



# Seaman- USD 345

## Early Childhood Handbook Mathes Early Learning Center (MELC)

2023-2024

- DISTRICT MISSION..... 2**
- DISTRICT VISION..... 2**
- DISTRICT GUIDING PRINCIPLES..... 2**
- USD 345 BOARD OF EDUCATION MEMBERS..... 2**
- APPLICATION, ENROLLMENT, AND ATTENDANCE..... 3**
  - PRESCHOOL APPLICATION PROCESS..... 3
  - SCREENING AND ONBOARDING..... 3
  - FULL DAY PROGRAMMING..... 2
  - PROOF OF IDENTITY..... 2
  - STUDENT ABSENCES AND TARDINESS..... 3
  - STUDENT TRANSFER POLICY..... 4
  - SCHOOL FEES..... 4
- COMMUNICATION..... 4**
- CURRICULUM AND INSTRUCTION..... 5**
  - CURRICULUM..... 5
  - KANSAS EARLY LEARNING STANDARDS..... 5
  - SCREENINGS..... 5
  - ASSESSMENTS..... 6
  - PROGRESS REPORTS..... 6
- BEHAVIOR/DISCIPLINE POLICY..... 6**
  - CARE OF SCHOOL PROPERTY..... 6
  - DISCIPLINE OUTSIDE OF THE SCHOOL DAY..... 7
  - DISCRIMINATION..... 7
  - DRESS CODE..... 7
  - DRUG-FREE STATEMENT..... 8
- TRANSPORTATION..... 8**
  - BUSSING..... 8
  - CAR RIDERS..... 8
- EMERGENCY SAFETY INTERVENTIONS..... 9**
- EQUAL EMPLOYMENT OPPORTUNITY..... 11**
  - FAMILY RIGHTS AND PRIVACY ACT..... 11
  - HAZARDS STATEMENT..... 12
- FOOD SERVICE..... 12**
- HEALTH SERVICES..... 12**
  - CHILD HEALTH ASSESSMENT LAW..... 12
  - ILLNESS DURING SCHOOL..... 13
  - IMMUNIZATIONS..... 14

MEDICATION AT SCHOOL..... 14

WELLNESS POLICY..... 14

**SAFETY/SECURITY..... 15**

STAY SAFE HOTLINE: The Kansas School Safety Hotline Number is: 1-877-626-8203..... 15

FACILITY..... 15

TORNADO AND FIRE DRILLS..... 15

CRISIS PROCEDURE..... 15

SCHOOL CLOSING DUE TO INCLEMENT WEATHER..... 16

VOLUNTEERS..... 16

**RESOURCES AND SERVICES..... 16**

## DISTRICT MISSION

Prepare each student for lifelong success through strong and healthy relationships, rigorous and relevant learning, and a responsive and caring culture that maximizes student talents, aspirations, and community contributions.

## DISTRICT VISION

Learning Without Limits

## DISTRICT GUIDING PRINCIPLES

1. Seaman School District provides a safe and supportive learning environment, focused on success for all students and staff.
2. Seaman School District demonstrates integrity through honesty, transparency, and accountability for all students, staff, and stakeholders.
3. Seaman School District provides engaging and innovative learning opportunities which develop students' academic/cognitive, and employability skills.
4. Seaman School District prepares all students for their future through forward-thinking education that develops students' leadership capacities.

## USD 345 BOARD OF EDUCATION MEMBERS

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*This Early Childhood Handbook is intended to comply and conform to the procedures set by applicable regulations, statutes and board policies. These documents are subject to periodic revision. Consequently, applicable regulations and statutes, and board policies will govern should disputes regarding implementation arise. Seaman USD 345 reserves the right to modify or discontinue the information at any time.*

## **APPLICATION, ENROLLMENT, AND ATTENDANCE**

### **PRESCHOOL APPLICATION PROCESS**

All families, who live within the Seaman boundary areas, and are interested in preschool services (classroom or screenings) for their 3 and 4 year old students must complete the preschool pre-registration form on the Seaman Schools website. Upon selection, families are contacted and complete the final application paperwork. Failure to submit completed paperwork in a timely fashion may result in the loss of the placement at MELC. Students not selected for the program will automatically be placed on the school waitlist and contacted when and if a slot becomes available. Due to the limited space and available enrollment slots, we are unable to accept out-of-district student enrollment requests. USD 345 employees who live out of the district boundaries may apply and will be considered if there are available enrollment slots.

