

## **Welcome to McLean Science and Technology Magnet School**

Dear Families:

McLean Science and Technology Magnet Elementary School is a high achieving school because our teachers, parents, and community work together to provide the best education possible for our children.

The McLean staff presents this handbook to summarize our educational goals and to inform you about the basic operations and policies of the school. We believe that it is important that you know our expectations for academic performance and student behavior. This handbook describes activities and procedures at McLean and is based on regulations and policies of the Wichita Public School District. Please review this information with your child. If you have any questions, feel free to call us at 973-8250 to schedule a conference or stop by for a visit.

These expectations can be achieved through close cooperation between the home and the school. We look forward to another successful year.

Educationally Yours,

*Cindy Graves*

Principal, McLean Science & Technology Magnet  
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*"McLean - Where curiosity leads to learning!"*

## **McLean Mission Statement**

McLean Science and Technology Magnet focuses on fostering curiosity about the world through integration of science and technology to apply daily learning in our lives.

## **USD 259 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.

## **Notice of Nondiscrimination**

The Wichita Public Schools is committed to ensuring an environment that is free of discrimination and to fostering a climate in which all employees and students may participate, contribute, and grow to their fullest potential. We recognize and value our diverse population and are committed to fair treatment of all employees and students. Harassment and disparate treatment based on race, color, national origin, sex, handicap/disability, age, or religion will not be permitted or condoned in the Wichita Public Schools.

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At McLean, we encourage parents to take an active role in their child's education by visiting our school often, attending school events, participating in parent-teacher conferences, PTA, Site Council, and seeking answers to questions that you may have concerning your child or our school's program.

With a spirit of unity, cooperation and support on all parts—school, students, and parents; we will have a most enjoyable and successful school year.

Science and Technology are our magnet themes, but math, reading, and writing achievement is what we are all about. The science themes taught at McLean are designed around district & state standards and student interests. They are used to help excite, inspire, and motivate students to achieve in math, reading, science, and writing.

Technology is integrated into the curriculum as a tool to help students become better mathematicians, problem solvers, readers, critical thinkers and writers.

## **ACADEMICS**

### **Academic Standards**

Academic standards provide a set of common learning goals to which all teachers are expected to teach and to which all students are expected to achieve. McLean students are taught and assessed over curriculum consistent with the school district's standards.

### **Cheating and Plagiarism**

Cheating and copying others' work will result in a failing grade for the test, paper, or project. All incidents of cheating or copying will result in a referral to the administration and a report will be made to the students' parents. Continual or habitual cheating will result in a failing grade for the subject.

(BOE Policy 1464)

### **Field Trips**

Field trips are an important part of our curriculum. Each child participating in a field trip must return the waiver slip signed by a parent or guardian. No phone permissions will be allowed. **All Field Trip monies are due to the teacher on the day stated on the field trip permission slip.** Teachers and office staff must have the money several days ahead of time to complete the necessary paperwork in order to receive a check from the office to pay for the field trip. Students who bring money to pay for the trip the day of the field trip are not allowing enough time for the teacher to complete the proper paperwork and for the money to be deposited into the bank before the field trip. Please pay special attention to the due dates on the permission slips that are sent home prior to field trips.

Since field trips are planned instructionally for classes, no younger siblings are to attend along with a parent.

If you plan to attend as a parent chaperone, you will need to sign into the Hall Pass Visitor System for the duration. Any parent **MUST** have a volunteer registration on file with the district to accompany a field trip. Register here <https://www.usd259.org/Page/13823>

### **Homework Policy**

**Every McLean student is encouraged to read or be read to for at least 20 minutes every night.** Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons presented in the classroom. Homework is also a way to help your child develop work habits that will assist him/her throughout the

years to come. Homework at McLean Science/Technology Magnet Elementary School will be meaningful and will be graded by the teacher. Teachers will adjust homework assignments based on student need and academic ability. You can help your child develop routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose.

- Ask your child daily if he/she has homework. By asking your child about homework, you are helping him/her to remember that there may be an assignment to be completed. Ask him/her to show the homework to you and explain what the work was about. Sharing your child's work reinforces the importance of homework and helps the child understand that you are interested in their progress. Looking at your child's homework also keeps you informed about their progress.
- Remember that homework is your child's work. You should not do the work for them. If your child has trouble with the homework assignment and cannot complete it, write a note or call and tell the teacher about this problem.
- Help your child set a regular homework time each evening. Free your child of other responsibilities during that time, so students can focus on their work.
- Provide your child with a quiet place to work and study.

### **Library**

Books are checked out when classes come to the library and on an individual basis for open checkout. They may be rechecked if a student needs more time to finish reading a book. If a student has lost or misplaced a book either at school, on the bus, or at home, he/she is responsible for replacing that book.

### **Make-up Work from Excused Absences**

Assignments given by the teacher are expected to be completed by the student within a reasonable amount of time (two days make-up for every one day of an excused absence). It is the responsibility of the student to complete and turn in the assignments. Please call the office by 9:00 a.m. to request homework. Homework will be available in the school office at 4:10 p.m. on the second day of absence. If you know when your student will be absent in advance, please allow one week for the teacher to prepare the homework. Students with unexcused absences may not be given make-up homework.

### **Parent-Teacher Conferences**

Conferences will be scheduled for all parents during the fall and spring semester and we expect all parents to meet with our teachers to work together to make sure our students are as successful as they can be. Our district has gone to standard days for conferences, Fall dates are: October 10 & 11 from 4:30 – 8:00 p.m. and October 12 from 9:00 a.m. to 4:00 p.m. School is NOT in session on October 12. Spring dates are: February 7 & 8 from 4:30 – 8:00 p.m. and February 9 from 9:00 a.m. to 4:00 p.m. School is NOT in session on February 9. There is no longer early dismissal on any conference days, effective on the 2023-24 school year.

