

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.

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 4:40 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 will 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. Students will be dismissed early during parent-teacher conferences at 1:00. Please look for specific dates and times of early dismissal in the newsletters.

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 4:40-6:00 p.m. during regular school days. Latchkey will not be open on conference early dismissal 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.
Early Dismissal Hours 9:00 a.m. – 1:00 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 next to the gym 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.

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, halter tops, spaghetti straps (thin strapped tank tops), racer backs, or tops 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 a.m. 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. These students must be in their classrooms by 9 a.m. or will be counted tardy.

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 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 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. 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:



Practice Safety



Act Respectfully



Widen Your Thinking



Strengthen Your Engagement

Through the use of CHAMPS

Conversation

Help

Activity

Movement

Participation

Success

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

revised document 2/16/16

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

Expectations for Student Behavior:

1. Breakfast Students will enter the building through Main Door #1 to Breakfast room beginning at 8:35a.m.
 - i. Voice level 1
 - ii. Speed level 1
 - b. Morning Activities
 - i. Eat breakfast
 1. Place backpack in designated area along the wall
 2. Follow lunchroom expectations
 3. When finished eating retrieve backpack
 4. Seated in grade level line on the floor
 5. Voice Level 1
 - ii. Social Interactions
 1. Seated on multi-purpose room floor in grade level lines with backpack
 2. Voice Level 1
 - c. Dismissal
 - i. Stand in grade level lines at 8:50 bell
 - ii. Watch for teacher to dismiss lines
 1. Voice level 1
 2. Speed level 1
 3. Right side of the hallway
 4. Follow hallway expectations
 5. Go directly to your class to check in
2. All Students will stand on the sidewalk at the Main Entrance #1
 - a. Stand in grade level lines at 8:50 bell
 - i. Primary K - 2
 - ii. Intermediate 3 - 5
 - b. Wait for bell to ring to enter the building
 - i. Voice level 1
 - ii. Speed level 1
 - iii. Right side of the hallway
 - iv. Follow hallway expectations
 - v. Go directly to your class to check in

Supervision Areas

1. Multi-purpose room

2. Hallways
3. Entrance
4. 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 lunchroom and 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
3. Preferential dismissal

Consequences for misbehavior

1. Warning
2. Separation from other students

Teaching Responsibilities

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

Dismissal Policy

Working document 6/6/16

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 by 4:50 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-2 students will line-up and exit through the main entrance.

- a. Teachers will release bus students to A Hall outside Room 10 at 4:35 p.m.

- b. A designated bus supervisor will pick up those students and escort them down B and C Hall.
- c. All other students will leave their rooms with their teachers at 4:38pm

3-5 students will line-up and exit through the #14 Door

- a. Grade 3,4,5 bus students will release through C Hall exit.

Supervision Responsibilities

- a. Teachers will walk with students in a calm manner to designated area.
- b. Teachers will ensure the safety of the students exiting the building.
- c. Each teacher is responsible for their own students and staying 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

3. Enforce staff responsibilities with consistent check-ups.
4. 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).**

BOE Policy 5116 Page 1 of 6 Wichita Public Schools · USD 259 P5116 EMERGENCY SAFETY INTERVENTIONS BOARD POLICY: Seclusion or physical restraint (Emergency Safety Interventions (ESI)) of any student may be employed only when the student presents a reasonable and immediate danger of physical harm to self or others or engages in violent action that is destructive of property. ESI should be used only after less restrictive or invasive alternatives have been considered and deemed infeasible. Certain modes of restraint are prohibited and any restraint utilized must be consistent with this policy. Restraint or seclusion will not be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience for a school employee. Administrative Implemental Procedures: 1. Definitions: a. "Administrative review" means review by the state board upon request of a parent. b. "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. c. "Complaint" means a written document that a parent files with the board of education. d. "District" means a school district organized under the laws of this state that is maintaining a public school for a school term pursuant to K.S.A. 72-3115, and amendments thereto. This term shall include the governing body of any accredited nonpublic school. e. "Emergency Safety Interventions" means the use of seclusion or physical restraint. f. "Incident" means each occurrence of the use of an emergency safety intervention. g. "Parent" means: (1) A natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122, and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor. h. "Physical escort" means the temporary touching or holding of 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. Physical escort is not an ESI. i. "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. j. "Mechanical Restraint" means any device or object used to limit a student's movement and includes, but is not limited to, the use

