects of the classroom curriculum and introduce students to resources within the community. Parents will be notified of the planned trip at least five days in advance and must sign a trip waiver for students to attend. If a student does not have a signed permission slip to attend the trip, they will not go. We will not accept verbal permission over the phone.

If there is a fee for the field trip, the money needs to be submitted at least three days prior to the scheduled trip. This will allow the money to be properly recorded and deposited into the school bank account prior to writing a check for the class to attend the trip. All field trips require the use of school buses. Parents may no longer transport students on trips.

Attendance: It's the Law (KSA 72-1111 and BOE P1460)

Kansas attendance laws are explicit in the definition of valid excuses for absence from school. A student is expected to be punctual and regular in attendance at school. The parent/guardian is charged with the duty of keeping the student's attendance regular.

Notification of an Absence

Parents/Guardians of students absent from school are to call the attendance line, 973-8301 by 9:15AM the day of the absence. Please leave the following information on voice mail:

- Identify yourself
- Student's name and grade
- Date(s) of absence
- Reason for absence (please be specific i.e., doctor's appointment, illness, out of town, etc....)

Absence will only be excused for the following reasons:

- Illness
- Doctor's or dentist's appointments
- A family death or serious illness
- Court/judicial appearance
- Religious observations
- School sponsored activities

Request for Absence

All other absences (other than those listed above) are unexcused unless approved by a principal prior to the absence. A "Request for Absence" form should be completed, signed by the parent and returned to school for approval of absences for out-of-town trips, weddings, family vacations, etc... one week in advance. We will allow 5 days of prior/principal approved absences for the school year for a student in good academic standing.



REQUEST TO BE ABSENT-ELEMENTARY SCHOOL

The Request to Be Absent Must Be Filed In Advance

Request to Be Absent is to be used for anticipated absences from 3 days up to 10 days

I hereby request that _____

Be permitted to be absent from _____ to _____ total number of days _____

For the following reason: _____

Date _____ Parent Signature _____

- I understand the work missed during the absence will be completed in advance or
- I understand that satisfactory arrangements will have been made with the teachers to make up work on return
- I understand students absent beyond the allotted time will be referred to SRS or the District Attorney's office and then exited from the school**

Teacher acknowledges request for absence Signature of Teacher _____

Principal Signature _____ Excused _____ Unexcused _____

Make Up Work Policy

If a student is absent two or more days, the parent may contact the teacher to request assignments. Teachers must have 24 hours' notice to gather assignments. Assignments to be picked up are kept in the office. It is the responsibility of the student to make up assignments that were missed due to absences (BOE P1472). For absences of less than 2 days, the student needs to ask the teacher for work missed upon returning to class. Although teacher policies may vary, students have the time they were absent, plus one additional day to turn in make-up work.

Homebound Referral/Extended Illness

When it is determined that, because of a physical or mental health problem, a student shall be absent for three weeks or more, the parent shall contact the school social worker at 973-8301 and request a homebound referral.

Tardy to School

Being on time is an important life skill. All students are expected to arrive at school at 8:50AM each day. Students who are not in class when the 9:00AM bell rings are considered tardy and expected to report to the office to receive a class admit slip. If you are dropping your student off at 9:00AM or later, please drop your child off at the front door to get their class admit slip from the office. Tardiness presents a significant disruption to the school day. We ask that parents take serious steps at home in support of the student being on time for school.

Leaving During the School Day

Parents will sign the student out in the office and then the office will call for the student to come to the office. Please do not call the office and request that your student is in the office ready to leave at a specific time or that you are on your way to pick up a student. To maximize instructional time, students will not be sent to the office prior to your arrival.

Conferences

Parent-Teacher conferences will be held twice per school year, once each semester. Parents are expected to attend conferences in person, through Microsoft Teams, or by phone.