### **Report Cards**

Report cards will be issued four times throughout the school year. Teachers will contact every parent a minimum of four times a school year to inform them of their child's progress. Parents are also encouraged to make personal contact with classroom teachers to check their child's progress frequently. Parents are able to access student assignment grades using their ParentVue account. Report Cards can be accessed on their parentvue account.

### **Textbooks**

There is a Textbook Rental fee for all students. The classroom teacher will issue rental textbooks. When a child transfers to another Wichita Public School, his/her rental textbooks will remain in the building where they were issued. A transfer will indicate if the textbook rental fee has been paid. The school he/she attends will issue textbooks to him / her. Exact fees are available at enrollment time.

### **Latchkey Information**

McLean offers before/after school age latchkey program. This program is affiliated with USD 259.

Hours of operation: 6:30-8:50 a.m. and 4:10-6:00 p.m. during regular school days. Latchkey will not be open on conference days or conference release days, inservice days, or holidays.

All payments are due on Mondays prior to students attending latchkey. More information is available during enrollment and in the main office.

## **SCHOOL**

**School Hours:** Regular Hours 9:00 a.m. – 4:10 p.m.

Students are not to play on the playground before or after school as no supervision is provided.

Students are **NOT** to be dropped off at school before 8:45 a.m. unless they are going to Latchkey, are on safety patrol, or have made specific arrangements with a teacher or the principal. Students who eat breakfast will be allowed to enter to their breakfast station. The first bell will ring at 8:50 a.m., and at this time all students may enter the building and head directly to their classroom. Classes begin promptly at 9:00 a.m. Students are marked tardy if they are not in their classroom when the 9:00 a.m. bell rings. Parents will be notified if their children are arriving at school earlier than these designated times so that these situations can quickly be remedied.

### **Curbside Drop Offs**

Please remember that we always want students to be dropped off or picked up from school without needing to cross the street. Please park next to the curb so your child can safely enter or exit the car safely. PLEASE DO NOT WAVE YOUR CHILD TO CROSS THE STREET or SEND THEM ACROSS THE STREET TO SCHOOL. Wichita City Ordinance

11.52.20 (19) states it is illegal to load/unload school children from the opposite side of the street.

### **Crosswalks**

Keeping your child safe is very important to us. One of the most dangerous times of day for you and your child is when they cross the street to come to school or to go home. With this in mind we have School Safety Patrol to help students and parents cross the street safely before and after school. **ALL** students are required to cross the street in the designated crosswalks. Your children are precious, please help us protect them. We have a safety patrol stations at the corners of Halstead and Marigold. Wichita City ordinance  
11.52.020 (9) states that it is illegal to park within 20 ft of a crosswalk.

### **Parking Lot – Arrival/Dismissal**

Many of our students are transported to school each day by a parent or relative. This great number of cars arriving at McLean between 8:40 and 9:00 can lead to some traffic problems. In order to help keep our students safe, we are encouraging parents to use alternate locations around the school to drop-off and to pick their children up each day. Students should use the correct entrance to enter the building each day when the bell rings.

After school, students have designated exits.

**To keep interruptions to instruction to a minimum, we ask parents to wait outside for students to be dismissed. Teachers will escort their classes outside for dismissal.**

After school, children must go straight home from school unless arrangements in writing from all parents involved have previously been made. Students are not allowed back into the building after 4:20. Do not allow a child to stop at your home and play until he/she has reported in at home.

**Please be mindful of the “no parking” signs on Marigold and Halstead. These are in place for the safety of our students and their families.**

### **Parking in the Morning**

From time to time, parents want to walk their child to class or come and visit a staff member. We appreciate this commitment to your child’s education and encourage you to do this any day you desire. Parents are welcome to park in the parking lot in the morning or along Marigold if they wish to enter the building. Wichita City Ordinance 11.52.020 (3) states it is illegal to park in a no parking zone.

Please see the Parking Lot Guidelines in the Appendix about main lot closures at arrival and dismissal.

### **Bicycles**

Children may ride their bike to school. A bike rack is provided near the front entrance where bike owners are required to park and lock their bicycles. All bicycles ridden to school must be operated under the following conditions:

1. Bicycles must be ridden to conform to local and state traffic regulations.
2. Each bicycle:
  - a. Must be ridden single.
  - b. Should not be ridden on sidewalks or the school ground building premises.
  - c. Should be parked and **locked** in the special rack.

McLean School assumes no responsibility for bicycles ridden to school.

### **Bus Rules and Regulations**

We have several buses and mini-buses transporting our students to and from school every day. Parents, as well as students, should know that the rules and regulations must be complied with to ensure the safety of all pupils on school buses. Rules and regulations will accompany all routes, and schedules will be handed out.

Students must bring a note from home, or parents must call if the student will not be riding the bus home on a particular day. **Bus students will ride the bus home unless the school**

**is notified differently. The office WILL put students on the bus unless we have verbal or written communication from parents/guardians. We ask that you notify the office prior to 3:30 p.m. if your child will NOT be riding the bus so that we can communicate with bus supervisors, teachers and students.**

Due to the large number of students who are riding the bus to our school, it is a major challenge to coordinate the scheduling of each of their routes. Please be patient with us as we attempt to have each of them running as smoothly as possible. If you need assistance, please contact our bus supervisor at 973-8250. Our Bus Supervisors are here to assist you.

### **School Dress**

Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of our school dress code. Students' attire should be reasonable and appropriate for the grade, occasion and season. Clothing that takes away from a positive learning environment will not be permitted. Please keep in mind that we are trying to preserve a positive learning environment for all students. While some clothing or hair color may not affect your child's progress at school, it may be very disturbing to others. Parents should assume the responsibility of sending their children to school neatly dressed and properly groomed for the season. Your child should come to school prepared to go outside in various weather conditions. Children will not be sent outside if staff feels students are not dressed appropriately for the weather.

