

Scott City Elementary School
Scott City, KS

POLICY HANDBOOK CONTENTS

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MISSION STATEMENT
“SCOTT CITY ELEMENTARY SCHOOL PREPARES
ALL STUDENTS FOR THEIR FUTURE.”

Scott City Elementary Core Values

Provides a safe, compassionate,
and nurturing environment

Motivates a love and
appreciation for learning

Promotes high expectations
for all students

Optimizes feelings of self-worth
and success

Promotes confidence and
character-building

Challenges all students through
an active learning process

Encourages problem solving
and creative thinking

Promotes collaboration between
parents and teachers

Aims to inspire the whole child in a
positive learning community

**This Student Handbook is subject to change at any
time by the administration of SCES.

Unified School District #466 Board Members

Jon Berning
Yanet Contreras
Eric Erven
Chris Price
Lynnette Robinson
Leann Wiechman

Superintendent of Schools
Homeless Coordinator

Jamie Rumford : 872-7600

Board of Education Offices:

872-7600
704 College
FAX: 872-7609

U.S.D. #466 INFORMATION HOT LINE: 872-7615

Kansas School Safety Hotline:
1-877-626-8203

A Statewide Hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on the Hotline will immediately be shared with local law enforcement and school officials. Keep your schools safe! Report any information that might threaten the safety of school or students.

School Nurse

Niki Depperschmidt, RN
serves all three schools in the district.

Bus Dispatcher: 872-7650
704 College

Scott Community High School: 872-7620
FAX: 872-7629
712 Main

Scott City Middle School: 872-7640
FAX: 872-7649
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Scott City Elementary School:
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Janie Lara, Custodian:

INTRODUCTION

Welcome to the 2018-19 school year at Scott City Elementary School. As the new year begins, we want to welcome you and hope you have a very successful year! This handbook contains most of the general information you will need to know about Scott City Elementary School and about U.S.D. #466. We hope it is helpful to you and answers any questions you may have.

Our school is said to be a warm, caring place where students feel comfortable about learning. While we are concerned about giving children a strong foundation in the basic subjects, we still find the time for such enrichment activities such as the school music productions, computer time, field days, lyceums, and other activities which encourage special interests and talents.

Parents are encouraged to become involved in our school. The Parent/Teacher organization (TEAM) and Site Based Council offers parents an opportunity to get further involved with the school. Parents are encouraged to come and visit or volunteer at school.

Scott City Elementary School
SITE COUNCIL MEMBERS

Election of officers for the 2018-2019 school year will take place at the first meeting of the year.

SITE COUNCIL... What is it's purpose?

Site councils are a vital and continuing ingredient in the collaborative effort to sustain school improvement in Kansas. State law and school accreditation require each school to have a site council.

The work of the site council is advisory only. It makes recommendations to the school and the board of education, not decisions. Recommendations should concern state, district and school site goals and objectives.

The law requires that site councils be composed of the principal and representatives of the following groups teachers and other school personnel, parents of pupils attending the school, business community reps and other community group reps. The act does not limit the number of persons who can serve on a site council; however, a site council must be composed of no less than six individuals.

The S.C.E.S. Site Council meets the last Monday of each month as needed in the library from 7:00-8:00 p.m.

Scott City Elementary School
TEAM
Officers

Election of officers for the 2018-2019 school year will take place at the first meeting of the year.

One teacher from each grade level will be chosen to serve on the T.E.A.M. board.

TEAM What is its purpose?

TEAM stands for Together Everyone Achieves More and is the Parent-Teacher-Staff organization at SCES. We offer a variety of activities and opportunities during the year to give families a chance to do fun things together. We also conduct fundraisers to obtain the money necessary to purchase, finance or make available extra educational materials or opportunities for the benefit of students at SCES. Meetings are open to all parents and staff and everyone is encouraged to attend.

We encourage you to become an active member in T.E.A.M. (Your membership is automatic with the enrollment of your child at SCES!) Together, we can help make the education your children receive at SCES the very best possible.

If you have any questions about T.E.A.M. or any of the school's activities, call a T.E.A.M. officer or the school office. We would be happy to talk with you. TEAM also has a Facebook page. Everyone is welcome to join.

SCHOOL SCHEDULES

Breakfast Session	7:25-7:45 a.m.
a.m. 4-Year Old Pre School	7:55-11:10 a.m.
p.m. 4-Year Old Pre School	12:05-3:20 p.m.
a.m. Kinder-Prep	7:55-11:10a.m.
p.m. Kinder-Prep	12:05-3:20p.m.
a.m. Kindergarten	7:55-11:20 a.m.
Grades Kindergarten-4th	
Full Day Session	7:55 a.m.-3:20 p.m.

*If the district is scheduled for a ½ day of school or announces a late start or early dismissal pre-school and kinder-prep will not be in session.

USD #466 NETWORK & INTERNET ACCESS AGREEMENT

Parents & Students: The purpose of this agreement is to outline the rules for using the local area network and the Internet at Scott County USD #466. Because of the cost and sensitivity of computer equipment and the unregulated nature of material found on the Internet, all parents and students must understand the rules for usage.

Instructions: Please read the following document and sign on your student's enrollment form. We will review this document with each student annually.

The use of school computers is a privilege, which may be taken away if the student uses computers, the network, or the Internet improperly - or causes damage to computer hardware or software.

- A. Students will not install unauthorized software or download unauthorized files on school computers.
- B. The computers are to be used only for schoolwork as directed by the teacher or staff.
- C. Each student is responsible for good behavior while using technology and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to technology privileges being taken away for the student.
- D. The student will only use the Internet under the supervision of a teacher or staff member.
- E. The district has the right to review (or monitor) all activities, E-mail correspondences, and material created by students on school computers.
- F. If this agreement is not signed by the parent and student, the student will not be allowed computer access. Use of computers, the network, and/or the Internet by student with unsigned agreement will result in disciplinary actions as determined by the principal.