Homework Policy

Each grade level team works together to provide regular homework based on the curriculum, grade level, and individual student needs. Advance notice with due dates will be given for all long-term projects and assignments. At the beginning of the school year, each teacher will present specific expectations regarding homework.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school district and administrators are aware of the hardship that can be caused by an abrupt cancellation. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Cancellation of school is not a school level decision, but rather a district level decision. Parents will be notified of cancellations via the Parent Link phone system, local television, radio stations, and district website (<http://www.usd259.org>).

Behavior Expectations (BOE P1464, P5113)

Keeping students emotionally and physically safe at school is our number one priority. All students have the right to learn in an orderly environment that is free of disruption. We understand that from time to

time, students may need additional practice meeting these expectations. We are trying to teach students academic and behavioral skills they will be using in the real world that will help them be successful adolescents and adults. Our staff will work closely with parents to ensure that students learn to be responsible citizens and develop strategies for resolving conflicts.

Chronic or serious infractions of school/district policy will result in an office referral. A principal will handle the discussion and consequences for the infraction depending on the nature of the infraction. Such incidents include, but are not limited to:

- Fighting, acting to incite a disturbance, assault (unlawful, intentional threat or attempt to do bodily harm to another person coupled with the apparent ability to do bodily harm and resulting in the immediate placement of a person in fear of bodily harm. No bodily contact is necessary), battery (unlawful, intentional touching or application of force to a person when done in a rude, insolent, or angry manner)
- Theft or possession of stolen property
- Vandalism, destruction of property
- Possession or use of lasers, firecrackers, noise makers, or any device that produces smoke, odors, itching, burning, etc....
- Weapons on property (real or replica)
- Possession/use of tobacco, matches, or lighter
- Alcohol/drugs/paraphernalia/toxic substances
- Defiance toward school personnel, vulgarity or profanity
- Inappropriate display of attraction or lewd behavior
- Fire, smoke, tampering with alarm or extinguisher
- Threats against others or the school
- Accessing, uploading, downloading, distributing, or communicating in any other way pornographic, obscene, sexually explicit, threatening, or alarming material
- Sexual, racial, or ethnic assault or harassment (physical, verbal or written)
- Bullying

Consequences are determined by school administration and could include detention, parent conference, student conference, in school suspension, out of school suspension, expulsion.

Bullying

Under Kansas Senate Bill 68, each school in Kansas must adopt a policy prohibiting bullying. This was implemented and addressed on January 1, 2008. Bullying is defined as 1) purposeful behavior that intends to cause harm or distress, 2) is usually repeated over time, and 3) occurs in a relationship where there is an imbalance of power. Forms of bullying are: 1) Physical, 2) Cyber, and 3) Relational Aggression. Witnesses of bullying are to tell the bully to stop, tell an adult, and reach out in friendship to the victim.

If your child is experiencing any bullying at school, please contact your child's teacher or school administration and let them know ASAP. It is important to remember that we cannot act in situations that we know nothing about. Our school district takes bullying very seriously and has a protocol in place to work through bullying situations that may arise.

Sexual Harassment (BOE 1116)

Sexual harassment is words or behaviors that are sexual in nature and are unwanted and unwelcome. Sexual harassment could be touching or grabbing body parts, touching or rubbing oneself in front of another, sending or delivering unwanted and unwelcome messages, notes or pictures with sexual content, sexual gestures, looks, jokes, comments or noises. Sexual harassment is not tolerated in Wichita Public Schools.

All complaints of sexual harassment will be investigated completely and when the complaint is made. All efforts will be made to provide confidentiality, to the extent possible, for all people involved. Appropriate disciplinary action will be taken. False complaints will also result in disciplinary action.

All students will participate in a training every year that teaches about sexual harassment and bullying. What it is, when, how, and to whom it should be reported. A brochure will also go home that summarizes information from the training.

Cell Phones, Electronics, Cameras, Etc... (BOE P1464)

The use of personal electronic devices (PEDs) by students during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. PEDs include, but are not limited to, pagers, cell phones, smart phones/watches, iPods, iTouches, MP3 players, and other devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. All personal digital and video cameras are prohibited due to liability issues surrounding their use in restrooms and individual privacy issues.