**Low-rise jeans, shirts, skirts, shorts, or pants that are deemed by the administration to be excessively short, tight, low cut, or too revealing may not be worn, and students will be asked to call parents to bring more appropriate clothing. If contact with parents is not made, clothing from the office will be provided to the student. Tops that are made of mesh, see-through materials, or tops/shirts that expose the stomach or chest will not be allowed.**

Students will be participating in Physical Education classes several times a week and recess every day. For safety reasons we ask that students do not wear sagging clothing as students may trip and injure themselves. We also ask that students wear shoes that allow them to participate appropriately in these activities. **Bring additional shoes for your child to wear out on the playground if needed.** Also, **no heely skates/shoes** are allowed at school due to possible injuries and scuffing of the floors.

**Hats, hoods and head bandanas** are not to be worn in school unless it coincides with a school spirit day. BOE policy states that any wearing apparel that is associated with gangs, drugs, or becomes disruptive to the educational process will not be allowed.

### **Signing Students In and Out of School**

From time to time you may need to pick-up your child early from school. For safety reasons, please be prepared to show picture identification when signing students out of school. We will only release students that are on our school list, so please make sure that you keep your information updated with the office. Once a student is signed out, the secretary will call your student to the office. In order to minimize interruptions to instruction, we ask that you not go to the classroom to checkout your child(ren). Please do not call and ask for students to be waiting in the office. Our students are actively learning and we want that to always be our focus.



When signing students back in during school hours, we ask that you sign them in again. Students will receive an “admit to class” pass when they are tardy.

### **Visiting School**

Parents are always welcome at McLean Science & Technology Magnet Elementary School. The school’s security plan requires **ALL** visitors, including parents, to immediately proceed to the office to receive a visitors’ pass and sign in. Our district uses Hall Pass as our visitor management program. You will need to show a Driver’s License the first time you enroll and will be on the system. The school’s security plan has been established to protect the students and teachers from the danger of an unauthorized person on campus. Please remember to return to the office to sign out following your visit. We also use this system to account for our numerous volunteer hours, and we strive to have accurate data to represent the work that our volunteers do.

**We limit classroom observations to 30 minutes. We do not allow our families to visit students in the lunchroom and at recess.**

Pre-school children will not be allowed to visit older brothers and sisters attending McLean at any time, unless accompanied by a parent.

## **ATTENDANCE**

### **Tardies & Early Outs**

Remember that a child is TARDY when he/she is not present in their classroom at 9:00. We also document when students leave from school early, which are designated as EARLY OUT. We do encourage making appointments after school hours so your child is in school, receiving instruction.

Breakfast begins for students at school at 8:50 a.m. If your student will be eating breakfast, please work to have them here at 8:50, so we can begin our day in timely manner.

**Students who are late due to late bus arrival are NOT considered tardy.**

### **Prearranged Absences**

Students will be excused a **maximum of three days a school year** for prearranged absences. A prearranged absence form must be completed electronically. Please contact the office for access to this form.

### **Pupil Absences– If You Miss School, You Miss Out!**

Regular attendance in school is a requirement. Children are required by law to attend school until they are sixteen years of age. It is the responsibility of the school to maintain appropriate attendance records and report to proper authorities students who are habitually absent or whose behavior is of a suspicious nature. **Children are considered truant if they have three (3) unexcused absences in a row, five (5) unexcused absences in any one semester or seven (7) unexcused absences in a school year.**

Excessive tardiness can also be considered as truancy. Students whom school administration deems missing an excessive amount of school will be asked to provide doctors notes or other verification of the absence before they will be considered excused. Students who have excessive absences do not make acceptable progress and are prone to failure. Parents and students need to treat this issue seriously. Irregular attendance, tardiness or truancy will result in a referral to Department of Children & Families (DCF).

Parents are required to call the school office by 9:15 a.m. at 973-8250 when they know that their child is going to be absent or tardy for the day. This call needs to happen the same day as the absence. When reporting a student tardy, please be ready to tell the secretary what type of lunch your child will have that day so the proper number of lunches can be ordered.

When possible, please try and schedule student appointments after school hours. Family vacations should be scheduled during school holidays or vacation breaks.

### **BEHAVIOR EXPECTATIONS**

Research shows that an effective school provides a learning environment that is safe, orderly, and wholesome. With this in mind, McLean Science and Technology Magnet School maintains high expectations for student behavior.

Each student is expected to conduct him/herself in an orderly manner at all times. Students are expected to comply with school rules, to cooperate with their teachers and other staff members, and to greet all persons at the school with respect and kindness. Should your child experience difficulty in complying with reasonable behavior standards, which are established for the safety and well-being of all students, he or she will be subject to disciplinary actions. If behavior problems do arise, parents will be contacted by the teacher and/or administrator to discuss the problem and determine possible solutions.

The tone and atmosphere of the school day are set by the types of activities allowed to occur on school property. Therefore, the following rules will be enforced:

#### **STUDENTS WILL:**

- Be held accountable for their actions.
- Follow directions the first time they are given.
- Be respectful of others and their property.
- Use kind words and actions when interacting with others.
- Walk quietly in the hallways.

**Harassment of any type, bullying or threatening will not be tolerated. If a student is found to be harassing, bullying, or threatening another student, parent, or staff member, USD 259 Security Personnel will be notified to help investigate the situation and possibly file a report. Students found to be bullying, threatening, or harassing will face in-school or out-of-school suspension (BOE Policy 1116, 1119).**

# McLean Code of Conduct



## Overriding Principle:

“Learning is the most important thing.”

## Guidelines for Success:

**P** ractice Safety

**A** ct Respectfully

**W** iden Your Thinking

**S** trengthen Your Engagement

## Through the use of CHAMPs

**C**onversation

**H**elp

**A**ctivity

**M**ovement

**P**articipation

**S**uccess

The parents and staff have developed these expectations for McLean Science & Technology Magnet Elementary School. McLean students are expected to demonstrate behavior that allows teachers to teach and students to learn. Any behavior that disrupts this process will be dealt with immediately. We expect everyone to contribute to the spirit of family by encouraging the teaching and learning process and by showing each other respect and caring. These expectations are clearly communicated through the use of CHAMPS expectations so that all students know specifically which behaviors are acceptable and unacceptable. These expectations assure the students a safe and nurturing environment where learning can take place. All behavior expectations apply while at school and when attending or participating in all school-sponsored events.