EZSCHOOL ENROLL

Current students will proceed to www.EZSchoolEnroll.com to complete your student(s) enrolment online. Check the district website or contact the school office for online enrolment window dates. You will need an active email address to enroll. At the end of the process you will find a link to EZSchool Pay where you can pay for school fees, meals, etc.

New students will start the enrollment process by printing off the New Student Application or pick up at any of the school offices including the district office.

CHANGE OF ADDRESS

If your address or phone number changes, please go to EZSchool Enroll and change immediately.

EZSCHOOL PAY

Parents can pay for meals, fees, SCORE, etc. To set-up an account go to USD466.com and click on EZSchool Pay.

EZ SCHOOL MESSAGING

If you would like to receive school messages either by phone call, text messages, email or a combination of all contact the school office. Changes to what you receive can be done on your Parents On Line account.

INCLEMENT WEATHER DISMISSAL

When the decision is made that USD #466 will not have school or school will be dismissed early because of inclement weather, the following TV stations will be notified:

KSNG,
KUPK/KAKE,
KWCH,

Local radio stations, EZ School messages and the district website www.usd466.com.

Every effort will be made to have school-closing announcements on the air by 6:00 a.m.

When school is dismissed early, we will notify parents and an adult must pick up your student and check them out in the office. Students will not be released to walk home. If your child is in Kindergarten you will need to pick up your child at the West Campus (Kindergarten building). Please check out with the classroom teacher.

SCHOOL/CLASS PARTIES AND HOLIDAY CUSTOMS

Without the approval of the principal, no teacher or classroom will be permitted to plan a special party during the school year other than: student's birthday parties (last 15 minutes of school day), Halloween, Christmas, Valentine's Day (30 minutes). Classroom teachers must be present during any class party.

Individual birthday party invitations (those not inviting whole classroom) must be handled outside of school by telephone, mail, etc., by the family desiring the party.

See page 10 for food restrictions and allowable birthday treats.

ROOM PARENTS

Parents and guardians are encouraged to volunteer to help with their child's classroom parties and activities.

GIFTS (FLOWERS, CANDY, BALLOONS, ETC.)

SCES will not accept flowers, candy, balloons, etc. to be delivered in the Elementary School Office. This pertains to student birthdays, holidays, special occasions and sports. Reasons to disallow deliveries:

1. Hurts other student's feelings and self esteem
2. Locating student for delivery

3. Trying to impress other people
4. Storage problem in office
5. Not taking items home and being left at school
6. Embarrassment for opposite sex
7. Promotes age inappropriate dating patterns
8. Sale pressure for parents and students
9. Calls from parents for non-delivery

SCES WEST BUILDING VISITOR SIGN-IN

If you need to sign out/in a student in Kindergarten. You will need to go through the USD 466 Central Office. All visitors are required to sign in using their driver's license and wear a visitor's badge at all times. Please remember to sign out by scanning your badge. SCES has LobbyGuard for visitor check in. You will need to bring your driver's license or a state issued ID. Please let us know how we can assist you. We appreciate your assistance to keep our students safe. All kindergarten students should be dropped off at the main elementary building in the mornings. All students can be picked up at the SCES West building at the South entrance door. The South entrance door will remain locked until dismissal. If you are waiting for your child, please remain outside. A staff member will open the door at the time of dismissal.

SCES MAIN BUILDING VISITOR SIGN IN

For the safety and protection of our students, we ask that all visitors please check in at the front office before visiting other areas of the school. SCES has LobbyGuard for visitor check in. You will need to bring your driver's license or a state issued ID. Please let us know how we can assist you. Our school's secretary will show you where to sign in and give you a visitor's badge. District policy requires all visitors to wear a visitors badge when visiting school. The front (South) doors will be the only doors open after the school day has begun. Bus students may still enter the bus doors (North) in the morning, but after the last bus has arrived, the North exit doors will be locked. SCES staff may escort visitors in the building.

PARENT VISITATION

To assist your child's teacher in maintaining as normal a classroom situation for you to observe as possible, we require parents to cooperate as follows:

- Arrangements to visit a classroom must be made at least one day before the visit is planned. All arranged visits must be approved by the Principal. Classroom visits are limited to 30 minutes unless prearranged with teacher or administration.
- Parents must refrain from bringing preschoolers to the classroom, as they generally distract the students as well as the adults.
- Parents will sit quietly in a non-disruptive place designated by your child's teacher.
- Parents should plan to visit activity classes if they are scheduled during the time of the visit.
- Parents, visitation time shall not be used for conferences. Conferences must be scheduled specifically to allow your child's teacher sufficient time to prepare materials needed for a productive meeting.
- Students from other school districts are discouraged from visiting classrooms. This will be allowed only with advance permission of the teacher and principal.

TARDY POLICY

Students at SCES will be counted tardy if they are not in class according to classroom procedure when the teacher takes roll each morning. Parents must contact the office. Lack of parent's contacting the office will result in an unexcused tardy on the student's record.

SCHOOL ATTENDANCE

If your child is going to be absent, please call or contact Scott City Elementary School so that we know the whereabouts of your child. You may leave a message on the answering machine before or after office hours.

When students are ill or unable to attend school, parents or guardians are asked to call the office as soon as possible in the morning. Student unaccounted for will be marked unexcused. If a call is not made, the student must bring a note upon returning to school, informing the school of the reason for the absence, the school may, at its discretion, investigate the cause of absence.

