

Sabetha Elementary School

2025-26 Student/Parent Handbook



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SES Mission Statement

The mission of Sabetha Elementary School is to provide an environment where the school, family and community work together to help students develop skills necessary to become self-directed learners.

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Welcome to Sabetha Elementary

The purpose of this handbook is to help guide educational teamwork between home and school. This handbook contains policies and procedures developed by Sabetha Elementary and USD 113 to guide our daily instructional practices to ensure that the learning environment provides each student with the best chance for academic, emotional, and behavioral success. As the principal of SES, I know that our staff is always committed to working with parents and our residents to continue providing the best education possible for the children of our community.

Please do not hesitate to contact me with any questions or concerns. I look forward to working with you to make Sabetha Elementary the best place to prepare our students for a bright future.

Sincerely,

Andrew Lillie
Sabetha Elementary School Principal
lilliea@usd113.org

SABETHA ELEMENTARY CORE BELIEFS

At SES, we believe in...

- Maintaining high expectations for all staff and students.
- Modeling positive interactions, communication, and lifelong learning for students and staff.
- Having a student-centered focus, meeting the needs of ALL students through the teaching process.
- Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
- Utilizing community resources to support the learning process and prepare students for the future.
- Educating the whole child by incorporating social, emotional, and character development into the curriculum.
- Data-based decision-making using a balanced assessment for student learning.

STUDENT/PARENT HANDBOOK

SCHOOL HOURS

- A. KINDERGARTEN - FIFTH GRADE 7:55 AM - 3:20 PM
- B. PRESCHOOL 7:55-11:15 AM (Morning Session) 11:55 AM-3:20 PM (Afternoon Session)

***Your child should not arrive before 7:30 a.m. or after 7:55 a.m.**

Students should go directly to the designated area (cafeteria or playground) upon arrival.

- C. ADJUSTED SCHEDULE

Professional Learning Communities (PLC) are school-based teacher groups that meet at least once a quarter. These meetings aim to improve the quality of education for the students in their school and to share ideas and concerns. The school will dismiss early (1:40 p.m.) when PLC groups meet. These dates are listed on the school calendar and described as "Early Release" days.

ENTRANCE REQUIREMENTS

- A. KINDERGARTEN

A child must be five (5) years of age on or before August 31st, have a state birth certificate, an up-to-date state immunization record, and a health assessment completed and signed by a licensed physician or health agency. This paperwork must be filed in the office to attend SES.

- B. NEW STUDENTS ENTERING SCHOOL

Parents should visit the school's office and meet with the principal or secretary. A transcript request form will be filled out and signed by the parent. This will allow the previous school to release and send your child's records to our school. An up-to-date immunization record will be required. One will be provided if you would like a tour of our building. New students will not start attending class until the following day to allow teachers to have the opportunity to create a welcoming environment.

FEES

- A. TEXTBOOK/INSTRUCTIONAL/TECHNOLOGY FEES

A fee schedule is approved by the Board of Education each year. Copies will be made available during the enrollment process and upon request.

- B. SCHOOL MEALS

Prices for breakfast, lunch, and milk are set by the Board of Education each year. Our district uses the Meal Tracker System. Your child will be given an account number, which allows you to credit that account with any amount of money that you choose. When the account is low (two meals or less), a machine-generated reminder will be given to your child. Please credit the account as soon as your notice is received. **Please review the Breakfast/Lunch Program section for more specific information.**

COMMUNICATION

A. DISTRICT WEBSITE

Our school website is <http://usd113.org>. Many items of information can be accessed from this site, such as signing up for USD 113 text alerts, PowerSchool for parents, district information, and staff email addresses.

B. SOCIAL MEDIA

Sabetha Elementary has established a social media presence. To access these communication sources, go to

Facebook	Sabetha Elementary
Twitter	Sabetha Elementary @SabethaElem

C. EMAIL COMMUNICATION

SES utilizes email as much as possible to provide timely communication with parents/guardians. This includes electronic newsletters. To receive these notifications, please make sure to provide the office with a working email address that is checked often.