**School hours are from 9:00 AM – 4:10 PM. Students are expected to be in their classrooms by 9:00 AM. The first bell rings at 8:50 AM when students are allowed to enter the building, get breakfast and report to their classroom.**

**Tardy Policy:**

All students are expected to be at school on time – in their seats, ready to go. Students will be able to earn class and school reinforcements when they meet goals.

**Attendance:**

Our goal is to have every student present and ready to learn each day. We expect students to be at school **On Time...All Day...Every Day**. If you are experience hardship in getting your child to school on time, please contact administration or the school social worker to develop a workable solution. Again, we appreciate all your efforts!

**Positive Behavior Supports Action Plan:**

1. Positive Behaviors Will Be Rewarded

Staff will give student coins when they are noticed using appropriate behaviors (displaying our Guidelines for Success). These can be collected as a class and redeemed for a variety of rewards presented by the principal.

2. Positive Behaviors Will Be Communicated

Posters will be displayed in the hallways and will be taught throughout the school year on what CHAMPS expectations look like in all areas of school.

**Discipline Steps:**

1. Classroom Consequences

Classroom consequences are determined by the teacher.

2. Removal from Classroom

Removal to an alternative learning environment (Buddy Room). Student will complete a ‘Think Sheet’ explaining their behavior and how they can change it. Buddy teacher will sign the form and it will be sent home to be signed and returned by the parent.

3. In School Suspension

At least ½ day of in-school suspension will be served for the following reasons:

- Ongoing behavioral problems
- Serious behaviors that warrant more than a buddy room

Parents will be notified in writing or with a phone call.

#### 4. Further Consequences

Additional consequences could follow, which can include Out of School Suspension or further consequences, which follow BOE policy. Please see the District Code of Conduct.

### **CHAMPS**

McLean, along with all schools in USD 259, will use CHAMPS to establish positive structure to help all students be successful. The staff at McLean have worked hard to create Common Area policies that set the expectations for student and staff behavior to make our school as successful as we can be. We have policies set up for Hallways, Restrooms, Lunchroom, Playground, and Assemblies. Below are policies for Arrival and Dismissal:

### **Arrival Policy**

Working document 8/9/23

**Goal Statement:** Mclean will have a safe, organized, and enjoyable arrival where students engage in positive social interactions.

Expectations for Student Behavior:

- Latchkey students will dismiss from their space.
  - Bus students will enter Door #9
  - Car Rider/Walkers will enter Doors #1, #2, & #14 based on grade level
1. Breakfast Students in 3<sup>rd</sup> – 5<sup>th</sup> grade will enter the building through Door #14 to Breakfast room beginning at 8:50 a.m. and report to their classroom to eat breakfast.
    - i. Voice level 1
  2. Breakfast students in K – 2<sup>nd</sup> grade will enter the building from their entrance, check in with their teacher and get breakfast from the cart.
  3. All Students will stand on the sidewalk at their Entrance
    - a. Door #1 – 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, and 5<sup>th</sup> grade
    - b. Door #2 – Kindergarten and 1<sup>st</sup> grade
    - c. Door #14 – 4<sup>th</sup> grade and Breakfast
      - i. Stand in grade level lines until the 8:50 bell
      - ii. Wait for bell to ring to enter the building
        1. Voice level 1
        2. Students will walk on the right side of the hallway
        3. Follow hallway expectations
        4. Go directly to your class to check in, unless you are getting breakfast in the cafeteria

**\*Students should check into their classroom before stopping at the sticker/pencil machines\***

Late arrival students (after 9:00 a.m. bell) will check in through the main office to receive a pass. Students should report directly to their assigned teacher.

Supervision Areas

- Multi-purpose room
- Hallways
- Entrance

- Classrooms

#### Supervision and Responsibilities

1. Monitoring actively and calmly
2. Monitoring expectations
3. Ensure designated areas have coverage
4. Be proactive
5. Helping and assisting students
6. Know the arrival policies
7. Come prepared with miscellaneous supplies (walkie-talkie, etc.)
8. Communicate with other supervisors when you need to leave your area
9. Be on time

#### Administrator Responsibilities

1. Enforce staff responsibilities with consistent check-ups.
2. Respond to infractions

#### Encouragement Procedures

1. Positive Reinforcement
2. Coins/Compliments

#### Consequences for misbehavior

1. Warning
2. Separation from other students – practice

#### Teaching Responsibilities

1. Teachers will teach the arrival procedures
2. Teachers will check back to make sure procedures are followed

### **Dismissal Policy**

Working document 8/2/2023

**Goal Statement:** McLean students and staff will follow dismissal procedures in a timely manner to promote a safe, respectful and peaceful dismissal.

#### Expectations for Student Behavior:

##### Exit the building

- a. Walking single file
- b. Voice level 1
- c. Students will stay with their teacher until they are dismissed.
- d. Students will walk in an orderly manner using the sidewalks.
- e. Those students who use the crosswalk will use the sidewalk only.
- f. Students not picked up by 4:20 will be escorted to the office with a teacher to call parents.
- g. Students will not reenter the building without visiting the office first.

K-1<sup>st</sup> grade students will line up and exit through door 2.

- a. Teachers will first release bus students to A Hall outside Room 3 at 4:08
- b. A designated bus supervisor will pick up those students and escort them down B and C Hall.
- c. Teachers will release Latchkey students to A Hall outside of room 3 at 4:10
- d. A designated latchkey supervisor will walk Latchkey students to the gym.
- e. All other students will leave their rooms with their teachers at 4:10pm.