School progress and good learning habits are related to regular and prompt attendance in all grades beginning in pre-school and continuing through the twelfth grade.

The school district is required by law to report truancy. Cases of truancy will be reported to the juvenile court. SCES will follow the Compulsory School Attendance Law. Students with excessive absences may be reported to Department of Children and Family (DCF).

To avoid truancy procedures please schedule a Pre-Arranged Absence.

When a child is absent because of illness or excused absences he/she will be given one day to make up work for each day missed and will be given grades for this work. In cases where advanced notice of a student absence is possible, some work may be made up ahead of time. (All assignments must be submitted to the teacher prior to the end of the quarter. Grades cannot be edited after they are posted.)

Excused Absences:

If a student is absent, a parent/guardian must contact the school office. Each student will be allowed 15% of the total days per year of excused absences for the following reasons:

- Personal illness-A physician's notification is required if the illness causes excessive absences.
- Funerals
- Prearranged medical/dental appointments
- Prearranged absences-Students may receive 5 days excused absences per year. The absences will be discussed with the parent if the student is not in good standing regarding attendance or grades. The school district is required by law to report truancy. SCES will follow the Compulsory School Attendance Law.

STUDENT TELEPHONE USE

The school phone is a business phone and students should ask the classroom teacher for permission to use it only when absolutely necessary. Calling home to get permission to go someplace to play is not considered a necessity. **Please work out such plans with your child before he/she leaves home.**

ILLNESSES & MEDICATIONS

School health services provide first-aid care to sick or injured children until the parents can assume responsibility for their children. There are instances where a child has a condition that requires medication be given at school. Parents need to comply with the following policy to insure the best care for their students while at school. This policy is specific for oral medication. If you have a child with a chronic health condition that requires special monitoring or care, please make an appointment to visit with the nurse about the condition.

- 1) Written permission for prescription drugs from the physician or dentist must accompany all medication to be administered.
- 2) Written permission from the parent/guardian must accompany all medication, including over-the-counter medications.
- 3) The parent permission form must identify the student, date permission given and parent/guardian signature.

USD #466 is not responsible for medications that are brought to school by students and not turned in to school personnel for dosage administration. Bringing medications to school without a signed medication form is prohibited.

ILLNESS OCCURRING AT SCHOOL

If a student is ill, he/she will be sent to the office. If the student has a fever, the parents will be notified. If there is no fever, the student may lie down on a cot for a short period of time. Parents will be contacted by the secretary or school nurse if illness is determined to be severe.

COMMUNICABLE DISEASES

EXCLUSION OF STUDENTS FROM SCHOOL WITH ILLNESS

- **Chickenpox**- student shall be excluded from school until all lesions have formed scabs or crusts (usually 5 days after rash onset).
- **Pink eye**- student shall be excluded from school until 24 hours after treatment is initiated.
- **Measles**- student shall be excluded from school for at least 4 days after the onset of rash.
- **Mono (mononucleosis)**: student's exclusion time varies in each individual case. Guidance will be given by the diagnosing medical professional.
- **Mumps**- student shall be excluded from school for 9 days after the onset of parotitis (inflammation of parotid glands in neck).
- **Whooping cough (pertussis)** - student shall be excluded from school until they have received 5 days of appropriate antibiotic treatment.
- **Ringworm**- student shall be excluded from school until treatment is started and affected area is covered.
- **Scabies**- student shall be excluded from school until appropriate treatment has begun.
- **Shingles**-routine exclusion from school is not indicated, however if lesions cannot be covered, students should be excluded until lesions are dried and crusted.
- **Staph infections, MRSA and Impetigo** – students shall be excluded from school until treatment is initiated by a medical professional. Open wounds must be covered.
- **Strep infections**-students shall be excluded from school until student has received treatment for at least 24 hours and the student is afebrile.
- **Lice- Pediculosis (headlice)**. Each student infested with lice shall be excluded from the school, until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly. Student dismissal for nits will be based on the School Nurses discretion.

If a student is sent home or stays home from school with a fever above 100.0 degrees, the student shall be excluded until he/she has been fever free without the use of fever reducing medication for 24 hours.

If a student is sent home or stays home from school with diarrhea and/or vomiting, the student shall be excluded until he/she has been diarrhea or vomit free for 24 hours.

******When a student is diagnosed with a contagious illness that cannot be treated without a prescription medication, the student will need a doctor's note upon returning to school. These include but are not limited to Chickenpox, Mono, MRSA, Impetigo, Scabies, Strep infections, Staph infections, Shingles, Whooping Cough, Pink Eye, Mumps and Measles.**

IMMUNIZATIONS

State law requires an immunization certificate be presented at the time a student is enrolled, enters Kansas schools for the first time or is presently enrolled and has not complied. Our state reciprocates with others on many required immunizations and allows a reasonable time to comply with those which another state may not require.

HEALTH SERVICES

A school nurse is available and provides services and consultations to students in the areas of immunizations, injury, diet, hearing tests, vision screenings and other health related needs. If you have a child with a chronic health condition that requires special monitoring or care, please make an appointment to visit with the nurse about the condition.

PETS FOR SHOW & TELL

All animals brought for show and tell must be signed in through the office and be checked by the school nurse before going to the classroom. Parents should schedule this type of show and tell with the classroom teacher so that appropriate arrangements can be made with the children's class schedule. If a child wishes to share a pet with his/her classmates, the parent should bring the pet at the appointed time and then take it home immediately afterward.

Pets are not permitted to be on school grounds without approval by a school official.