BREAKFAST/LUNCH PROGRAM

A. Breakfast is between 7:30 - 7:50 AM. Lunch begins at 10:55 AM. The lunch periods are staggered, so each grade has approximately twenty-five minutes in which to eat.

B. FINANCIAL AID PROGRAM

At enrollment, forms will be available for enrollment fee assistance. This form should be completed and returned to the SES office or BOE office as soon as possible.

C. ACCOUNT CHARGES

Breakfast/Lunch Meal reminders are given to students when their account is low. District policy states that charges will be accepted for full MAIN MENU meals up to FIVE (5) days. A reminder will be given to the student when their account balance is below the cost of two meals. Parents are also texted alerts when lunch balances are low.

NOTE: Students in grades K-5 will never be allowed to be without some kind of food. An alternative food source will be given to students who have exceeded account charging limits. The alternative will be determined by the kitchen supervisor and/or principal.

D. LUNCHROOM GUIDELINES

Food is not to be traded. Students are also to follow supervisor directions regarding voice levels. Soda and other caffeinated beverages are prohibited. Approved beverages are milk, water, juice, and sports drinks.

E. FOOD BROUGHT FROM OUTSIDE THE BUILDING

As per USD 113 Wellness Policy: "Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA's standards, will not be allowed in the elementary, middle, or high school cafeterias during mealtime. This includes but is not limited to fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are

permitted as long as they do not contain restaurant brand name food items in their original packaging as described above."

It is requested that sack lunches brought from home include items that are ready to eat from their container. Sack lunches are not placed in a refrigerator during the day or heated up in a microwave at lunchtime.

F. LUNCHROOM VISITOR POLICY

Students are allowed to have visitors (at parent/guardian's discretion) eat with them once per semester.

The following guidelines will be followed:

- The office should be notified by note or phone call by a parent/guardian no later than 8:15 AM of that day. The name of the visitor and the student should be provided.
- Visitors must check in at the office and pay for their meals.
- Visitors should arrive 5 minutes before the scheduled lunchtime.
- The visitor and student may sit at one of the extra tables or with the class at their assigned table (normal rules apply).
- Students cannot select other students to eat with them and their visitors.

* Any other requests or situations need to be approved by the office before the day of the intended visit.

SCHOOL SAFETY

A. SECURITY SYSTEM

While visitors are always welcome at Sabetha Elementary, certain procedures are in place to ensure the safety of our students at all times.

A security system is in place at Sabetha Elementary School. The system controls the front door and four others that are used by staff and students throughout the day. All doors are locked during the school day. Staff can enter these doors using a key fob. The doors are all controlled and monitored through a networked computer system. The front door includes a video camera that displays in the office. Anyone needing to enter the building during the day must push the white button. This notifies the office. Visitors are asked to identify themselves and their reason for visiting. **Visitors must sign in with the office upon arrival and will then receive guest identification.** This ensures that we know all persons in the building in case of an emergency.

Sabetha Elementary School utilizes video/audio surveillance throughout the property to ensure the safety and security of staff, students and visitors.

B. STUDENT SUPPLEMENTAL INSURANCE

Supplemental insurance is provided by the Board of Education. Parents can obtain more information regarding utilizing supplemental insurance from the school and BOE offices.

C. ACCIDENT REPORTS

Accident reports are filed with the principal's office and the district's school nurse. These forms are filed when a student is injured on school property. The parents are contacted if the nurse, teacher, or principal feels a call is warranted.

D. **BUS TRANSPORTATION**

Each bus driver is in charge of the bus and its safety. Assigned seats are often used, and students are expected to be controlled at all times. **Communication from a parent/guardian is required for any transportation change.** Any special busing situation must be approved by the BOE office by completing the required paperwork.

ATTENDANCE

A. **ABSENCES**

The Board of Education sets the absence policy. Parents should call the school between 7:30 - 8:05 AM when their child is absent. If you call and leave a voicemail, **you must give your child's full name, grade, and reason for absence.** Make-up homework arrangements can be made at this time. If your child is absent for three (3) consecutive days without calling the school, a call and/or visit will occur. All absences in excess of five (5) per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent/guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code. *Policy JBD-R*

B. **TRUANCY**

School begins at 7:55 AM. Parents are expected to have their child to school on time and should encourage regular attendance. When necessary, a home visit may be made by a school official. Kansas State Statute for school attendance and truancy will be followed.