2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade students will line up and exit through door 1, the main entrance

- a. Teachers will first release bus students to C Hall where they will exit through door 7 to the bus lane.
- b. Teachers will release Latchkey students through B hall to the gym.

4<sup>th</sup> grade students will line-up and exit through the #14 Door

- a. Grade 4 bus students will release through C Hall exit.
- b. Grade 4 Latchkey students will walk with their class until they reach the gym for latchkey.

#### Supervision Responsibilities

- a. Teachers will walk with students in a calm manner to the designated area.
- b. Teachers will ensure the safety of the students exiting the building.
- c. Each teacher is responsible for their own students and stays with them until they are released to their parents.
- d. Specials teachers and those without direct supervision of classrooms will be at their designated areas prior to the bell. Staff will assume responsibility based on assignments posted.

#### Administrator Responsibilities

1. Enforce staff responsibilities with consistent check-ups.
2. Respond to infractions

Thank you for helping us connect and correct our students so they are successful. We appreciate the continued support!

#### **Suspension and Expulsion of Students**

Kansas Law 72-8901 states: The Board of Education of any school district may suspend or expel any pupil guilty of any of the following:

- violation of any published regulation for student conduct
- conduct which substantially disrupts, impedes or interferes with the operation of any public school
- conduct which substantially impinges upon or invades the rights of others,

- disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder

When a student is suspended, parents will be notified by phone if possible. Students who are involved in fighting, bullying, sexual harassment, profanity, vandalism, defiance of authority, possession of a real or replica of a gun or knife, may be immediately suspended for one to five days.

The administration must maintain the right to deal individually with each child. Extreme behavior may call for a student being taken to an expulsion hearing without any immediate steps or warnings.

Pupils who are suspended from school are responsible for class assignments during the time of suspension. It is the pupil's responsibility to check with the teacher to see what work must be completed and to find out when the work is due.

A student who is suspended or expelled from school is not allowed at any school function or on any public school property or adjoining property during the suspension.

### **Personal Belongings/Toys/Cell Phones**

Do not allow your child to bring balls, toys, skateboards, rollerblades, cell phones, video games, or other items to school which are not part of the educational program. The only exceptions are items brought for show and tell or as part of school related projects. Items that are brought to school that are not deemed part of the educational program may be confiscated and require parents to pick them up in the schools' office. Personal items lost or stolen at school will not be the responsibility of the school.

**Cell phones and other personal electronic devices (PEDs) including Kindles, Nooks, PlayStation DES, iPods, watches etc. will NOT be allowed at school according to BOE policy 1464. Devices are to be kept out of sight and powered off during the day. If students have cell phones or other electronic devices in their backpacks and they are lost, damaged, or stolen, USD259 is not responsible for the loss.**

### **Weapons Policy**

It is **never** appropriate to bring a weapon of any type - real or toy - to school. Board Policy states that any weapon that is brought to school requires the administration to make a parent contact and to contact USD 259 School Security. **Bringing a weapon to school may result in a 187 day expulsion from school (BOE P1466).**

## **P5116 EMERGENCY SAFETY INTERVENTIONS**

### **BOARD POLICY:**

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.



This policy shall be made available on the district website with links to the policy available on any individual school sites. In addition, each school shall include this policy in at least one of the following: the school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Administrative Implemental Procedures:

1. Definitions:

- a. "Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.
- b. "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.
- c. "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- d. "Emergency Safety Intervention" is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.
- e. "Incident" means each occurrence of the use of an emergency safety intervention.
- f. "Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- g. "Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.
- h. "Mechanical Restraint" means any device or object used to limit a student's movement.
- i. "Parent" means:
  - a natural parent;
  - an adoptive parent;
  - a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
  - a legal guardian;
  - an education advocate for a student with an exceptionality;
  - a foster parent, unless the student is a child with an exceptionality; or
  - a student who has reached the age of majority or is an emancipated minor.
- j. "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

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- k. "Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- l. "Purposefully isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:
  - 1) Removal of the student from the learning environment by school personnel;
  - 2) Separation of the student from all or most peers and adults in the learning environment by school personnel; or
  - 3) Placement of the student within an area of purposeful isolation by school personnel.
- m. "School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between

the local law enforcement agency and the district.

n. "School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

o. "Seclusion" means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

School personnel purposefully isolate the student; and

the student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

p. "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

## 2. Prohibited Types of Restraint:

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; or
- Use of mechanical restraint, except:

o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

o Any device used by a certified law enforcement officer to carry out law enforcement duties; or

o Seatbelts and other safety equipment when used to secure students during transportation.

## 3. Use of Emergency Safety Interventions:

a. Emergency Safety Interventions shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect physical harm or engages in violent action that is destructive of property. Less restrictive alternatives to ESI, such as proactive prevention techniques, de-escalation

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techniques, positive behavior interventions and supports, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

b. A student shall not be subjected to an ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of the ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why an ESI would put the student in mental or physical danger and any suggested alternatives to the use of ESI. Notwithstanding, a student may still be subjected to an ESI if not subjecting the student to an ESI would result

in significant physical harm to the student or others.

4. Use of Seclusion:

a. When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

b. If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

c. An area of purposeful isolation shall be a safe place with proportional and similar

characteristics as those of other rooms where students frequent. Such area shall be well-ventilated and lit, and free of dangerous conditions.