BIRTH CERTIFICATES & SOCIAL SECURITY NUMBERS

Kansas School Laws require that we verify birth date, age and legal name of students enrolling in schools. In compliance with this law, we must request a birth certificate (a hospital record will suffice temporarily until a birth certificate can be obtained).

WITHDRAWALS & TRANSFERS

When your family is transferring to another school district, be sure to contact your school secretary in advance for the proper withdrawal procedure. When you leave the district, the new school will send a request for records after you have enrolled your child(ren).

Curriculum fee refunds: You will be charged for any nine-week period that your child(ren) have attended school.

STUDENT LEAVING THE SCHOOL GROUNDS

Students are not to leave the school grounds during the day without permission from the office.

Students are not permitted to leave the school building during school hours without the principal's consent. Extreme caution is exercised when permitting students to leave the building during the school day. Students will be released to leave only with their parents or other designated adults upon confirmed approval of the parents. In all cases, students must be released through the office. The secretary or principal will sign the permit to leave the building and SCES will maintain a "log" of times and reasons for leaving.

PARKING REGULATIONS & STREETS

All school buses park on the North side of the building along the curb. Any cars parked in the bus zone will be ticketed. Bus students should use the North doors. All other students are to leave from the main South doors. Buses will try to park bumper to bumper to keep pedestrians from crossing between them.

Antelope Street, East of the school, can be used for other parking during dismissal times. Please keep the driveway open for student pick up and drop off.

PLEASE REMEMBER: Eighth Street is one way and the drive/parking area South of the school is one way--East to West. Please obey the "yield" sign at the exit. Two lanes of traffic are allowed in the parking area. Please do not leave your car unattended in these lanes.

DROP OFF & PICK UP

Students should arrive no earlier than 7:25am and should meet at their designated spot in the gym. If students eat breakfast they need to go directly to the cafeteria. Breakfast is served from 7:25am to 7:45am. Pick up your Kindergarten students from the main entrance on College Street.

Kindergarten students only attending the half day program should be picked up in the main entrance of Scott City Elementary School.

The following times are when a staff member will open the South entrance door of BOE Building:

Kindergarten dismissal 3:20

The curb lane may be used for parking at anytime. However the pass through lane may only be used for parking from 3-4pm. Cars in the pass through lane need to drop off only without parking. Never leave cars unattended in either lane.

BUS PERMITS FOR STUDENTS

Occasionally, a child who normally does not ride, wishes to ride a school bus. In this scenario, the transportation director must be contacted to make sure there is room on the bus and then a note should accompany the student.

BUS TRANSPORTATION

Bus transportation is offered to students residing outside the city limits.

BUS REGULATIONS

AS AUTHORIZED by H.B. 2059 and enacted by the 1981 Legislature to become effective on July 1, 1981, the Board of Education of Unified School District No. 466 has adopted as board policy the following regulations for bus students beginning with the 1995-1996 school year:

1. Mandatory transportation of pupils is contingent upon compliance by the pupil with these regulations.
2. Bus drivers have the authority to enforce all regulations.
3. Students will remain in their seat from the time they get on the bus until they reach their destination. The bus driver has the option of assigning seats and any changes in the seating arrangement will be left to the discretion of the driver.
4. Students may talk quietly, but there is to be no shouting to persons in other areas of the bus.
5. Throwing or tossing of objects will not be allowed and the student is responsible for securing their own books and materials.
6. Students will not be allowed to open windows. If there is a need to have the windows open, the driver will take care of this before students get on the bus. If the windows are open, at no time will students be allowed to put their hands or arms out of the windows. The emergency door is to be used only in the case of an actual emergency and upon specific instruction from the bus driver.
7. Cleanliness of the buses is of utmost importance. Paper and litter are to be kept off the floor. Pop, candy, sunflower seeds, etc., are not to be consumed while riding on the bus.
8. Any person committing a willful act of vandalism will be held responsible for all costs. Drivers will be instructed to check the condition of their bus at the end of the route and report any damage to the Board of Education Office.
9. Any use of vulgar or obscene language, gestures or outbursts of anger will not be tolerated. Drivers will report such incidents to the Board of Education Office.
10. Drivers will make no unscheduled stops without prior approval from the Board of Education Office.
11. A bus will wait **no more than three minutes** for a child to board.

The following steps will be followed when incidents of noncompliance to the above guidelines are reported to the Board of Education Office:

Step One - A conference will be held between the student and the building principal in order to discuss the problem and possible solutions.

Step Two - Upon the second occurrence, the Director of Operations will notify the parents, and if needed, a conference will be scheduled to discuss possible solutions.

Step Three - Upon the third occurrence, the Director of Operations will notify the parent that they will be responsible for transporting the student to school for a time period as determined by the Superintendent.

The above steps may be omitted if, in the opinion of the Director of Operations, an instance of extreme disruption by a student has occurred which would require immediate suspension of bus transportation privileges.

STUDENT PEDESTRIAN SAFETY

The safety of your child is one of our major concerns. The cooperation of the home is needed to build good safety habits. Please urge your child to:

1. Walk on sidewalks and across crosswalks or close to the edge of the street (where there are no sidewalks) facing on-coming traffic.
2. Cross only when intersection is clear and at marked crossings. Look both ways before crossing.
3. Never enter a strange automobile.
4. Go directly to and from school along predetermined walkways.

STUDENT BICYCLE REGULATIONS

Please instruct your child on safe bicycle riding procedures. Rules governing bicycle-riding are very similar to those motorists are to follow.