of handcuffs. k. "Police officer means 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 laws of this state or of any Kansas municipality. l. "School" means any learning environment, including any non-profit institutional day or residential school or accredited nonpublic school, that receives public funding or which is subject to the regulatory authority of the state board of education. m. "School resource officer" means a 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. BOE Policy 5116 Page 2 of 6 Wichita Public Schools · USD 259 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 police officer. o. "Seclusion" means placement of a student in a location where all the following conditions are met: 1) The student is placed in an enclosed area by school personnel. 2) The student is purposefully isolated from adults and peers. 3) The student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving, the enclosed area. Seclusion does not include a time-out. "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

2. Use of Emergency Safety Interventions: 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 such physical harm or engages in violent action that is destructive of property. Less restrictive alternatives to ESI, such as proactive prevention techniques, de-escalation 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.

a. Prohibited Types of Restraint: 1) The use of prone, or face-down, physical restraint; supine, or face-up physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication; 2) The use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; 3) The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts and any other safety equipment when used to secure students during transportation.

b. Seclusion Restrictions: 1) When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. 2) All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. 3) A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted. BOE Policy 5116 Page 3 of 6 Wichita Public Schools · USD 259

c. Emergency Safety Intervention Restrictions: 1) 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 must 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. However, 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. 2) School resource officers and police officers are exempt from the requirements of the ESI regulations. School security officers are not exempt and so may not use prohibited restraints, including handcuffs. 3. Training: a. All district personnel will annually review and acknowledge BOE P5116 Emergency Safety Interventions. b. Annual training consistent with nationally recognized programs will be provided to school personnel. Training will emphasize that prevention techniques, de-escalation techniques, positive behavioral interventions and positive behavioral supports are preferred strategies which should be applied, if feasible, prior to use of an ESI. Training will meet the needs of personnel as appropriate to their roles, duties and potential need for emergency safety interventions. c. District and/or building administrators will determine which personnel requires training in the most restrictive behavioral intervention techniques, i.e. restraint and seclusion. d. Written or electronic documentation will be maintained on the training provided and the persons participating. 4. Documentation and Notification: a. All schools are responsible for maintaining documentation for each use of an ESI, which must include: 1) date and time of the intervention; 2) type of intervention used (seclusion or restraint); 3) length of time (in minutes) the intervention was used; 4) a description of the behavior precipitating the ESI and alternative behavioral interventions considered; 5) the school personnel who participated in or supervised the intervention; 6) whether the student had an individualized education program (IEP) at the time of the incident; and 7) whether the student had a section 504 plan at the time of the incident. b. Documentation maintained by a school on the use of ESI must be compiled and submitted, at least quarterly, to the Division of Student Support Services. BOE Policy 5116 Page 4 of 6 Wichita Public Schools · USD 259 c. The Division of Student Support Services will provide quarterly reports of all incidents of ESI to the Kansas State Department of Education (KSDE), by the dates and in the format required by KSDE. In addition, documentation of the district's use of ESI will be provided to KSDE upon written request of KSDE. d. At least annually, the principal of each school shall review ESI documentation to determine the appropriateness of the use of ESI. At least annually, the Division of Student Support Services will review ESI documentation regarding the proper administration of ESI in the district and its impact upon the content of training for district employees. e. Parents shall be notified the same day an emergency safety intervention is used with their student by the principal or their designee. If the principal or designee is unable to contact the parent, they will attempt to contact the parent using at least two methods. A parent may designate a preferred method of contact to receive the same-day notification. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. The principal or designee will document notification and notification attempts in the Student Information System. Written documentation of the ESI used shall be completed and provided to the parent no later than the school day following the day on which the ESI was used. Written documentation will include: 1) The events leading up to the incident; 2) student behaviors that necessitated the ESI; 3) steps taken to transition the student back into the educational setting; 4) 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; 5) an option for parents to provide feedback or comments to the school regarding the incident; 6) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of ESI; and 7) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together which occur on the same day when documenting items 1), 2), and 3) if the triggering issue necessitating the ESI is the same. f. Upon the first occurrence of an incident involving the use of ESI in a school year, the parent shall be provided the following information in printed form or, upon the parent's written request, by email. If there is a second