5. Training:

a. All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall determine the intensity of training required by each position.

b. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

6. Notification and Documentation:

a. The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school

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attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. A parent may also agree in writing to receive only one same-day notification from the school for multiple incidents occurring on the same day.

b. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

the events leading up to the incident;

student behaviors that necessitated the ESI;

steps taken to transition the student back into the educational setting;

the date and time the incident occurred, the type of ESI used, the duration of the ESI,

and the school personnel who used or supervised the ESI;

space or an additional form for parents to provide feedback or comments to the school regarding the incident;

a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and  
email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in the first three bullet points if the triggering issue necessitating the ESIs is the same.

c. The parent shall be provided the following information after each incident during each school year:

A copy of this policy which indicates when ESI can be used;

a flyer on the parent's rights;

information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and

information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

d. Upon the first occurrence of an incident of ESI during the school year, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. After each subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### 7. Law Enforcement, School Resource, and Campus Security Officers:

a. Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

b. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

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#### 8. Documentation of ESI Incidents:

a. Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- date and time of the ESI,
- type of ESI,
- length of time the ESI was used,
- school personnel who participated in or supervised the ESI,
- whether the student had an individualized education program at the time of the incident,
- whether the student had a section 504 plan at the time of the incident, and
- whether the student had a behavior intervention plan at the time of the incident.

b. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### 9. Reporting Data:

District administration shall report ESI data to the state department of education as required.

#### 10. Parent Right to Meeting on ESI Use:

- a. After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.
- b. For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.
- c. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.
- d. For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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- e. The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### 11. Local Dispute Resolution Process:

- a. If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.
- b. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.
- c. If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

d. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

e. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

Administrative Responsibility: Student Support Services

Latest Revision: July 2023, pending BOE approval

Previous Revision: July 2016 P5116

### **Student Telephone / Deliveries**

It is the intent of the staff to use instructional time to its fullest advantage and we ask your cooperation in this effort. Messages and delivery of items to students who are in class will be limited to emergency situations only. In order to protect the learning environment in the classroom, children will be called to the telephone only in cases of emergency. Please be sure to call early enough so that there is adequate time to deliver the message before dismissal (by 3:30 p.m.). Please make your child aware of pick up arrangements prior to school each day so valuable classroom instructional time is not interrupted.

Students may not use the phone to make social arrangements. For example: If they want to go to a friend's house to play after school they must make those arrangements prior to coming to school that day.

### **Request to Exclude Students from Activities**

If, due to illness or injury, your child is not to go outside during cold weather or is not to participate in recess or P.E., it is asked that you send a note to school explaining the request. Hopefully, this will assist in eliminating or preventing misunderstandings which might arise.

## **BREAKFAST AND LUNCH INFORMATION**

### **Breakfast and Lunch**

Breakfast is served in the lunchroom and in the hallway cart for K – 2. Students eat breakfast in the classroom. Students should quickly eat and clean up. Students will only be given a short time to eat, so we will encourage a quick breakfast. Please do not send a breakfast from home to eat in the classroom. Breakfast at home should be eaten at home.

Hot lunches and breakfasts are available for all students who desire them. **Lunches and milks will not be charged, except in an emergency.** Until the emergency charge has been paid, another charge cannot be made. Students with unpaid charges will be offered crackers and milk. Please mark the days on your calendar and watch for the notification of money due. A notice will be sent home with your child and you will receive a Parent Link notice when the balance is low.

**Applications for free or reduced lunches are available in the school office.**

### **Lunch with Parents**

From time to time you may want to pick your child up and take them out to lunch. Please remember to sign them out in the office when you pick them up and to sign them in when you return. Students have a forty minute lunch period. Students are expected to be back in class at the end of the forty minute lunchtime. Please check our school website for current lunch times, as they change each year. Some students may have recess before lunch. For students' safety we do not want students to be dropped off in an empty classroom and left unsupervised. Please note that if your child returns from lunch before the lunch period is over, teachers are not yet supervising students.

### **Lunchroom Expectations**

**Soda Pop is NOT allowed in lunchroom.** We are trying to encourage healthy food choices for our students. We are also trying to cut down on sticky messes and exploding pop cans.

### **Lunch Recess**

When the weather permits, students will be taken outside for a 20 minute recess period either before or after lunch. Students should come to school each day dressed appropriately to go outside for recess. If the weather is too cold (based on windchill) or rainy, students will be taken back to their classroom for indoor recess. The determination of whether to have inside or outside recess is made after referring to the district wind chill chart and local weather radar at lunchtime. **Students who are not dressed appropriately for outdoor recess may stay indoors.**

### **Money**

Money sent to school should have a specific purpose, such as:

1. Lunches and milk. This money should be given to the teacher, *in an envelope labeled with the child's name and teacher's name.* The teacher will send it to the office.
2. Special activities (class or school projects)  
All monies should be sent in an envelope with the child's name on it, the exact amount of money, and the specific purpose.

**When sending money with your child to pay for several items, PLEASE do not combine items on a single check (i.e., lunch money, field trip money, and PTA-sponsored events).**

## **PARENTAL INVOLVEMENT**

### **Hall Pass**

Hall Pass has been selected as our visitor management system and all visitors are expected to use this program. Hall Pass immediately scans sexual predator data bases and also records our volunteer hours. The first time you register into the system, you will need to provide your driver's license. Once you are in our system, you just need to sign in. We ask that you also sign out when you leave, so we know who is in our building and clock our volunteer hours. Parents who also work for the school district are asked to clock volunteer hours when volunteering at school or sign in as a visitor if not on district-related business.

### **Birthday Party Policy**

Everybody loves a party, however a number of guidelines have been found to be necessary. Birthday parties must be arranged in advance with the teacher, and limited to 15 minutes. Classrooms encourage monthly parties to celebrate together, limit loss of instructional time, and at a time designated by the teacher that least interrupts the school day. Special parties will be scheduled in advance with the assistance of the room parents. Student or adult planned surprise parties must be coordinated with the principal. Private party invitations may not be distributed at school, unless the entire class is invited.

### **Classroom Observations**

On occasion, parents request to observe their child in the classroom setting. We do allow observations, however to limit disruptions to the classroom setting as a whole, classroom observations must be scheduled with your child's teacher at least one day in advance.

1. Classroom observations will be limited to thirty minutes in length.
2. The parent cannot disrupt the educational setting during instruction. Please turn off cell phones. Please do not bring additional children into the classroom.
3. Upon arrival, parents need to sign in at the front office and receive a Hall Pass sticker.