1. Students are asked to obey all safety regulations.
2. Bicycles are not to be ridden on sidewalks or crosswalks, but walked. Bikes are not to be ridden on the streets or sidewalks immediately surrounding the school, because of heavy traffic. Students should ride with the flow of traffic. Students should not carry another passenger on a bike.
3. Bicycles are to be parked immediately on arrival at school in the racks provided on the Southwest corner of the building.
4. Only students in grades 2, 3 and 4 will be allowed to ride their bicycles to school.
5. We recommend that bicycles be locked with a secure chain and lock.
6. Students will forfeit bicycle use for a specific period of time if they are found to make improper use of the bicycle.

SCHOOL EMERGENCIES

FIRE DRILLS: Fire drills are held at least once each month during the school year. Directions for leaving the building are posted in each classroom and are reviewed by the teacher. No one is to return to his/her classroom until the all-clear signal is given. The signal for a fire drill will be a continuous blast.

TORNADO DRILLS: Students will proceed to the school storm shelter areas as posted in each room. The bathrooms have been designated as storm shelters.

OTHER EMERGENCY DRILLS: Such as Intruder or Off Site Evacuation Drills may be conducted during the year.

In the event of a severe weather watch (tornado, blizzard, etc.) parents must notify the office in person and request that their child leave with them. Students will not just be sent home.

SCHOOL WEAPONS POLICY

USD 466 Board of Education has determined that a strict weapons policy is necessary to provide the students and employees of the school district a safe educational and working environment in and around schools and facilities of the school district and at school sponsored and sanctioned activities and events.

In an effort to provide the necessary and proper environment for education, a student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include: any weapon; any item being used as a weapon or destructive device; any facsimile of a weapon; any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession, handling or use of any weapon may result in suspension or expulsion from school for a period of one year (186 days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

The superintendent shall conduct any expulsion hearing resulting from possession of a weapon as defined in 572-8901 (h). Items that pose a threat to students and/or staff will be confiscated and not returned.

INAPPROPRIATE ITEMS

Students are not to bring i-pods, video games, laser pen lights, electronic gadgets, fingernail polish or similar items to school. Items which are valuable, dangerous or disruptive are not appropriate at school without special permission granted by the principal prior to their appearance at school. Cell phones must remain turned off and in backpacks during school hours. Any cell phone seen or heard will be confiscated. Any confiscated cell phone must be picked up by a parent. Items are left in book bags at the students' risk. SKATES, SCOOTERS AND SKATEBOARDS maybe used for transportation to and from school, but not permitted during the school day. Items that are disruptive or pose a threat to students and/or staff will be confiscated and not returned.

SMART WATCHES

SCES will follow the same policy for cell phones with Smart Watches. Cell phones are not permitted to be used during the day or to be in the classroom. Students may bring a cell phone if it is on silent and stored in their backpacks. However, the school will not be responsible for phones that are lost, stolen or damaged. Any phone seen or heard will be confiscated and must be picked up by a parent.

CARE OF SCHOOL PROPERTY

We have a beautiful school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. Parents and taxpayers are legally required to pay taxes that build and maintain our school. If students wilfully destroy school property or other personal property, suspension and subsequent expulsion may result. If a student should happen to damage something by accident, they should report the incident to a teacher or the office, immediately. Help protect your school by reporting acts of vandalism immediately.

Although the school utilizes every opportunity to safeguard property brought to the school grounds, we will not be held responsible for the damage or theft of any personal property (such as bicycles, etc.) Please refer to the policy on inappropriate items.

CLOTHING & PERSONAL ITEMS

Names should be placed inside all coats, overshoes, caps, gloves and such clothing items which are removed at school and sometimes misplaced. All personal items such as notebooks, rulers, etc. should also be marked with the child's name to assist us in helping your child recover misplaced items.

LOST & FOUND ITEMS

During the year, articles of clothing are often placed in the lost and found bin. Occasionally parents will be reminded to check the bin for their child's clothing. Articles that have not been claimed by the owners by the end of the school year will be given to Goodwill or local BreadBasket.

WHEN TO WEAR COATS?

Students must bring their coats to school if the temperature is below 60 degrees. The classroom teacher will determine when coats must be worn at recess.

STUDENT DRESS CODE

It is expected that parents and students will use good judgment and proper taste in student dress by wearing neat, clean clothes that do not detract from the educational process.

The principal is the final authority on the appropriateness of student dress. Some items of dress that are not considered appropriate include, but are not limited to, the following examples:

1. Hats worn in the building. Patrons will be requested to model the removal of hats in the school building during visits and activities.
2. Tank tops or tops that expose a bare midriff or navel, or other brief.
3. Clothes that are too tight.
4. Clothes that are too loose. (sagging and bagging clothing)
5. Undergarments worn on the outside, or as outer garments.
6. Clothing that advertises or promotes alcoholic beverages, drugs, tobacco, profanity, weapons or slogans associated with the advertising or promotion of alcoholic beverages, drugs, tobacco, violence or profanity. This includes clothing with slogans that promote double meanings.
7. Shorts that are too short or inappropriate. (mid-thigh)
8. Skirts or dresses that are too short. (mid-thigh)
9. Jeans or shorts with holes that are too large or in inappropriate places.
10. Dew rags or bandanas worn as apparel.
11. Untied shoes.
12. Unbuttoned shirts.
13. Long pocket chains or other inappropriate jewelry.
14. Hair color that will interfere with school activities.
15. Markings on any part of the body.
16. Other items deemed inappropriate by the Principal.

Students found wearing inappropriate clothing will be sent home to change. If they are sent home, the time they are gone to change clothes will be counted as unexcused. Further disciplinary action will be taken for repeat offenses.

If you are in doubt as to the appropriateness of a particular article of clothing, check with the Principal PRIOR to wearing it. Apparel or accessories taken will be held by the principal until a parent/guardian claims it at the school office.