C. **APPOINTMENTS**

Parents are encouraged to make medical and dental appointments after school hours whenever possible. If absences occur during the school day, students are excused with a written note from parents/guardians. Parents **must** come to the office to pick up their children for appointments.

ARRIVAL

A. **BEFORE SCHOOL EXPECTATIONS**

- Students are expected to go to the blacktop in the morning weather permitting and wait for the Walk and Talk supervisors.
- Once Walk and Talk is ready to begin, K-2 will remain on the First South Blacktop and 3-5 will move to the far South Blacktop with the designated supervisor.
- Students that are not following the Walk and Talk guidelines will be asked to stand at the wall until students line up to begin the school day.
- We will observe the following guidelines for remaining outside in the morning. If the temperature is above 20 degrees (including the wind chill) we will remain outside in the morning as long as the ground isn't snow-covered and it isn't raining or snowing.
- In case of inclement weather, students will report to the gym to sit in their class designated location. Supervisors will monitor student behavior.

DISMISSAL

A. REGULAR DISMISSAL

Morning preschool dismisses at 11:15 AM. The regular school day dismissal time is 3:20 PM. We request that students leave the grounds as soon as possible after school is dismissed. Parents are requested to have students picked up within **15 minutes** of dismissal. No student shall leave the premises during school hours without being accompanied by the parent or have a written request from the parent to be dismissed with someone else. If leaving early, **your child must be picked up in the office.**

B. EMERGENCY DISMISSAL

Announcements pertaining to school cancellation and dismissal will be aired over WIBW radio (580), WIBW television (Channel 13), KTNC radio (1230), KNZA radio (FM 104), and KMZA (FM 92.1). Typically a Textcaster will also be sent to alert parents. Parents can sign up for this service by accessing the district website. A notification through PowerSchool will be sent as well, so having the PowerSchool app available on your phone is helpful. Parents are encouraged to have necessary arrangements made for their child if a cancellation happens.

DROP-OFF & PICK-UP PROCEDURES

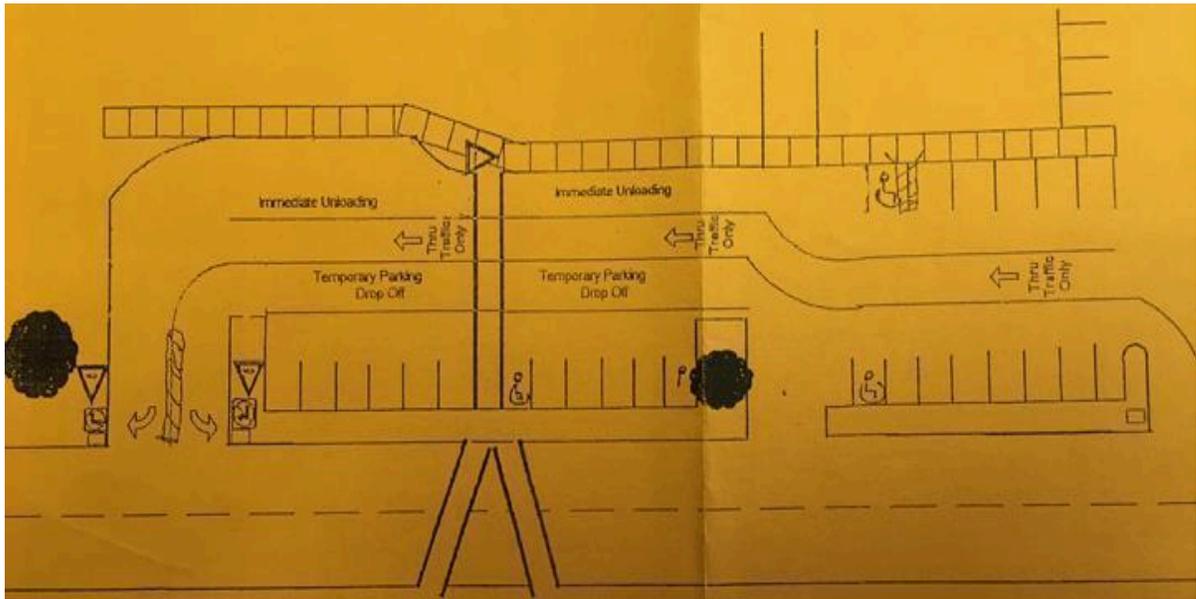
A. MORNING PROCEDURES:

We have 3 lanes in our parking lot. Each one is addressed differently.

Immediate Unloading: (Right Lane): Vehicles in this lane should pull forward or as far east as allowed. Once the vehicle stops, students should exit the vehicle's right side (away from moving traffic) and use the sidewalk. The vehicle then exits the parking lot.

Thru Traffic (Middle Lane): The middle lane is reserved for vehicles that are moving through the parking lot. Students should NOT be dropped off while the vehicle is in this lane.

Temporary Parking - Drop Off (Left Lane): If a vehicle is to be stopped longer than for immediate drop-off, it should temporarily park in this lane. Students should exit the vehicle on the left side (away from moving traffic). The crosswalk should be used to approach the building. If a parent/guardian needs to visit the office, they should use this lane.



B. AFTERNOON PROCEDURES:

During student pick-up after school, cars can park in the right and left lanes. The middle lane again is for "Thru Traffic Only". If the vehicle is in the right lane the student should enter the vehicle from the right side of the vehicle. If the vehicle is in the left lane, students should cross the Parking lot using the crosswalk or accompanied by an adult and enter the left side of the vehicle.

C. ADDITIONAL CONSIDERATIONS

- **Parking Lot Entrance:** Space should be allowed on the west end of our parking lot for our buses to exit the access road.
- **Parking Lot Exit:** Individuals parked in either the right or left lanes are to be mindful of allowing enough space for exiting vehicles to safely merge from the middle lane without impeding other vehicles trying to exit.
- **West Access Road:** The west access road is marked as "No Parking" and should not be used for morning drop-off or afternoon pick-up. This road is to remain open and is used by our buses.
- **Students can only be picked up or dropped off at the main entrance of the building.**

RECESS/PLAYGROUND

A. RECESS TIME

Recess times for each grade level have been established and are built into the regular schedule. Recess times are not scheduled to be less than 15 minutes at a time and not more than 20 minutes. The number of recesses scheduled for each day is dependent on grade level designation. Students must remain on the playground in their designated area during outdoor recess. Students are expected to follow the guidelines set forth by the Bluejay Way regarding appropriate behavior during recess. Unless approved by the teacher or principal, personal toys or playground equipment should not be brought to school by students.

B. PLAYGROUND

The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

C. TEMPERATURE GUIDELINES

- 20 degrees or above: regular outdoor recess
- 11-19 degrees: limited/shortened outdoor recess at teacher discretion
- 10 degrees or below: indoor recess.

HEALTH

A. NURSE

A school nurse is available. Time may be divided between district schools.

B. MEDICATION

A physician must sign the permission for medication form for all **prescription** medications to be taken at school. The permission for medication form must be signed and completed by the **parent/guardian** for non-prescription medications that are to be given routinely. The parent/guardian may send a note or give telephone (verbal) consent for school staff to administer non-prescription medication that is to be given only occasionally. Medication forms are valid for one school year.

C. HEARING AND VISION

The school nurse gives each student a hearing and/or vision test. When below-normal results are indicated, a re-check is given. If the results are still below normal, parents are notified.

D. ALLERGIES

If your child has any allergies, please list them with the school secretary or the nurse. Some severe reactions can take place, so it is important that staff knows. If your child is allergic to milk or other food allergies, which requires he/she to avoid certain foods, a statement signed by a health official must be on file. This health statement may be used for one year only.