### **SCREENING AND ONBOARDING**

New Year Application Start Date: January 30th

If a student is already enrolled at MELC and is eligible for another year of programming, they will receive an intent to return form in the spring. Students returning to MELC will have priority for acceptance for the following year.

Notification of acceptance for the new school year

We will begin screening for the new school year in February. Families requesting half-day who fit the criteria for acceptance will be notified that they are accepted beginning March 15th and will continue to be notified as applications are received and students meet the eligibility criteria. Applicants for the full-day classroom will be notified by the end of May.

Students who are accepted and are 3 by August 31st will be placed in our 3 year old morning classrooms. Students who are accepted and are 4 by August 31st will be placed in our 4 year old morning classrooms. Full day classrooms have a combination of 3 and 4 year old students. (We do not accept students into Mathes Early Learning Center who are 5 by August 31st.)

Acceptance of students throughout the school year

If your child turns 3 after the August start date or the school year has started but you are wanting them to attend MELC. Fill out the pre-registration form and you will be contacted for a screening which occurs on the First Friday of every month. After the initial screening, parents will be notified of the screening results of their student's eligibility and spot availability. If there are no current spots available parents will be notified and put on a waiting list. Students from screenings will begin attending MELC on the third Monday of each month. Students screened in April or after will begin attending the following school year.

Accepting Students from Part C to B or Students with an IEP

Students transferring to MELC with an IEP will be placed once the enrollment process is complete. Students transitioning from Tiny K (TARC) will start in the transition classroom before their child's third

birthday, this will be communicated through our transition classroom teacher. Placement into the ½ day preschool classes is not automatic and will be determined by the IEP team using a continuum of services guideline.

## **FULL DAY PROGRAMMING**

Mathes Early Learning Center (MELC) offers a full-day program. These classrooms deliver service using an integrated model similar to the half-day program and will serve special education, at-risk qualified, and community students aged 3-5.

- The selection criteria for special education will be based on IEP services and current levels of performance as well as at-risk factors. Risk factors may include but are not limited to the following: (poverty, single parent, teen parent, migrant, dual language learners, potential developmental delay, etc.
- The selection criteria for at-risk qualified students will be dependent on the number or intensity of risk factors.
- The selection criteria for community student slots will be prioritized using the following criteria:
  - Students of MELC Staff
  - Lottery of district staff students
  - Lottery of families in need of full-day services based on factors such as working parents, lack of family support, lack of transportation, etc.

\*All efforts will be made to ensure class representation consists of age, gender, ethnic, racial and academic diversity. The nature of this classroom is to be fluid to meet the specific needs of individual students. Prioritization factors will be reviewed annually to ensure current needs are best addressed through this classroom model/programming.

## **PROOF OF IDENTITY**

Senate Bill 593 provides that whenever a student enrolls in a public or non-public school for the first time, the school board is required to secure proof of identity of the child. Proof of identity is either (a) a birth certificate for a child enrolling in preschool, kindergarten, or the first grade, a copy of the court order placing the child in the custody of the Secretary of Social and Rehabilitation Services (SRS), or certified transcript or other similar pupil records of a child enrolling in grades two through 12, or (b), any other documentary evidence that a Board determines to be satisfactory proof of identity. Schools in USD 345 will accept the following as other documentary evidence:

1) A hospital certificate of birth

2) If a student is in state custody, a certified court-ordered or placement paperwork. If proof of identity is not provided to the school board within 30 days of enrollment, the school Board must notify the local law enforcement agency, which then must promptly investigate the identity of the child. No person claiming custody of the child may be informed of the investigation while it is occurring.

## **ATTENDANCE**

Seaman USD 345 wants to ensure that all students receive the best possible education. This requires that your children attend regularly and arrive at school on time.