Any PED will be confiscated by any staff member who finds them. The items will be given to the school administration for safe keeping. The devices will only be released to the parent of the student who owns the device and/or brought the device to school. Isely accepts no responsibility for these devices.

Lost and Found

Items that have been found are kept in the common area for a short period of time. If you have lost an item, come to the commons area to retrieve that item. Items not claimed are donated to a local charity at the end of the school year.

Pets

Pets are not allowed on school property without permission due to potential allergic reactions of students. Teachers may give special written permission for pets to be brought to school as part of a special display or activity.

Progress Reports

Progress reports are provided to parents every quarter. Reviewing these reports is an essential component of parent involvement in their child's education. Please look for these reports and discuss them with your student. You may also log on to ParentVue for an ongoing list of grades provided by the teacher. If you have any concerns about these reports, contact your student's teacher.

Recess

Outdoor recess is an important part of the elementary student's day. The much-needed fresh air and activity add to a student's success in the classroom. A decision to have indoor or outdoor recess during hot or cold weather is made by school administration based on heat index, wind chill, and temperature. All students will participate in recess unless a medical excuse from a physician is submitted to the school nurse.

Contacting Teachers and/or Students

The office and classroom telephones are business phones and will not be used by students except for emergency situations. If parents wish to contact their child's teachers, e-mail is the best way to do so. Alternatively, parents can call the office and staff will put a message in the teacher's mailbox. Office staff will not pass calls through to classrooms during instructional time.

Health Services (BOE P5300)

Parents should also notify the school nurse if there are any health conditions that may require medical attention, such as asthma, diabetes, epilepsy, etc.... If a student becomes ill in school, he/she should request a pass from the teacher to see the nurse. Students who exhibit fever, sore throat or tonsillitis, any eruption of the skin or rash, any respiratory symptoms accompanied by fever, severe cough or cold, or any eruption of the scalp will be sent home. Parents will be notified to pick up their ill student and must do so in a timely manner to limit exposure to other students and school staff. Please keep your emergency contact information up to date with both the teacher and office staff.

Medication (BOE P5316)

School board policy restricts school personnel from giving students any medication, including over the counter medication. Medication is given at school only upon written request from both the parent/guardian and the student's physician. Students must also have received one dose of medication without an adverse reaction prior to any doses being given at school.

All medicine must be in the original container and be presented by a parent to the school nurse for safe keeping and scheduled administration. The container should be labelled with the following:

- Name of student
- Name of medication
- Directions for use
- Name of physician
- Name and address of pharmacy
- Date of prescription

Visitors

Please come to the office and sign in, even if you are only going to be here for a few minutes. Visitors in the building, who plan on entering student areas, will be required to provide ID to be scanned through our **Hall Pass** system. **Hall Pass** will quickly scan a visitor's driver's license or government-issued ID and perform an instant screening for sex offenders. Visitors will receive a custom-printed photo ID badge to wear while they are in the building. Frequent visitors may also receive a key tag with a unique number that allows for check-in for future visits. The tag will work at every school for USD 259. Student visitors are discouraged due to disruption of instructional time. Prior arrangements with a teacher and/or the office will help ensure a more enjoyable and informative visit.

Breakfast and Lunch

Breakfast is served each day in the building. Students will receive breakfast upon arrival and proceed to their classroom where they will eat. Students can choose whether they have breakfast. Lunch is served each day in the cafeteria. This year students go to lunch recess first and then eat lunch.

Special Dietary Needs

If your child needs a modified school meal (special diet), please request it from the school nurse at the beginning of every school year and any time your student transfers to a different school during the school year. Parents may also request soy milk for any reason. Requests for soy milk do not require a medical authority's signature, and there is no extra charge for soy milk.