E. EMERGENCY

In case of an emergency, **parents are called first**. We will call emergency numbers if parents cannot be reached. Please let the school office know if you change your address and/or telephone numbers - home or business. It is important that you keep your records updated.

F. CONTAGIOUS / INFECTIOUS DISEASE

Please call the school nurse if your child comes down with a contagious disease such as chickenpox, etc. Lice, scabies, and pinworms are school scourges. Do instruct your child not to exchange combs, hats, or scarves at any time. The nurse has helpful information to guide you on treatment for these conditions.

Please review the following chart to determine whether or not to send your child to school and when to return.

I NEED TO STAY HOME IF.....

						
FEVER	VOMITING	DIARRHEA	COUGH, STREP THROAT	RASH	EYE INFECTION	HEAD LICE
Temperature of 99.8 or greater	Within the last 24 hours	Within the last 24 hours	Continual, uncontrolled cough or suspected strep throat	Itchy rash with drainage or fever	Red, itchy eye and/or "crusty" drainage from eye	Itchy head with live lice

I AM READY TO RETURN TO SCHOOL WHEN

Fever free for 24 hours without the use of fever-reducing medicine	Symptom-free for 24 hours	Symptom-free for 24 hours	Coughing is controlled. If diagnosed with strep throat, has been on an antibiotic for 24 hours	Rash is free from drainage, fever free, and has seen doctor if necessary	Has seen a doctor and has been on antibiotics for 24 hours if necessary	Treated with appropriate lice treatment at home with proof provided to nurse
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Please note this chart is for quick reference only. Refer to school health policies on the USD 113 website for complete guidelines for keeping children home from school.

VISITORS

In an effort to reduce disruptions:

1. Bring all items to the office which have been forgotten or are needed by your student.
2. Call the office and request that a teacher returns the call at his/her planning time.
3. All visitors must report to the office and receive permission and identification before visiting the classroom.
4. If you plan to eat lunch with your child, please call the school or send a note with your child before 8:15 AM.

DRESS CODE

Students are expected to dress appropriately at all times for school. We ask that students not wear clothing with inappropriate sayings or pictures. The purpose of the dress code is to allow the school to maintain a proper learning atmosphere. This would include neat and clean appropriate clothing, well-groomed hair, and body cleanliness. Extremes in dress and hair grooming shall be avoided. Students

attending field trips and extracurricular activities will dress appropriately. The building committee and the administration have provided the following guidelines for the dress code: Anything that refers to drugs, alcohol, tobacco, or related subjects/topics is not permitted. Anything that refers to sexual activities or profanity is not permitted. Anything that is considered to be revealing is not permitted. This includes "skimpy" tank tops, low-cut tops, clothing that bears the midriff area, and shorts that are too short or tight. Shorts can be worn up to **November 1 and after April 1**. ***Hats will not be worn in the building. Flip-flops or open-toed shoes will not be worn to physical education classes or recess.***

The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. Asking students to change clothes because of a dress code violation embarrasses the student and staff members. The administration will be responsible for the determination of acceptable and unacceptable dress.

ITEMS BROUGHT FROM HOME

Unless given permission by a supervising adult, students are not to bring non-school-related items to school. This would include such items as toys, electronic devices, trading cards, etc. Also included would be "fidget toys" unless they are specifically included in an Individualized Education Plan, Student Improvement Plan, 504 Plan, or approved by the teacher. Items brought for an established "show and share" time do not fall under this policy but must still be deemed school appropriate. Please communicate with classroom teachers regarding any questions you have about bringing personal items to school.

TELEPHONE USAGE

The telephone at school is considered a business telephone and may be used by children only with the permission of the teacher or principal. Except in an emergency, children will not be called to the telephone from class. Messages will be taken and delivered to the classroom at 2:30 PM daily.

STUDENT USE OF CELL PHONES AND SMART WATCHES/DEVICES

Students must not use cell phones at school. If cell phones are brought to school, they are to remain in the student's backpack and be turned off. Students may turn on their cell phones once they have left the building and school grounds after school or with teacher/administration approval.