Preschool classes are in session Monday through Friday, except for our scheduled first Friday Child Find screening days and other identified days that are indicated on the district calendar. Calendars can be found on the district website at [https://www.seamanschools.org/about\\_us/calendars](https://www.seamanschools.org/about_us/calendars).

Hours of Operation:

AM half-day classes operate from 8:30-11:30.

PM half-day classes operate from 12:45-3:45.

Full-day classes operate from 8:30-3:45.

Participation in the Early Childhood Program is voluntary, and there is a high demand for the early education experience. We follow the USD 345 school district policies regarding attendance. However, due to the unique nature of the Early Childhood Program's funding, our attendance policy is unique as well. Continued issues with attendance and/or tardies and program participation can provide cause for your child to be removed from the program. This includes absences for entire school sessions as well as arriving late or leaving early, and missing portions of the school session regularly.

## **STUDENT ABSENCES AND TARDINESS**

Research shows that the single greatest factor contributing to student achievement is school attendance. It is the combined responsibility of the school, students, and parents to see that these absences are kept to a minimum.

### Acceptable Reasons for Excused Absences

1. Personal illness
2. Serious illness, or death of a family member.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observations.
5. Participation in district-approved or school-sponsored activities.

Once a student has accumulated 10 absences per semester, any additional absences will be considered unexcused and handled as unexcused absences, including vacations or trips. Exceptions to this policy are absences that can be verified by a physician or clergyman, and other situations that the administration has determined to be emergencies. Note: This policy does NOT automatically excuse a student for his/her first 1-10 absences from school, as the administration has the final authority to determine whether or not any absence will be excused. Children must be called into the school secretary to be considered for an excused absence, the lack of a call will result in an unexcused absence.

When your child will not be at school because of illness, a special appointment, or other reasons, we ask that a parent notify the school. For reasons other than illness, parents are requested to notify the school the day before. The school needs to be notified if the child has a communicable disease, the school is required by law to report this to the appropriate health authorities. Also, the school and teachers are interested in the welfare of their students. Please notify the school of the symptom(s) or disease condition that has caused your child to miss school, as the school secretaries and attendance clerks document this information to assist the school nurse with disease surveillance and containment.

If a child is to stay in for recess following an illness or injury, a note MUST be sent to school upon his/her return. For record-keeping, students that report to school more than one and one-half hours late or leave for a period of one and one-half hours or longer will be counted as missing one-half of a session of school. Children

arriving 15 minutes or later to school or after the busses and car line is finished will be counted as tardy. There is no school for preschool on the first Friday of every month due to community preschool screenings/Child Find.

### **STUDENT TRANSFER POLICY**

Preschool programming does not accept transfer students from outside of the Seaman Schools boundaries.

### **SCHOOL FEES**

Textbook/workbook rental fees will be assessed at enrollment. Annual enrollment fees can be found on the district website at [https://www.seamanschools.org/resource\\_center/enrollment\\_back-to-school\\_info](https://www.seamanschools.org/resource_center/enrollment_back-to-school_info). Students who enter programming during the school year will pay prorated fees. If there is a need to pay enrollment fees over several months the school will arrange for fees to be paid in this manner. Enrollment fees enable USD 345 to purchase the materials necessary for student learning.

## **COMMUNICATION**

At MELC we strongly value instructional time being devoted to students, as well as effective channels of communication with families. Parent communication with staff should occur via email or school phone. The school phone number is 785-286-7103. As instructional time is vital for student success, please leave a message with the office and the staff will return your call/emails during their plan time (12:05-12:45), or before or after school during the duty day. Of course, urgent information will be delivered immediately and handled appropriately. For extended conversations regarding communication about your child's developmental, academic progress, and/or services, please feel free to schedule a meeting with your teacher.

### **ADDRESSING INDIVIDUAL CONCERNS**

Problems often arise due to a lack of communication and contact with someone who is not the closest person to the issue restricts and delays a resolution to the problem. For classroom issues, the teacher of the class should be the first person with whom parents should communicate. If the classroom issue is not addressed to the parents' satisfaction, then the next person in the chain of communication is the school principal. If the issue is a school problem, the building principal should be the first person with whom to communicate. All Concerns should be addressed in a respectful and productive manner with school staff.