BREAKFAST & LUNCH

Breakfast is an optional service available to students. Breakfast will be served from 7:25 a.m. until 7:45 a.m. except in cases determined to be an exception by the principal (bus late). The cost is \$2.00 for students and \$2.40 for Adults.

Lunch tickets:	Grades K-4	\$2.80
	Adults	\$3.75
	Extra Milk	.40

*These prices are subject to change.

LUNCH SCHEDULE

Kindergarten	11:40-12:10
1st Grade	11:10-11:40
2nd Grade	12:05-12:35
3rd Grade	12:25-12:55
4th Grade	12:45-1:15

Families applying for free and reduced lunches will need to fill out the application form. Forms are available at all schools.

Students are expected to behave in an appropriate manner in the lunchroom. The lunchroom is a place to eat and learn proper etiquette. The simple rules of staying seated, talking quietly to neighbors and not throwing food should govern the student's behavior in the lunchroom. Suspension or expulsion from the lunchroom for a period of time will be considered in cases of gross misbehavior. Parents will be consulted when necessary. Students should make the breakfast and lunch period a pleasant experience for all.

Your child will have the opportunity to choose only those foods which he or she intends to eat in the School Lunch Program. This section of the National School Lunch Program is designed to reduce food waste and give your child the opportunity to select the foods which he or she will eat. Each day your child will be offered the complete lunch which includes a serving of:

1. Milk
2. Bread
3. Meat
4. Fruit
5. Vegetable

The serving of fruit and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two servings of two different fruits, or two servings of two different vegetables. These five food items comprise the school lunch pattern and

provide approximately one-third of your child's daily nutritional needs. If your child selects at least three food items, your school is able to receive federal reimbursement to cover part of the cost of the meal. However, the price per meal remains the same whether your child selects a minimum of three food items or all five.

Please check the menu daily and go over it with your child so they will know which items in the school lunch they want to eat. Through their careful selection of only those foods they wish to eat, they will be helping to conserve both food and money, two valuable resources. If you have any questions, please feel free to contact us.

MEAL CHARGES

The maximum number of meal charges shall be ten (10) meals. Once the limit of 10 is reached, the students/adults must bring their own lunch or provide cash to purchase their daily meal. No substitute meals will be provided. It shall be the responsibility of the Food Service Division to communicate directly with the families concerning the bills that need to be paid and the collection of the same. Students designated as free will continue to be served. Reduced lunch students will be responsible for the daily reduced amount once the limit of 10 meals has been reached. Students and respective families are responsible for all past and current bills.

POLICY FOR ALL SCOTT COUNTY SCHOOLS

Seasonal and Birthday Parties

Due to sanitation and food safety concerns student and staff are prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be items prepared in a licensed facility or whole fresh fruits and vegetables, which should be prepared using proper sanitation procedures.

Outside Food Restrictions for Students and Staff at Meal Time:

Restaurant brand name food items, unless provided by Nutrition Services in combination with a balance meal, will not be allowed in the elementary, middle school or high school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza and restaurant to-go meals. Carbonated beverages (pop) and energy drinks (Monster, Red Bull, Rock Star, Etc.) are also prohibited in the cafeteria during meal times.

Teachers will bring unopened food for treats and celebrations.

Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in original packing as described above or carbonated beverages and/or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food prepared at home.

BREAKFAST AND LUNCHROOM RULES:

1. Students will have a restroom break before going to the lunchroom and they will not be allowed to leave the lunchroom during lunch time, except in emergency.
2. Students will wash hands before eating lunch.
3. Students will line up for lunch with their class so that the lunch line will move faster.
4. Sack lunch students will also line up with other students from their own class. No pop or candy, please. **Sack Lunches** are to contain some type of sandwich, fruit, cake or cookies and a drink.
5. Students will keep their hands to themselves while in line and at the table.
6. Students will be expected to practice good table manners.
7. Eating, rather than talking will be encouraged.
8. Students will be encouraged to taste everything they are served.
9. Students are not allowed to trade food.
10. Students may have "seconds" only after they have 1 item remaining on their plate.
11. Students will pick up their eating area before leaving.
12. Students will be excused to scrape their plates in an orderly fashion.
13. Students will line up with their class after scraping their trays.
14. Students are expected to maintain hallway rules after leaving the lunchroom.
15. When taking your child out for lunch, please be sure to notify the office and classroom teacher.
16. If parents are not at school by the child's lunch time, the child will be sent to the lunchroom along with their class to eat a school lunch.
17. Students may talk quietly at their table, but may not talk while waiting in line. This allows the lunch line to move more quickly.

SCHOOL PLAYGROUND RULES

The safety of our students on the playground is a primary concern. Each child will be informed of specific rules concerning use of playground equipment. Unnecessary roughness will not be tolerated in any activities.

PLAYGROUND RULES:

Slides: Any student using the slides must go down feet first only and in a normal sitting position. No running or walking up slide. One person on the slide at a time.

Slab games: No hanging on the basketball goals or nets. No bicycles, roller skates or skateboard use within play area during school hours. Jump ropes are to be used for jumping only.

Climbers: No student is to climb on top of the monkey bars, or horizontal ladders. Swedish gym: no climbing on top or jumping from one section to another. No pushing, running or shoving. All students must be going the same direction one person at a time.

Swings: Stand clear of moving swing to avoid contact and possible injury. Stop swinging before getting off. Do not stand up in the swing--one person on a swing, swing straight. Hold on with both hands. Never swing or twist empty swings.

Field games: There must be no pushing, kicking, wrestling, shoving, nudging, fighting or any other dangerous physical contact.

Football: Touch football only. No tackling.