To ensure a focused and distraction-free learning environment smart watches may be worn to school but must remain on silent mode during the school day. No texting, calling, taking photos, or accessing the internet is allowed during school hours. Smart watches should not be used as a substitute for a phone or other electronic device. If a smart watch becomes a distraction or is used inappropriately, it may be taken by a staff member and falls subject to the cell phone policy.

If a device is confiscated from a student, the following will occur:

1st offense: Teacher holds until the end of the day.

2nd offense: Principal holds until the end of the day; parent notified by principal

3rd offense: Principal holds until end of day; parent must come retrieve device from office.

*Additional steps may be taken by principal to ensure a non-disruptive environment.

TEACHER INSTRUCTION TIME

Teachers are contracted to be at school by 7:45 AM and typically leave after 3:30 PM. These are good times to call your child's teacher. Messages will be given to the teachers during regular school hours. You are also encouraged to contact teachers through email.

REPORT CARDS

A formal report will be distributed at the end of each quarter. These four reports will indicate the strengths and weaknesses of your child in each of the academic areas and the area of personal development. Grades K-3 are issued standards-based grade cards. Progress reports are sent midway through the nine weeks. This is another way we keep communication lines open to help each child succeed. We ask that you attend any scheduled parent-teacher conferences. We also encourage parents to contact their child's teacher with questions or concerns. Fourth and fifth-grade parents can access their child's grades on the internet. Parents' IDs and passwords are given at the beginning of the school year. The final report card is sent home with students in Grades K-3. Grades 4-5 will have their grade cards issued the following week of school. A copy of the student's grades becomes a part of the student's permanent record.

STUDENT BEHAVIOR & MANAGEMENT

A. POSITIVE BEHAVIORAL SUPPORTS

SES has adopted the Positive Behavioral Intervention & Supports model for teaching and addressing specific and expected behaviors of our students. PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, the development of prosocial skills, and the use of data-based problem-solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

B. BEHAVIOR/CONDUCT

All students are expected to behave in a manner that promotes their own development and does not hinder their ability or that of their fellow students to learn or keep the teacher from teaching. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. Although an attempt will be made to follow the already established behavior rubric, discipline measures may be applied on a case-by-case basis, depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Consequences will vary, depending on the circumstances, from

conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion.

Major discipline issues will result in an immediate office referral. Major offenses include the following behaviors: truancy, cheating/academic misconduct, insubordination, fighting/physical aggression, inappropriate language, disruption, technology violation, theft, disrespect, out-of-bounds, vandalism, illegal substance, weapons, and bullying/harassment/threat. Office discipline referrals will be noted in the student data management system.

C. BUILDING-WIDE EXPECTATIONS

The following building-wide expectations have been established for all students, staff, and visitors at SES: **Be Respectful. Be Responsible. Be Safe.**

Sabetha Elementary School has a philosophy of discipline that is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level. These expectations will be explicitly taught to all students and reinforced by all staff. These expectations include the following areas: before/after school (arrival/dismissal), hallways, restrooms, lunchroom, playground, and classroom. Teachers will review the expectations with students and provide an opportunity to model, practice, and reinforce these expectations at the beginning of the school year and when needed. Expectations will be displayed on posters throughout the school. We will be using the following matrix of behavioral expectations:

Sabetha Elementary School Behavior Matrix

The Bluejay Way

Be Respectful

Be Responsible

Be Safe

	All Settings	Hallway	Playground	Lunchroom	Restroom	Before/ Afterschool	Classroom
Be Respectful	<ul style="list-style-type: none"> * Listen and follow directions *Respect the privacy & personal space and property of others * Use kind words/manners 	<ul style="list-style-type: none"> *Move quietly * Zone Zero *Take care of school property 	<ul style="list-style-type: none"> *Follow the rules of the game *Use kind and appropriate language *Include others and share equipment 	<ul style="list-style-type: none"> *Follow the Zones as directed by lunchroom supervisors *Use kind & appropriate language *Keep your personal space *Use good manners 	<ul style="list-style-type: none"> *Always flush *Leave area clean * Wait your turn *Use school property appropriately *Zone 0 	<ul style="list-style-type: none"> *Wait quietly in the appropriate area *Appropriate Language *Zone 1 *Be respectful of time 	<ul style="list-style-type: none"> *Listen to others' ideas *Use kind and appropriate language *Follow classroom procedures
Be Responsible	<ul style="list-style-type: none"> *Communicate problems to teachers on duty *Keep track of all your belongings *Be honest *Be prepared *Accept consequences for behavior 	<ul style="list-style-type: none"> * Go directly to your destination and return promptly *Stay on the right side of the hallway 	<ul style="list-style-type: none"> *Pick up equipment *Line up to return to class quickly and quietly 	<ul style="list-style-type: none"> *Stay in seat until dismissed *Keep food and drink on your tray (NO trading food) *Clean up after yourself 	<ul style="list-style-type: none"> *Keep water in sinks *Report problems *Use bathrooms quickly and quietly 	<ul style="list-style-type: none"> * Go directly to your destination *Place and keep book bags in appropriate places at all times *Keep items in book bag *Stay in the appropriate area 	<ul style="list-style-type: none"> *Arrive on time *Complete daily tasks *Accept consequences without arguing *Clean up after yourself *Use time wisely and do your best
Be Safe	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Keep body under control *Report unsafe situations *Stay in designated area *Pay attention to surroundings 	<ul style="list-style-type: none"> *Keep to the right and stay in single file line *Walk at all times *Face forward at all times *Keep hands and feet to self 	<ul style="list-style-type: none"> *Go directly to the playground *Stay in bounds *Use equipment safely *Keep sticks, rocks, and mulch on the ground 	<ul style="list-style-type: none"> *Sit safely (sit on bottom) *Keep hands and feet to self *Walk at all times 	<ul style="list-style-type: none"> *Wash hands after using the bathrooms *Promptly return to class 	<ul style="list-style-type: none"> *Stay in the assigned area *Walk to vehicle *Be aware of moving vehicles *Only go with an approved person 	<ul style="list-style-type: none"> *Follow safety rules *Sit appropriately *Walk at all times *Keep hands and feet to self

BLUE CREW PROGRAM

SES staff and students will participate in the Blue Crew program. Each student will be a member of a multi-grade level group that meets during the school day once each Friday morning and a special meeting once a quarter. This program has been established to provide each student with another adult contact that remains constant throughout his/her years at school, develop strong relationships with others in our school community, encourage all children to become mentors, boost school pride, foster leadership skills, build self-esteem, and implement character development instruction in a small group setting. An adult staff member will supervise each group.

MTSS-Walk To Intervention

USD 113 has established that the Walk To Intervention model will be utilized within the Multi-Tiered System of Support (MTSS) framework to meet all students' needs in reading, mathematics, and behavior. In this model, SES will structure common intervention times across the grade level to provide small-group instruction focused on specific skills. Every student will receive additional instruction taught at their academic level during this time. Students will "walk" to different classrooms/designated areas where they will work with teachers, support staff, or specialists who will provide the small group instruction. This model focuses on providing support for students who may need additional support in specific skills and enrichment interventions for advanced learners. Students will receive daily intervention in the areas of reading and mathematics four times a week. Instruction focused on social-emotional content will be provided weekly and reinforced daily. Progress monitoring assessments will be utilized to determine if a student has mastered the skills they are working on during intervention time and as well as to determine the effectiveness of the instruction. School personnel will collaborate to determine student placement.

HOMEWORK

The purpose of assigning homework is to allow students to extend lessons, practice skills, and develop good work habits. Homework can also be one form of communication between the teacher and the family. We have established the following general guidelines for homework suggested by researcher Harris Cooper: 10-20 minutes per night in kindergarten/first grade and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 30 minutes for third grade, 40 minutes for fourth grade and 50 minutes for fifth grade). These approximate times will vary depending on each student's work habits. To complete homework in a timely manner, it is recommended that the student have a quiet place to study with no radio, cell phone, or television for distraction. Additionally, students should spend time daily reading for enjoyment and practicing spelling words and math facts. Most grade levels try to refrain from sending homework on Wednesday nights.