The sequence for contacting individuals can be viewed in the Concern Chain of Communication table below. This table can also be found at [this link](#).

### Concern Chain of Communication

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
<b>Athletics, Activities</b>	Coach/Sponsor	Athletic Director/Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
<b>Athletic Facilities</b>	Athletic Director	Principal	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education
<b>Curriculum, Academic, Instruction</b>	Teacher	Principal	Director of Curriculum & Instruction	Superintendent	Board of Education	
<b>Discipline</b>	Teacher	Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
<b>Facilities</b>	Principal	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education	
<b>Guidance</b>	Counselor	Assistant Principal	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
<b>Special Education</b>	Teacher	Assistant Principal	Principal	Director of Special Services	Superintendent	Board of Education
<b>General Concerns</b>	Teacher	Assistant Principal	Principal	Directors	Superintendent	Board of Education
<b>Computer, Technology</b>	Teacher	Principal	Director of Technology	Superintendent	Board of Education	
<b>Transportation</b>	Assistant Principal	Principal	Director of Transportation	Executive Director of HR & Operations	Superintendent	Board of Education
<b>Maintenance, Custodial</b>	Principal	Supervisor	Director of Facilities & Grounds	Executive Director of HR & Operations	Superintendent	Board of Education
<b>Food Service</b>	Manager	Principal	Director Food Service	Executive Director of HR & Operations	Superintendent	Board of Education
<b>Health</b>	Building Nurse	Principal	Director of Health Services	Executive Director of HR & Operations	Superintendent	Board of Education

## CURRICULUM AND INSTRUCTION

### CURRICULUM

Our classroom teachers collaborate regularly to plan that is in alignment with the Kansas Early Learning Standards. They utilize the Frogstreet curriculum for numeracy, literacy, and social-emotional learning and supplemental resources from Jumpstart Literacy-CR Success and Heggerty Phonemic Awareness Curriculum, Second Step for social-emotional learning, and Handwriting without Tears. Our teachers collaborate to align their standards and resources and to provide high-quality theme-based instruction throughout the center.

### KANSAS EARLY LEARNING STANDARDS

All instruction is based on the Kansas Early Learning Standards (KELS). The standards can be found online at <https://www.ksde.org/Portals/0/Early%20Childhood/KsEarlyLearningStandards.pdf>. Teachers can address any specific questions parents may have regarding these standards.

### SCREENINGS

All children are screened for potential developmental delays using the DIAL-4 and Ages and Stages Questionnaire and the Ages and Stages Social Emotional Questionnaire. Parent input is greatly appreciated with these screeners. If potential concerns are flagged a child may be recommended for a special education evaluation. Parental consent is always requested before any formal evaluation of students.

## ASSESSMENTS

All children participate in ongoing assessments as part of the learning process. Most assessment is conducted in a play-based format.

- Student Assessments:
  - MyIGDI- This tool is given to all four-year-old students. It measures literacy and numeracy knowledge.
  - ESGI- This tool is given to all students, it is a snapshot of skills in all developmental domains.
  - ProLadr-This tool is given to all students, it is a snapshot of skills in social-emotional areas, as well as, creativity, approaches to standards, and physical/motor abilities.
- Classroom Assessments:
  - CLASS- This tool measures the effectiveness of the classroom environment and instruction along with rating the quality of student-teacher interactions and relationships.

## PROGRESS REPORTS

In preschool, parents receive progress reports three times a year. These reports are shared with parents during the fall and spring parent-teacher conferences. Final reports are sent home at the end of the school year.

## BEHAVIOR/DISCIPLINE POLICY

All students are expected to conduct themselves according to high personal standards of courtesy, decency, morality, honesty, and wholesome relationships with others within their developmental capabilities. The following behaviors will not be tolerated:

1. Defacing or marring property
2. Disrespect, disobedience, and defiance to school personnel
3. Fighting, slapping or biting of one student by another
4. Foul language, either written or verbal
5. Throwing of rocks or other hard objects
6. Possession of knives, weapons, dangerous materials, or any facsimile (including such toys)
7. Other inappropriate behaviors which may be disruptive or interrupt the learning process
8. Inappropriate touching or displays of affection

MELC disciplines using the model of Conscious Discipline by Dr. Becky Bailey. This approach to discipline focuses on intrinsically motivating children to behave in mindful and productive ways. The focus is on how staff respond and teach through discipline rather than punishment. Discipline measures are determined based on the situation and development of the individual child.

