

Marion Springs Elementary Student Handbook

Kindergarten through 5th Grade

2010 – 2011

Websites:

usd348.com

mses.usd348.com

*This handbook is designed for the health and safety of all students.
Please be familiar with all the guidelines in the entire student handbook.*

Marion Springs Elementary Student Handbook 2010-2011

USD 348 Mission Statement:
“Teaching and Learning for Excellence”

It is the purpose of this student handbook to indicate to students and parents established practices and procedures concerning the operation of Marion Springs Elementary. This will tell you exactly what we expect of you and what services and benefits you may expect from the school.

The educational setting at Marion Springs Elementary is one where the student is encouraged to grow intellectually, socially, and physically. This goal is accomplished by a professional staff committed to providing appropriate educational experiences and activities.

Parents are encouraged and invited to share their thoughts regarding education. A visit by a parent or concerned citizen to a classroom brightens everyone’s day. We at Marion Springs Elementary recognize that only in a cooperative manner can the best curriculum be established.

Marion Springs Elementary Mission Statement

The mission of Marion Springs Elementary is to provide a community school environment that encourages continuous learning for all students.

To help accomplish this we will:

1. Offer opportunities for the students to open their eyes and minds, and to experience what is happening around them.
2. Offer opportunities for the students to become knowledgeable in technology of the future.
3. Offer opportunities for the students to communicate academically and socially.
4. Offer opportunities for the students to pursue natural curiosity.
5. Offer opportunities for the students to learn responsibility and respect for themselves and others.

School Day for Students

Kindergarten - 8:00 A.M. - 11:00 A.M.

First through Fifth - 8:00 A.M. - 3:30 P.M.

Office Hours

Office hours will be from 7:45 A.M. to 3:45 P.M., Monday through Friday. The school office phone is 594-3081 or toll free 1-888-660-1292. Fax number is 785-594-4111.

School Arrival

We ask students not to arrive before 7:45 AM. If an emergency arises, students are asked to remain in the entryway or gym.

Attendance

Please notify the school office by phone (785-594-3081) or e-mail mSES@USD348.com on days your child will be absent. Absences where no contact has been made are recorded. Students will be counted **tardy** after 8:10 A.M. Students leaving early please check out at the office.

Absences

A student who is not present for 30 minutes or more of the school day has missed a significant part of the school day and will be considered absent. Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence. An absence will be recorded UNEXCUSED until the parent/guardian contacts the Attendance Office providing a reason for the absence. The Principal has the final decision as to whether an absence or tardy is excused or unexcused. It is the student's and/or guardian's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Leaving School

If there is a change in your child's usual means of transportation home, please send a note. Children leaving school early during the day should bring a signed note from a parent. Please contact the school office before picking up your child early. Your child will ride the bus home everyday, unless the school office is notified in writing by parents/guardian of other arrangements.

Visitors

Parents are encouraged to visit the school. Please check in at the school office when visiting. It would be helpful to contact the classroom teacher prior to the visit.

Building Security

All exterior doors will be locked during school hours. This is being done for our student's safety. If you wish to enter the school after school begins come to the main west doors of the building and push the intercom button.

Personal Safety

- Threatening, aggressive or harassing behavior toward others will **not** be tolerated. The personal well-being of all students and staff is our primary focus. All student threats will be treated as authentic. The student(s) may be isolated and/or parent(s) contacted.
- Safety is to be practiced in the building at all times. Rough play such as tripping, running, throwing objects, tackling, and wrestling is prohibited.
- Fighting or any act intention to injure another student will **not** be allowed.
- Knives and any type of gun, including toys, are to be left at home.
- Students need to take pride in the appearance of their school and avoid marking or defacing property. Parents are financially responsible for the damage or destruction of school property.
- Students having parties at home should mail any written invitations unless all of the boys/girls in a class are invited.
- Students are to leave their toys, games, playground balls, etc. at home.
- All materials to be distributed at school must have approval of the principal.
- Candy, gum, and pop are not permitted on school grounds except on special occasions.

Bullying

Bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored activity or event.

Telephone

The school phone is a business phone. School personnel will monitor the use of the telephone. Teachers and students will **not** be called to the phone during a class, except for emergencies. Parents who wish to contact their child at school should plan to leave a message with the office. Use of or possession of a cell phone at school is highly discouraged.

School Reach Automated Calling System

USD 348 automated calling system will be used to notify parents of important school announcements such as school cancellations, school activities, etc. In order for the system to be successful, it is important parents maintain current phone numbers on file in the school office.

Student Health

Please call the school office to report an absence due to any illness. If your child becomes ill during school hours, parents will be contacted. The District has a health nurse on staff to assist in illness or injuries which occur at school. We ask that special medication or medical problems be discussed and handled through the health nurse. The nurse or designee will dispense medication, including over-the-counter drugs, for all students only if the medical prescription or a note from a doctor (a person licensed to practice medicine and surgery or licensed dentistry) is provided. The school district discourages students from carrying unprescribed medications in their possession. We are asking that your child be fever free 24 hours, without medication, prior to returning to school.