Paras & Teachers will encourage sensible and responsible behavior on all the equipment.

If you notice broken equipment or anything that requires immediate attention call the custodian or principal. Bare feet are prohibited on the playground area.

No throwing of rocks, rubber mulch, sticks, snowballs or other potentially harmful objects.

Playing of organized games is generally to be decided upon by teachers on duty. If wiffle-ball, kick ball or soccer are to be played, the following rules should be observed:

Non-participating children must stay out of the immediate vicinity. No students may cut across a field where play is in progress.

After recess, students will line up quietly and face the building.

Students must ask permission to leave the playground while recess is in progress.

No pets allowed on the playground.
Students must remove their hats before entering the school building.

Students will stay away from the bike racks.

No toys or recess equipment are allowed from home, unless permission is given by classroom teachers.

Students will wear coats, caps, gloves and overshoes when instructed.

Students will respect the rights of others.

Students will not be allowed to play on equipment when it is wet.

STUDENT DISCIPLINE

Discipline begins in the home when a child learns from their parents to develop self control. Students are expected to conduct themselves in a manner which is appropriate to the activity in which they are involved, respect the rights of others and obey safety rules and regulations. Teachers have the authority to insist upon good discipline in the classroom, school building, on the school grounds and at school activities. Such insistence will be supported by the principal. Additionally, every school official has the responsibility and authority to correct students in any situation where misbehavior is observed.

We sincerely hope that all parents will work cooperatively with their school in the context of promoting acceptable behavior. Any questions concerning discipline may be clarified by contacting the principal.

The underlying philosophy is that each teacher has the right to teach, each student has the right to learn, and no student has the right to interfere with these basic rights of others.

Minor playground infractions will be handled with a playground timeout. Major problems on playground or during special classes will be handled by the special teacher, paraprofessional, principal or classroom teacher. A discipline report form should be filled out and sent to the office along with the student.

The following techniques are employed to enhance understanding of the discipline plan. These techniques allow flexibility and encourage the child to take responsibility for making better choices regarding his/her behavior:

1. Reminding the child of the rule
2. Giving the child a warning
3. Discussing alternative behaviors that would correct the problem
4. Practicing correct behavior
5. Talking about the rationale for the rule

BOYS TOWN SOCIAL SKILLS

1. How to follow instruction.
2. How to accept criticism or a consequence.
3. How to accept "NO" for an answer.
4. How to greet someone.
5. How to get the teacher's attention (asking permission)
6. How to make a request.
7. How to disagree appropriately.
8. How to give negative feedback.
9. How to resist peer pressure (or say "NO").
10. How to apologize.
11. How to engage in a conversation.
12. How to give a compliment.
13. How to accept a compliment.
14. How to volunteer.
15. How to report peer behavior.
16. How to introduce yourself.

STUDENT DISCIPLINE OPTIONS

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Students are in school to learn. At the elementary school, we try to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students not responding to this positive approach will meet with appropriate consequences related to their actions.

Student behavior disruptive to the classroom and educational process will necessitate the following steps:

- 1) Teacher-Student Conference
- 2) Principal-Teacher-Student Conference
- 3) Teacher or Principal Phone Conference
- 4) Parent-Principal-Teacher-Student Conference
- 5) In-school Suspension/Out of School Suspension

It is hoped that any disruptive behavior will be corrected by step one but if not, with each recurring disruption, the next steps will be taken in order.

GENERAL RULES

1. Follow Classroom Rules
2. Use Playground Correctly
3. Walk in the Building
4. Use Restrooms Appropriately
5. Use Appropriate Physical and Verbal Behavior
6. Do not be Harmful to self or others

DISCIPLINE CONTENT AREAS

1. NEGATIVE PHYSICAL CONTACT

Is defined as any physical contact that potentially causes injury or negative emotion.

2. POTENTIALLY HARMFUL TO SELF OR OTHER STUDENTS

Any situation where the outcome could cause physical injury. Example: Releasing or swinging any object in the direction of another person.

3. DISRESPECT TOWARD ADULTS, STUDENTS AND SCHOOL RULES

This would be determined as negative response to a request by school personnel and negative verbal treatment of another student or adult.

4. INAPPROPRIATE LANGUAGE

Considered to be any language that would not be used in a church setting.

5. DISHONESTY

Students telling untrue stories or cheating on school related materials.

6. MANNERS

Students will be expected to utilize appropriate manners at all times.

7. BULLYING

(USD 466 BOE Adopted 10/15/07)

The board of education prohibits bullying in any form, including cyber-bullying, on school property, in a school vehicle or at a school sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

What Bullying is...	What Bullying is Not...
REPEATED aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly and with the intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally, and/or socially	Isolated act of harassment, aggressive behavior, intimidation or meanness.

STUDENT SUSPENSION & EXPULSION

In the event that it should be necessary to implement a procedure of suspension or expulsion of a student, we will follow guidelines as specified by the state statute.

ABSENCES AND MAKE-UP WORK

When a child is absent because of illness or an excused absence he/she will be given one day to make up work for each day missed and will be given grades for this work. In cases where advance notice of a student absence is possible, some work may be made up ahead of time.

STUDENT HOMEWORK POLICY

Homework, in general, is an extension of the guided practice begun in the classrooms. Children are urged to take advantage of this plan. Homework can be kept to a minimum if students apply themselves during the day.

To allow for individual differences (some children work more slowly) children may take homework, not completed during the class or study period, and return it completed the next day.

FIRST & SECOND GRADE HOMEWORK POLICY

Homework will usually consist of practicing flash cards, spelling words, reading Accelerated Reader books and reading assignments for class.