## CARE OF SCHOOL PROPERTY

Students are expected to take care of all school property. Destruction of school materials may result in a replacement cost assessed to parents.



## **DISCIPLINE OUTSIDE OF THE SCHOOL DAY**

There are times when discipline issues occur outside of the school day (i.e. family nights, school carnival, etc.) when school staff (teachers and administrators) are not on duty. Parent concerns regarding incidents that occur outside of the school day should be addressed to the leaders of these events and organizations rather than school staff. If issues occur during the school day as a result of outside-of-school activities, school staff will deal with these as a normal part of the school day discipline procedures.

## **DISCRIMINATION**

Per Board of Education policy, GAAB, the district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer.

## **DRESS CODE**

Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

Universal dress code for school days and school activities at the district's schools:

- A. Appearance must be neat and clean.
  - 1. Hair must be clean and well-groomed.
  - 2. Clothing must not be unreasonably soiled or badly worn.
- B. Decency and good taste are required.
  - 1. Torn or cut clothing will not be allowed. No mesh clothing of any kind will be accepted unless worn over appropriate outer clothing.
  - 2. Writing or pictures on clothing shall not promote alcoholic beverages or tobacco products, illegal drugs, suggestive or obscene language, or violent acts. Symbols representing hate groups, such as Confederate flags and swastikas will not be allowed
  - 3. Hats and sunglasses, except under special circumstances approved by the administrator, may not be worn in classrooms or hallways.
  - 4. No clothing, grooming, or accessories, distracting from the learning environment, will be acceptable.

As MELC is a preschool, students are engaging in hands-on learning. This often includes messy materials such as sand, water, paint, etc. Please be mindful of this when selecting the clothing your student wears to school.

## DRUG-FREE STATEMENT

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Seaman USD 345. Violators will be prosecuted.

## TRANSPORTATION

### BUSSING

Parents/guardians will receive a Transportation Handbook at the time of enrollment. This will explain transportation policies. For specific transportation questions, please call the District Transportation Office at 286-8440.

Some but not all students at MELC qualify for bus service. Families are notified when and if they become eligible for this service. All transportation of MELC students via bus is limited to within Seaman School boundaries. Bus changes must be permanent, approved through the school, and submitted by noon on Tuesdays to go into effect the following Monday. Temporary changes for parent convenience are not permitted. It is strongly encouraged that all students who qualify for transportation use this service. This significantly helps the school day be more organized, it helps children transition to and from school and maximizes learning time.

Students who are not eligible for bussing can participate in our pay-to-ride program if there is seat availability. Families have the option to pay for a full year or a semester at a time. Please contact the office at MELC if you are interested in paying to ride the bus.

FULL YEAR TOTAL: \$507.00

SEMESTER TOTAL: \$253.50

### CAR RIDERS

Students who are parent/adult transported need to use the east (back) entrance. Parents wait in the car line, when bringing your child to school, MELC staff will help your child out of the car. If a child refuses, the parent will need to park and walk the child into the building. At departure, parents must help their child into the vehicle and safely secure them before leaving the school. **Preschool-aged students must be properly restrained in an appropriate child safety seat anytime they are in the vehicle (even when parked and waiting in the car line). Parents will be provided with a sign to place clearly on the dash in the front window of the vehicle with the child's information on it to assist staff in ensuring children are in the right places at all times. All vehicles must enter the parking lot from the north entrance and must TURN RIGHT exiting from the south point of the lot.** Any child arriving at school after the car line has ended will need to be escorted to the front office and signed in.