After a classroom observation, any conversation with the teacher should be held when students are not present. We would be happy to set up a conference time with you to provide the time and attention you deserve.

### **Directory Information**

If you object to being included in school press releases, please notify the school at enrollment time. According to BOE Policy, the following information may be printed in the school directory unless the school is notified differently at enrollment time: name, address, telephone number, date and place of birth, participation in activities, yearbook picture, and dates of attendance, honors, previous school attended, and name of parents. This also allows the district to use photos of students in their press releases.

### **Exiting McLean**

Parents are requested to notify the school office at least two days in advance if you are planning on moving or leaving our school. Please be sure to give the office a new address so we can send any needed papers to you. When moving to a new school, the new school will be informing us of where to send your child's records. Student records will not be given to you to transport with you when you move, but we can provide you a Pupil Information Profile to help enroll in your next school.

### **Lost and Found**

Please mark all items with your child's name. This simple measure will help us to return lost items quickly to the proper owner. Students may claim lost clothing items by checking the lost and found barrel located next to the multi-purpose room. Lost items such as money, glasses, keys, and jewelry can be claimed in the school office. Lost items not recovered by the owner will be taken to the Salvation Army after the 2nd and 4th grading periods.

### **McLean Communication**

To ensure the best possible communication to all families, we send communication with our Yellow Folders. You can expect to receive a paper copy of our school calendar around the first day of the month and an electronic copy sent to families.



### **Parental Concerns**

We want everyone to be satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher to try to resolve any issues. A concern not related to your child should be brought to the attention of the principal.

### **Parent Teacher Association**

McLean has an active PTA which supports our students and staff in numerous ways. PTA provides dozens of opportunities for parents to help support McLean. If you are interested in becoming more active in PTA, please contact the school. PTA meetings will be held on Tuesdays of each month at 6:30 p.m., in the McLean library, from September to May. See our school calendar for specific dates.

### **Rights and Privacy Act**

Under the provisions of the Family Rights and Privacy Act, parents are entitled access of their child's school records, and to not have their child's records forwarded without written consent. Records to be maintained by the school include medical and health information, date of school entry, school transcripts, school grades, test results, personal data, family background information, and school activities. Please see the guidelines for accessing your child's records on the back side of our District Calendar you received at enrollment.

### **Site Council**

The school's Site Council provides advice and counsel to the principal on the school's programs and operations. The council will review many aspects of our school and make recommendations to help in facilitating educational improvement. The membership of each council will include the principal, representatives of teachers and other school personnel, parents of pupils attending the school, representatives of the business community and other community groups. Members of the council act as the communication link between the council and staff, students, parents and the community. If you are interested in receiving more information about the school site council please contact the school office at 973-8250. We will meet 3 times a year.

### **Volunteers**

School volunteers are encouraged and welcomed within our school environment. Volunteers serve a vital role in helping McLean provide an excellent education for all of our students. As with all school visitors, the procedure for checking in at the office using Hall Pass applies.

Any school volunteer must fill out the District's volunteer form each year.

<https://www.usd259.org/Page/13823>

Instructional equipment such as copy machines and laminating machines are available for use by volunteers after the completion of a training session with an experienced parent volunteer or staff member. Equipment is expensive and difficult to repair or replace. Please ask for help to operate unfamiliar equipment and report any problems to the office staff.

## **SCHOOL SAFETY**

### **Outside Doors**

During the school day the only door that will be left unlocked will be the main door. The office door is a secured entry into our building. You will need to be buzzed into the office and then have access to the rest of the building.

### **Emergency Student Information**

The school must have current home and **emergency telephone numbers** and current addresses. It is essential that we have this information in case your child becomes sick or is injured. Please call, send a note to the office, or use your ParentVue account to update information whenever it has changed.

### **Safety Patrol**

To help make sure students and parents are safe while crossing the busy streets of Halstead and Marigold our Junior Traffic Patrol students will be on duty from 8:45 – 9:00 a.m. and 4:10 – 4:20 p.m. Please help them keep you safe by not crossing until they have secured the street.

### **Safety to and From School**

Parents and teachers are responsible for teaching safety procedures for walking to and from school. Such rules are as follows and should be observed.

Students should:

1. Walk directly to or from school with no loitering along the way.
2. Not accept rides or stop to talk with strangers.
3. Not take short cuts across property of others.
4. Not throw (or pick up) rocks, clods or any other objects.
5. Use school crosswalks or controlled lights when crossing streets.

Parents and students should determine together the approximate time it takes to walk to and from school. If your child is not home within a reasonable time, please notify the school (973-8250).

### **Emergency Drills and Procedures**

The school will schedule periodic fire, disaster, crisis, and tornado drills. Students are expected to conduct the drills in a silent, orderly manner. Students are not to run unless directed to do so by the staff member in charge. Students who do not follow directions during these drills may be given additional emergency drill instruction at recess.

### **Safety in the School**

Students will practice other drills at school. There might be a reason to go into a Lock Down/Lock Out state if an issue arises inside or outside of the building. If this is the case, please know that our school and staff are doing everything to keep your child safe. A lock-out will always begin with all outside doors being locked. If we are in lock down, we will post a notice on the Main Doors #1 or our office window.

The McLean Staff has procedures in place that will ensure the safety of all our McLean family. If you are in the building during a **lock out/lock down**, we would request you follow the procedures. Hopefully, we will not have to put these practices in place. However, we will be prepared if the need arises.

## **Severe Weather**

The United States Weather Bureau issues two types of storm warnings. The preliminary warning is a "Tornado Watch," 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 that people in the path of the storm should seek cover. It is when this "Tornado Warning" is issued that the necessary movement of pupils from the classrooms to the multipurpose room to take shelter.

In case such emergencies arise, all possible precautions will be taken to ensure the safety of your children.