or subsequent incident during the same school year, the parent shall be provided with a full and direct website address containing this information. 1) a copy of this policy and a copy of the standards which indicates when ESI can be used; 2) a flyer on the parent's rights; 3) information on the parent's right to file a complaint through the district's dispute resolution process; 4) the complaint process of the state board of education; 5) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas; and BOE Policy 5116 Page 5 of 6 Wichita Public Schools · USD 259 6) a full website address containing this information. g. If a school is aware that a police officer or school resource officer has used seclusion, physical restraint or mechanical restraint on a student, the principal or their designee will notify the parent the same day using the parent's preferred method of contact. The principal or designee will document notification and notification attempts in the Student Information System. Mechanical restraint includes, but is not limited to, the use of handcuffs. Written documentation of the incident is not required. 5. Meeting Requirements: 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 within 10 school days of the parent's request. The focus of any meeting convened shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future. b. For a student who has an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall discuss the incident and consider the need to conduct a Functional Behavior Assessment (FBA), develop a Behavior Intervention Plan (BIP) or amend either 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 an evaluation for special education services. d. Parents of students with an IEP who are parentally placed in a private school may request an IEP team meeting. e. For a student who does not have an IEP or Section 504 plan, the parent and school shall discuss and consider the appropriateness of a referral for an evaluation for special education services, the need for a FBA, or the need for a BIP. Any such meeting shall include the student's parent, a school administrator for the school where 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. f. The parent of a student younger than 18 shall determine whether the student shall be invited to any meeting requested by the parent. g. The time for calling such a meeting may be extended beyond the 10 school day limit if the parent of the student is unable to attend within that time period. h. Nothing in this section shall be construed to prohibit the development and implementation of a FBA or a BIP for any student if such student may benefit from such measures. 6. Dispute Resolution: a. The Board of Education designates the Chief Human Resources Officer as the complaint investigator to conduct investigations of written parental complaints. b. If a parent believes an ESI has been used in violation of this BOE policy and state regulations, then within 30 days from being informed of the use of ESI, the parent may submit a written complaint to the Chief Human Resources Officer of the Wichita Public Schools. c. The Chief Human Resources Officer will complete an investigation and provide proposed findings of fact and, if necessary, corrective action to a Board subcommittee BOE Policy 5116 Page 6 of 6 Wichita Public Schools · USD 259 composed of the Board president and two other Board members selected by the Board. The Board subcommittee shall review the proposed findings and such other relevant material as the members of such subcommittee may request, and may request revisions to, reject, or approved the proposed findings and corrective action in whole or in part. The Board shall then provide to the parent, school, superintendent, Student Support Services and KSDE its approved written findings of fact and, if necessary, corrective action, within 30-days of the filing of a complaint by a parent. The work of the District, the Board, and the Chief Human Resources Officer will at all times conform to the requirements of the Family Educational Rights & Privacy

Act (FERPA) and will, to the extent possible, preserve confidentiality of personnel matters. The Board's decision will be a final decision. d. A parent may file a complaint under the state board of education complaint process within 30-days from the date a final decision is issued by the Chief Human Resources Officer. The request for administrative review must be filed with the Commissioner of Education within 30 days of the local board issuing its final decision or within 60 days from the date the parent filed a complaint with the local board, if the local board did not issue a final decision. Parents may mail this request to the Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Suite 600, Topeka, Kansas 66612. e. Additional information informing parents of their right to file a written complaint that includes contact information for the Chief Human Resources Officer and state board of education are posted on the district's website. 7. This district has a policy governing the use of ESI which is made available to parents during annual enrollment. It is also posted on the district's website with a link to the policy on individual school sites. The direct website address is included within the Student Code of Conduct and a printed copy of the policy is available from the student's school and district offices upon request. Administrative Responsibility: Student Support Services Latest Revision: June 2022 Previous Revision: July 2016 P5116 Updated administratively for alignment purposes: March 2018

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 Information

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.

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 6:00 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.

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/volunteerregistration>

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**, 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 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.

(List all Student Names)

(Parent Signature)

(Date)

McLean Science & Technology Magnet

Guidelines for Success

ractice Safety

ct Respectfully

iden Your Thinking

trengthen Your Engagement



McLean—Where curiosity leads to learning!