Kansas law requires children ages 4 to 7 to be secured in a car seat or booster seat. Information regarding this law can be found at <https://www.kansashighwaypatrol.org/293/Child-Passenger-Safety>. Failure to comply with car seat statutes may result in notifying law enforcement. Information regarding car seat use can be found at <https://ucsg.safekids.org/>. For a list of car seat inspection stations and distribution sites, visit [www.kansascarseatcheck.org](http://www.kansascarseatcheck.org).

Any parent wishing to walk their child up to the preschool entrance must use the identified walking lane to help ensure safety of students. Once students reach the east (back) entrance, a preschool staff member will help the child into the building.

### TIPS FOR PARENTS

- The posted speed limit is 20 MPH when the school zone is in operation, but care and safety should be practiced at all times when near a school.
- As MELC operates two sessions daily, there are four speed zone times around the school.
- Passing is prohibited in the school zone.
- Backing up is a very hazardous maneuver at any time, but especially in a school zone.
- Preschool students **MUST** be accompanied by a parent or staff member at all times. Children are not to be dropped off at school to walk in without an adult.
- Avoid making “U” turns. Seek an alternate route, which would allow you to arrive on the school side of the street. Park in appropriate areas marked for cars.
- For your safety, please SET GOOD EXAMPLES. If walking your child up to the building use the designated crosswalks. Park in appropriate areas marked for cars.

**\*\*\*Changes in transportation for the day must be called to the secretary at least 30 minutes before the end of the session to ensure proper notification to the classrooms.**

## EMERGENCY SAFETY INTERVENTIONS

The Seaman Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, deescalation techniques, and positive behavioral intervention strategies.

Seaman's Emergency Safety Intervention (ESI) policy and resources are available on the district's website at: <https://www.seamanschools.org/common/pages/DisplayFile.aspx?itemId=24595919>

For more information regarding ESI, please contact the Seaman Special Services Director, 901 NW Lyman Road, Topeka, KS 66608, 785-575-8670.

## EQUAL EMPLOYMENT OPPORTUNITY

This District does not discriminate against any otherwise qualified applicant, employee, or student based on race, handicap, creed, national origin, marital status, or sex, except insofar as the actual nature of an assignment or program shall inherently involve requirements based upon sex.

### FAMILY RIGHTS AND PRIVACY ACT

Under the Family Rights and Privacy Act, certain Federal regulations have been enacted to protect the confidentiality of students' school records. These regulations permit school officials, at their discretion, to make the following directory information available: student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, eligibility for participation in officially recognized activities and sports, weight and height of members of athletic teams, grade placement, date of

attendance, awards and degrees received, and most recent school or educational agency attended. If you do not wish any or all of the above information released, your request in writing must be received by your school principal within ten (10) days of this notice.

## **HAZARDS STATEMENT**

**ASBESTOS:** Seaman USD 345 has an operations and maintenance program for managing asbestos-containing materials. Information concerning asbestos location is on file in each building in the Seaman district and is available for inspection.

**WORKER RIGHT TO KNOW:** Seaman USD 345 has a program designed to inform workers of hazardous materials in the schools. Information covering hazardous materials, including safety data sheets, is available in each building and is available for inspection.

## **FOOD SERVICE**

School meal prices are subsidized by the Federal School Lunch Program. Reduced price and free meal applications are available for all children during enrollment and during the school year as circumstances warrant an application. Lunch is served at each school. Breakfast will be available at all schools at least 20 minutes before school begins. Breakfast and lunch prices are determined by the Board of Education on an annual basis. Cold lunches may be brought from home and should contain well balanced/healthy options. Cold lunch items should not be shared with other students. Microwaves are not available for student use to heat up lunches brought from home.

## **HEALTH SERVICES**

The school nurse and health paraprofessional are employed by the school district. The school nurse provides nursing services and family-centered care, to bring about a close liaison between the home and the school. Health screening programs are done and students are referred to their health care provider or specialist as needed. A school nurse or health paraprofessional is on duty at all times. For more information about the Seaman USD 345 Health Services program, visit the USD 345 website and click on the Health Services tab: [www.seamanschools.org/health](http://www.seamanschools.org/health)

School health services are standard for all students. If a parent refuses a health service including but limited to hearing and vision screenings, illness assessment, and chronic disease management, these services must be conducted by a licensed healthcare provider and documentation provided to the school. In the event of refused assessment for illness, the student will be excluded from school immediately and will require a doctor's note to return.