The following procedures will be followed at school:

1. All pupils will remain in the building.
2. Pupils will be moved into the Storm Shelter (school library) in the event a tornado warning has been issued. We ask that you do not come to school to pick up your child when the tornado sirens are going off. We will be in the shelter and all the doors will be locked for safety.
3. Persons in the building will remain until an "all clear" signal is given from our district – this might be after regular dismissal time.
4. School will not be dismissed early unless parents are notified by authorized personnel prior to dismissal time.
5. 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.
6. Anyone arriving to the shelter after it has been secured should report to our secondary shelter in the Gym Hall restrooms or in our Main Hall restrooms until we are released. Please look for posted signs at the Main Doors #1 or on the shelter doors.

If a severe rain or snowstorm should be in progress at dismissal time, neighborhood children may be kept in the building until the storm lets up or an authorized person calls for them.

## **STUDENT HEALTH INFORMATION**

### **Dental Examinations**

Each student should visit their dentist at least once a year and should return a Dental Care Card (pink) signed by the dentist. Those students who do not return this card will receive a dental screening at school; however, this screening does not take the place of a dental examination in your dentist's office.

### **First Aid / Illness at School**

The school attempts to provide a safe and accident free environment. However, if an accident or illness occurs, first aid will be administered and the parent/guardian will be notified. Care beyond first aid is considered a parent's responsibility. If at any time the school finds it necessary to send a child home, the child's parent is notified at once. *Every family is responsible for having up-to-date emergency information on file in the office.* Students who are ill should stay at home, and those who become ill at school will be sent home immediately. **If your child is sent home with a fever or is running a fever at home, please keep him/her at home until he/she has been temperature free for 24 hours without the use of fever reducing**

## **medicines.**

### **Head Lice Policy**

If you have a question about our school head lice policy, please contact the school nurse.

### **Health Assessments**

Any pupil entering a Kansas school for the first time, prior to admission, must present to the school a valid Kansas Certificate of Immunization or present evidence that immunizations are in progress. Every pupil ages 8 and under whom has never previously enrolled in any school in Kansas, shall present the results of a health assessment at the time of school entry. (May be done up to 12 months prior to school entry or 90 days after school entry.)

### **Medication Policy**

**Non-Prescribed Medication:** **Students are not permitted to possess or consume any type of “patent” non-prescribed medication at school.** This includes aspirin, lotions, cough drops, chapstick, inhalants or similar type medicine. According to BOE policy, a doctor’s note must be filled out for permission to ingest cough drops or any type of over the counter medication at school. If you have questions, contact the school nurse.

**Prescribed Medicine:** Students may be administered medication at school if prescribed by a local attending physician and a statement from the physician addressed to the school with the following information is provided:

- Pupil’s name
- Name of medication to be given
- Directions for administration
- Expected duration of treatment
- Request that the administration must take place at school.
- Plans for the student to take medicine at school will be coordinated through the office.

### **School Accident Insurance**

These applications will be sent home. If you choose to participate, the premium must be sent directly to the company in the envelope provided. Please do not send these envelopes to school.

## **Appendix**

Transportation CHAMPS  
Transportation Consequences  
Parking Lot Policy  
Guidelines for Success

Appendix a  
Appendix b  
Appendix c  
Appendix d

# Student Expectations



**Conversation:** Voice Level 1 or 2



**Help:** Raise your hand & ask bus driver for help



**Activity:** Be a respectful rider in your words & actions



**Movement:** Stay seated in assigned seat unless otherwise directed

- Exit and enter safely using handrails • Walk • Feet on floor • Face forward •
- Keep body parts & objects inside the bus •



**Participation:** Follow directions: no food, drink or gum, backpacks in appropriate place



**Success:** Safety for all riders  
**in school & life!**



## McLean Science & Technology Magnet



Dear Parent/Guardian:

Transportation is a privilege for students in the Wichita Public Schools. Traveling to and from school is of the utmost importance as safety is our first concern. In your enrollment package you received a copy of the bus rules. If these rules are broken there are consequences. The following consequences are:

**First Bus Slip - Warning**

**Second Bus Slip - Call Home**

**Third Bus Slip - Bus Suspension 1 - 3 Days**

**Fourth Bus Slip - Bus Suspension 3 - 5 Days and conference with principal.**

**Fifth Bus Slip - Removal from Bus. Length of bus suspension will be determined by severity of action and prior history of bus riding.**

Furthermore if your child is suspended or expelled from the bus, **transportation would then be the responsibility of the parent.**

Thank you for taking the time to read and explain to your student the bus rules and consequences. Please sign indicating your acknowledgement of these consequences. We look forward to a successful year on our school buses.

Sincerely,

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Grade Level \_\_\_\_\_

Bus Route # \_\_\_\_\_

Appendix b



The safety of our students, families, and staff is our highest concern. Therefore we ask that you adhere to the following guidelines when dropping off or picking up your child.

- ❖ Always walk on the sidewalk rather than walking through the parking lot to reach cars parked on the street.
- ❖ Cars parked in the parking lot are not to begin **moving** until 4:45 p.m. so that all children and adults have time to walk to their cars safely. We will move the cones to allow cars to leave the parking lot at 4:45 p.m. If you need to leave before 4:45 p.m. we suggest you park on the street.
- ❖ The lane in front of the building along Halstead is designated as a loading and unloading zone only. Cars cannot be parked and left unattended.
- ❖ Please follow the No Parking signs along Marigold and Halstead.
- ❖ Use the crosswalk to cross the street, following our Safety Patrol guidance. Do not cross in the middle of the street.
- ❖ Please communicate these guidelines to anyone else who transports students to school.

We apologize for any inconvenience this may cause, but the safety of our McLean family is our highest priority. Thank you for understanding.

If you have any questions, please call the office at 973-8250.

**I have read and understand McLean's parking lot guidelines.**

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**(List all Student Names)**

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**(Parent Signature)**

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**(Date)**



# McLean Science & Technology Magnet

## Guidelines for Success

ractice Safety

ct Respectfully

iden Your Thinking

trengthen Your Engagement



**McLean—Where curiosity leads to learning!**