Dress Code

Dress codes for students rest primarily with the students' parents. Students are expected to dress neatly, to be clean, and to dress appropriately for the weather. During inclement weather, dress accordingly because **outside recess is the rule**. During warm weather, shorts should be of the appropriate length. Halter tops and crop tops are not permissible. When entering the building, hats should be removed.

Behavior at Recess

- Courtesy, manners, and sportsmanship are mandatory at all times.
- Disagreements should be worked out in an appropriate manner, or taken to the teachers on duty. Absolutely no fighting of any kind, real or pretend, or foul language of any kind will be tolerated.
- Use playground equipment as it is intended to be used.
- Fences are not for climbing.
- Always ask before going into the building.

Breakfast & Lunch Program

Prices:	<u>Students</u>	<u>Adults</u>		<u>Students</u>	<u>Adults</u>
Breakfast	\$1.35	\$1.85	Lunch	\$2.35	\$3.10

Parents and visitors are encouraged to eat with our students. To order lunch you must call the school office by 9:00 A.M. If your child is going to be late, please call the office so your child will have a lunch ordered for them. Unless the school is given a note signed by a doctor and giving a reason, it is assumed that a child can drink milk. No soft drinks are allowed at lunch. Meal charges may not exceed \$10.00. **Refunds** - Student account balances will be carried over each school year. Parents may request a refund of the account balance two weeks prior to the last day of school. Marion Springs Elementary has a family style lunch program. This program provides students the opportunity to learn and practice table etiquette while sharing a meal with their friends. Proper table manners and courtesy to others is required at all times. For health reasons, the trading of food is **not** permissible.

Behavior on the School Bus

1. All school rules apply to school buses.
2. Be courteous and respectful of others and their possessions.
3. With the exception of water, no eating or drinking is allowed on the route buses.
4. Stay in your seat and keep noise to a moderate level.
5. Keep head, hands and feet to yourself and inside the bus.
6. Keep aisle open and unobstructed.
7. Do not be destructive.
8. Bus driver is authorized to assign seats.
9. Promptness is expected of drivers, riders and sponsors.
10. No animals are allowed on the bus at any time unless prior arrangements have been made with the bus driver and teacher(s).
11. Skateboards are not allowed on the bus.

Internet Policy

It is the policy of USD 348 to mandate and expect the school internet system be used in a responsible manner. All internet use must conform to the school district's non-harassment policies, follow established etiquette and copyright policies, and be limited to appropriate materials. Parents who do not wish for their child to have internet access, should contact the school office to sign an opt-out statement. Parents who do not wish their child's photo, voice or student work published to the Internet or to other digital media, may sign a form which is available in the office.

Special Education

Special Education Services are provided for handicapped, learning disabled, and gifted children through the East Central Kansas Cooperative in Education. Parents have the right to participate in the development of their child's educational plan as well as placement. Due process provides parents with the right of petition if they are dissatisfied with placement.

Parties/Treats

If you wish to honor your child's birthday in some special way, you are encouraged to do so. Other parties will be arranged by the classroom teachers and room mothers.

Library

Marion Springs library materials are available to be checked out by all students. Normal check-out is for one week and any damaged and/or lost materials must be paid for at replacement value by the end of the school year in order to receive final grade cards.

Parent/Teacher Conferences

The parent teacher conference is the primary method of reporting student progress. Teachers will contact parents to schedule a conference time. Due to time limitations, the administration is advising that there is only one conference time slot per student. In the best interest of the children it is the parents' responsibility to work this out and schedule accordingly. Conferences will be held during the first nine weeks.

Fire Drills

The signal for fire drills will be a long steady bell. When the signal is heard, students are expected to leave the building in an orderly and quiet manner.

Each classroom has an evacuation route posted.

State law requires that fire drills be held at least once each month.

Tornado Drills

The alarm will be sounded. Each room has an assigned safety area. Each class will move to their designated area. Tornado drills will be held three times yearly.

Bad Weather

Should the weather become a factor to the scheduled school day, notification of school cancellations will be on the following radio stations: KOFO (1220), KLWN (1320), WIBW (580), and area television stations.

USD 348 does not discriminate on the basis of sex, race, color, national origin, disability, or age. Any questions regarding the school district's compliance with Title VI, Title IX, Americans with Disability Act, or Section 504 may be directed to the Title IX Coordinator, who can be reached at 785-594-2721, P.O.Box 67, Baldwin City, Kansas 66006-0067.

Marion Springs Elementary Staff

2010-2011

Gus Wegner	Principal/P.E.	gwegner@usd348.com
Glenda Rockers	Secretary	grockers@usd348.com
Karen Hemphill	AM – Kindergarten	khempill@usd348.com
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Michelle Leeker	Third/Fourth Grade	mleeker@usd348.com
Heather Wallsmith	Fourth/Fifth Grade	hwallsmith@usd348.com
	Librarian	
Tammy Lamb	Reading Teacher	tlamb@usd348.com
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