## **CHILD HEALTH ASSESSMENT LAW**

The state of Kansas Child Health Assessment Law, states that any student ages 9 years and under who has not previously attended school in Kansas requires a health assessment completed by a physician or qualified nurse. This also includes preschool children enrolling in school for the first time. The health assessment must be done within 12 months before school entry.

## ILLNESS DURING SCHOOL

If your child becomes ill at school, health staff personnel will make the student as comfortable as possible until a parent arrives. The student will be evaluated by the School Nurse or Health Paraprofessional, if possible. Students will be allowed to rest at school for a short time to determine if they can remain at school. Students who are ill or are suspected of having a communicable disease (i.e. strep throat) need to go home as soon as possible. The schools must have current telephone numbers to reach parents and/or emergency contacts. Students should be fever-free for 24 hours without medication before they return to school.



### Seaman USD #345/Shawnee County Communicable Disease Exclusion Guidelines

EXCLUDE	RETURN
Fever 100° or above with or without other symptoms	Fever free for 24 hours (without the use of medication).
Eyes reddened, inflamed with purulent discharge.	Discharge has stopped, or 24 hours after initiating antibiotics, or note from the healthcare provider stating not infectious.
Pediculosis (Head Lice)	After pediculicide treatment is received and no evidence of lice is found.
Diarrhea (2 or more loose or watery stools)	No diarrhea for 24 hours (without the use of medication) or per disease protocols or note from healthcare provider.
Vomiting	No vomiting within 24 hours (without the use of medication).
Impetigo	24 hours after onset of antibiotic (either oral or topical). Cover open wounds. Food handler staff is excluded until lesions are healed.
Hand, Foot, and Mouth Disease	Fever free for 24 hours and no rash or open lesions.
Ringworm	After onset of antifungal treatment.
Scabies	24 hours after treatment or note from healthcare provider.
Shingles	Cover lesions, if unable to cover, exclude until the lesions are dried and crusted.
Varicella (Chickenpox)	When fever is gone and all lesions are crusted or dried. Children who have not had chickenpox or vaccination may also be excluded from school as directed by Shawnee County Health Agency/KDHE.
Herpes	No physical activities where skin-to-skin contact occurs until 5 days after lesions have crusted or dried.
Strep Infections (Strep Throat)	24 hours of antibiotic treatment and fever free for 24 hours.
Pertussis (Whooping Cough)	Exclude all confirmed cases for 5 days following initiation of antimicrobial treatment and note from healthcare provider or as directed by Shawnee County Health Agency/KDHE.

Influenza	Each person who has tested positive for influenza is required to be isolated at home for five days following the onset of illness except when seeking medical care.
For more information: Read the KDHE, SCHA, CDC Standards/Guidelines for school setting.	

*This is not an all-inclusive list of possible communicable diseases that may impact the school setting. The school nurse may use her discretion in advising the parent/guardian on when a student or staff may return to school, and will follow-up with SCHA as needed. Rev. 5/19*

## IMMUNIZATIONS

All immunizations must be current and up to date before school starts. Records of immunizations received over the summer should be provided to the school as soon as possible. Religious and medical immunization exemptions must be submitted annually. Children exempted from immunizations may be excluded in the event of a suspected case of a vaccine preventable disease occurrence.

## MEDICATION AT SCHOOL

Some students may need a prescription and nonprescription medication to participate in their education program. These students shall receive medication as an accompaniment to their educational program. All staff who observe or store the medication must observe the following:

1. Any medication that can be administered at home should be.
2. The school nurse shall be informed of all medications and these medications shall be stored in the health room.
3. In accordance with state law, injectable epinephrine is stocked at student buildings for use by school health professionals and trained personnel who reasonably believe a student or staff member with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.
4. Prescription medication must be in the original container with a current pharmacy label or accompanied with a note from the prescribing doctor\*. Information concerning the dosage (amount and frequency), must accompany the medication.
5. For non-prescription or "over-the-counter" medications, such as cough drops, the medication must be in the original container and age-appropriate for the student but does not require a doctor's order. If misuse is observed by school personnel, a doctor's order may be required.
6. The parent must complete a "Seaman Request and Permission for Medications at School" form for all prescription or non-prescription medications.
7. Parents and/or guardians may come to school to administer medications if they choose.
8. An individual record will be kept for each student and medication received.
9. All medication maintained in the school setting will be kept in a locked container.
10. For all medications the student takes, the school nurse will provide school personnel with the name of the medication, function, purpose of the medication, normal dosages, and adverse reactions upon request, with parent/guardian permission. (*\*or healthcare provider licensed to prescribe and dispense medication*)

## WELLNESS POLICY

Seaman is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, nutrition education, physical activity, and integrated

school-based wellness. More detailed information regarding wellness policies can be found on the district website located in the resource center tab within Policies & Procedures.

## **SAFETY/SECURITY**

### **STAY SAFE HOTLINE: The Kansas School Safety Hotline Number is: 1-877-626-8203**

The Kansas State Department of Education in cooperation with the Kansas Highway Patrol has established a school safety hotline. This hotline is a toll-free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

### **FACILITY**

To ensure the safety and security of the school, MELC is secured at all times. All visitors must ring into the building and will be requested to state who they are, and their reason for being at the school and may be asked to present their photo identification. Staff is not permitted to open the door for guests.

### **TORNADO AND FIRE DRILLS**

Schools are required to complete tornado and fire drills throughout the school year. The district will ensure that state requirements for these drills are met. These drills are taken very seriously and staying calm and listening for directions are stressed. Each class has a specific path to follow during these drills (exact directions are posted near the exit door of each classroom) so students are able to quickly move to a safe location.

If we are experiencing unstable weather, it is watched very carefully. We have a safe shelter at school and are able to evacuate our students to this area in approximately three minutes. Please be aware that in the case of a weather emergency, students will not be released to individuals other than the parents. During a **Tornado Warning** (actual tornado sighting or tornado on the ground) all students and staff in the building will be in designated tornado safety areas of the building during this warning status. Because school staff will be in the shelter areas also, they will not be manning the office during the **Tornado Warning**. Following the all clear, parents may pick up their students or call the school office.

### **CRISIS PROCEDURE**

All Seaman schools have a crisis plan in place and will always protect the security and safety of all children. We have three drills throughout the year to move our students to secure areas on a regular basis. In the event that we have to move students to secure areas, teachers will have lists of their students and will be prepared to check students out to parents who arrive after the crisis is over. Even though we can't anticipate every crisis that might occur, rest assured that the staff of Mathes Early Learning Center will act appropriately in any crisis to protect each student and make them feel safe and secure!

## SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The decision to close school due to inclement weather will be made by the Seaman USD 345 Superintendent of Schools. This information will be broadcast over local radio and television stations and through the district's automated calling system. If announced that Seaman schools are to be closed, Mathes Early Learning Center, all Seaman elementary schools, the middle school, and high school will be closed. Parents will also receive a call on the emergency calling system that school will be closed.

If the decision is made to institute a 2 hour delayed start across the district due to inclement weather, the AM classes at MELC will be canceled, but the PM classes will operate as normal. The full-day classrooms will operate like the rest of the district and will have that 2 hours delayed start.

## VOLUNTEERS

Our school is grateful for each parent and community member who contributes to the success of students. We have many volunteers who work in a variety of capacities in the district and recognize the valuable contribution of volunteers. To provide students with a safe environment, we require all potential volunteers to undergo a very basic background check. The background check form is available on the district website or in our school office.

## RESOURCES AND SERVICES

There are many resources available through Mathes Early Learning Center to ensure families have on-site access to all the services they may need while ensuring their preschooler is growing and developing optimally.

- Special Education Services
  - Speech & Language Therapy
  - Occupational Therapy
  - School Psychology Services
  - Physical Therapy
  - Social Work Services
  - TARC Transition Classroom
- Family Engagement
  - Family nights
  - PTO
  - Site Council
  - Parents As Teachers
- Community Resource Room located at Logan Elementary for food/clothing/hygiene items