ADDITIONAL CURRICULUM

- A. **ART**
Sabetha Elementary shares an Art teacher with Sabetha Middle School. Students in grades K-5 participate in art class once a week. Each student is instructed to properly use art equipment: scissors, glue, crayons, paint, etc.

- B. **INSTRUMENTAL BAND**
Band is offered to 5th-grade students throughout the school year.

- C. **INTERRELATED CLASSROOM/TITLE I PROGRAM**

Students receive help in reading, math, writing, language, social, and self-help. A student must meet Federal and/or State qualifications to be referred to one of these classes.

D. **SECOND STEP SEL PROGRAM AND CURRICULUM**

The Second Step program is Tier 1 universal, classroom-based curriculum that teaches foundational social-emotional and self-regulation skills to all students. The Second Step program teaches specific skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. At SES, all staff members are involved with promoting and teaching the Second Step curriculum and strategies.

SCHOOL PARTIES

Class parties sponsored by Sabetha PTO will be held to observe the fall and holiday seasons and Valentine's Day. The dates of these parties will be determined by the administration, with primary consideration given to the last day of a school week. Parties are organized to provide games and activities for the students. The room parents provide activities and refreshments. **Only PTO room parents involved with the class party should attend. Do not bring younger siblings.** Please let the classroom instructor know if your child is not to participate in school parties. These parties occur during the school day from 2:15-3:00.

FIELD TRIPS

Each grade level will participate in at least one field trip during the year. To participate, the student must have a signed permission form from a parent/guardian, which can be done online at enrollment. Parent/guardian chaperones will be selected in a manner designated by the classroom teacher. Unless otherwise approved by the administration, these chaperones are expected to travel with students to assist with supervision. Other children under the care of a chaperone will not be allowed to attend the field trip (by foot or by bus).

STUDENT/FAMILY SUPPORT SERVICES

Sabetha Elementary has a guidance counselor and a student and family liaison on staff. Their focus is to support the fulfillment of student and family needs that will ultimately allow for students' social and emotional growth. Please contact your child's teacher or the office for additional information regarding the services provided.

ANTI-BULLYING FOCUS

SES has implemented a social-emotional curriculum that includes bullying prevention information to help reduce potential incidents of student bullying. Our goal for teaching and reinforcing this curriculum throughout the year is to create a school atmosphere characterized by safe, warm, and positive interactions. We refer to the Kansas definition of bullying when reviewing negative individual interactions. This definition is as follows:

- Bullying" means:
 - (A) Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive

educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally; damaging a student's or staff member's property; placing a student or staff member in reasonable fear of harm to the student or staff member; or placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- (B) cyberbullying*; or
- (C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

*

"Cyberbullying" means bullying by using any electronic communication device, including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

If you have questions or concerns at any time, please contact your child's teacher.

BANNED ARTICLES

USD 113 has banned all guns, knives, and laser lights from the school grounds. All tobacco, e-cigarettes/vapes and alcohol products are forbidden. Severe disciplinary measures will be taken if a student is found possessing these items according to USD 113 School Board Policy.

KANSAS SCHOOL CRISIS HOTLINE

To report a threat, call the Kansas School Crisis Hotline at 1.877.626.8203.

TECHNOLOGY ETIQUETTE/EXPECTATIONS

USD 113 has adopted a 1:1 technology policy. Students are issued an electronic device (iPad) for instructional use while at school and are under the supervision of teachers. Students are expected to follow teacher directions regarding the use of the device.

A. 'NETIQUETTE' ON THE INTERNET'

All Unified School District 113 - Prairie Hills computers and networks users are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other online services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear or use vulgarities or any inappropriate language.
- Do not reveal your personal address, phone numbers or that of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.

- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages)
- Do not give your password or access codes to anyone else, as they are your responsibility.

B. CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services.

Use of the computers for programs, software, email, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning the use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- *Deliberately accessing a pornographic site/material.*
- *Altering any system software or another's personal work, either locally or remotely.*
- *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
- *Allowing anyone to use an account other than the account holder.*

Level 1: Violation:

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations:

Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or subsequent school years.