- We accept requests for modified school meals on a district form only. Please do not submit other forms or a physician's prescription pad notes.
- No modified meals or substitutions can be sent for your child until Nutrition Services has processed your request each school year.
- You will receive personalized menus or diet instructions for your child when the request has been processed and modified meals are available at the school.
- Please send food for your child until the modified meals begin arriving.

It is recommended that families and medical authorities review and update the prescribed diet orders each school year. However, if a medical statement is currently on file with the Nutrition Services Department, parents may request modifications to continue by completing the district request form, and writing "continue diet instructions" and signing in Part C.

USDA Nondiscrimination Statement

All documents the district publishes regarding the National School Breakfast Program, National School Lunch Program, or the Child and Adult Care Food Program (snacks provided for PreK or After School Snack Programs) must display the USDA Nondiscrimination Statement. The USDA Nondiscrimination Statement must be printed no smaller than the smallest font on the document. If the printed the printed material is one page or less and there is not adequate space to permit the full statement to be included, the material must include at minimum the short version of the statement. USD 259 Nutrition Services will include these statements in publications; **however, schools must include this information in their handbooks if there is information about breakfast, lunch or snacks published in this book.** If you are unsure if your document requires the use of the USDA Nondiscrimination Statement, please contact Nutrition Services at 973-2160.

Birthdays

Parents who want to celebrate their child's birthday at school need to let teachers know a week ahead of time so teachers can plan accordingly. Parties are to be no more than 20 minutes in length and cannot happen during core instruction time. To help with the school district's Wellness Policy BOE P7500- healthy treats are encouraged. Clear drinks are also encouraged to help reduce carpet staining. **Students are not allowed to pass out birthday party invitations at school.**

Buses

Students who live greater than 2.5 miles from the school are provided bus transportation to and from school. Approximate pick up, drop off, and stop locations are given at enrollment, but are subject to change. Changes may occur throughout the year and notices will be sent home regarding the change. In the morning, students should be at their assigned stop at least 5 minutes prior to the assigned time. Bus drivers will not wait past the pickup time for students. Concerns about late buses or no-show buses should be directed to First Student at 832-9231.

Walking/Bicycling to School

Students walking or bicycling to or from school should always use designated sidewalks and crosswalks. Bicycles should be walked on and off school property, not ridden, and students should wear a helmet when on their bicycle. A bicycle rack is located on the West side of the school. Bicycles should be secured to the rack with a chain and lock during school hours.

Supervision Before and After School

Staff on duty begins at 8:50 AM and ends at 4:20 PM. Do not bring your child to school before the designated time. If students come to school too early parents will be notified and asked to come and supervise your child.

Morning Drop Off

Students who are car riders or walkers will enter the building through door 1, the main entrance. Bus riders will enter the building through door 2.

The process for car riders is as follows: pull as far forward in the circle drop-off lane as possible. Students will exit the car on the sidewalk side of the car. Pulling forward in the lane allows as many parents to get through the lane as possible. The inside lane will be reserved for special education students. If you need to access the office...please park in the lot to the south of the entrance and proceed inside.

Afternoon Pick Up

Students who walk or are picked up by parents will be dismissed out of the doors on the North side of the building. If you student Applied Life Skills or Mixed Abilities, they will dismiss you to the parent pickup lane at the front of the building. Teachers must have written notice of how students will go home. If the plan changes the school must be notified by 3:30. We will not accept students' words. The information must come from a parent.

Inclement Weather Pick Up

During inclement weather, please follow your normal pick-up procedures. We will keep students inside until we see that you are outside and ready to pick up your child(ren). When we see you outside, we will send your child(ren) out.

Changes to Afternoon Pick Up

You will inform classroom teachers at the beginning of the year regarding how your child will go home daily, whether by bus or parent pick up. When a change occurs to your child's normal routine, please inform the teacher in writing. When the change is unforeseen, please call the office prior to 3:30PM and inform the office staff of the change.