THIRD & FOURTH GRADE HOMEWORK POLICY

1. All assignments are due at 3:20 p.m. or the end of the day it was assigned to receive full credit.
2. Unfinished work is due the NEXT SCHOOL DAY MORNING at the time school officially begins. If it is not handed in at this time, it will be assigned a zero. Teachers may still require all unfinished assignments to be completed.
3. Lost worksheets and workbook pages WILL NOT be replaced or duplicated.

LIBRARY POLICY

1. Every student has the opportunity to visit the library once a week. Library skills are taught during these visits. Students may check out materials at any time during the school day or after school with the teacher's permission.
2. All materials are checked out for two weeks at a time. Teachers determine the number of items their students check out at a time. Students are not allowed to have more than five items at one time.
3. If materials are not returned on time, an overdue notice is sent to the student on Thursday. After three overdue notices have been sent, a bill for the cost of the item will be mailed to the parent. Additional bills will then be sent monthly until the item is paid for or returned.
4. Students may not check out materials if they have any item that is overdue. Students will be allowed to check out one Accelerated Reader book for reading and it is to be kept at school until the overdue materials are paid for or returned.

5. The cost for lost items is the actual purchase price paid for the item at the time that it was purchased. If necessary, arrangements can be made for small weekly payments. If items are never returned or paid for, they are treated like other unpaid school fees. (Report cards may be withheld, and students may not participate in class field trips.)
6. If an item is damaged beyond further use, the student will be asked to pay for the damaged item.
7. It is the responsibility of the student to keep track of how many items they have, when they are due and to make sure they are returned on time, and in good condition.
8. Students will not be allowed to attend special end-of-the-year field trips or activities if they have not returned library books or paid for lost books.

ACCELERATED READER

Students may read selected library books and then take a short comprehension test. They receive special points depending on the book and their test results. At the end of each month, those students who meet their goal get to have a party with the librarian. At the end of the year, students may spend their points at the Book Fair.

SCHOOL WIDE TITLE I READING AND MATH

All students are Title I and will receive support based on assessments. SCES uses Multi-Tiered System of Support (MTSS) intervention model. Students will participate in tiers based on their academic needs.

PARENT INVOLVEMENT POLICY

We will notify parents of any new Title I regulations, our district's Title I Policy, and give the parents the option to deny services to their child.

We will notify each child's parents, in a timely manner that the child has been selected to participate in Title I and parents will be informed of the criteria being used for qualifications

We will provide materials and give suggestions to all parents to help them promote the education of their child at home.

We will give parents the opportunity to share ideas and suggestions they have concerning the planning, development, operation and evaluation of the Title I program.

We will consult with parents about how the school can work with parents to achieve the academic objectives.

We will establish regular communication and conferences between parents and teachers concerning the child's progress.

We will provide information about the Title I program to parents at parent/teacher conferences and be available for consultation throughout the school year.

The district will expect Title I parents to evaluate and support the Title I program.

The district will support and provide assistance to the parents of Title I children and to the Title I program.

AFTER-SCHOOL OPPORTUNITIES

Remediation

Any student with a cumulative grade below 70% in any class will attend compulsory after-school remediation. On Monday of each week, grades will be checked and parents of student who are found to be at risk of academic failure will be called. Those students will attend remediation sessions on Tuesday, Wednesday, and Thursday from 3:30-4:30 p.m.

S.C.O.R.E.

In addition to remedial help, SCES will offer several enrichment opportunities for students who would like to explore their interests beyond what is offered in the normal curriculum. These enrichment opportunities will be organized and offered through the S.C.O.R.E. program. The enrichment offerings will include explorations of art, music and technology. Transportation will not be provided to students participating in SCORE. Cost for attending SCORE will be \$4.00 per day for students not qualifying for free or reduced lunches, \$2.00 per day for students that qualify for reduced priced lunches and \$1.00 per day for students that qualify for free lunches. Participants will go to the SCES cafeteria at 3:20 p.m. each afternoon to get a snack. At 3:30 p.m. participants will begin enrichment activities, complete homework or participate in a variety of organized games and activities. All participants must be picked up by 5:20 p.m. each day. Students may participate as often or as seldom as they choose. Billing for S.C.O.R.E. will be handled through the SCES office with statements being delivered to students monthly. Students that have S.C.O.R.E. accounts that are in arrears more than 45 days will not be allowed to continue attending until their bill is paid in full. A deposit is required for each student attending S.C.O.R.E. Deposits are Regular Pay Meals \$80.00, Reduced Meals \$40.00, Free Meals \$20.00. There is a \$1.00 per minute late fee. Deposit balances will be returned when student completes 4th grade or moves.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held during the first and third nine-weeks grading periods. In addition to scheduled parent-teacher conferences, we are interested in having the opportunity to visit with any parent who has a concern about their child. Please feel free to call at any time to arrange an appointment to talk to teachers, the principal or both. We welcome your interest and concern for your child. Good communication is vital to student achievement.

STUDENT GRADE CARDS

Grade cards will be issued during the 2nd week following the end of each 9 week period or at Parent-Teacher Conferences, and mailed during the week after school ends.

TESTING

The following tests are given to help us evaluate our students:

AIMS-given to K-4th

Gesell Readiness Screening given to all incoming Kindergartners

Kansas State Assessment Tests in Reading and Math - 3rd & 4th grade

STAR testing in Reading

Parents have access to student's assessment scores-See teacher for assistance

PROMOTION OF PUPILS

Article II Section 10 of Board Policy

The board acknowledges that the awarding of grades and decisions relative to promotion or retention are a serious responsibility. It is the board's policy to support it's professional staff in this duty. The board feels that the professional staff can be depended upon to make all such decisions in the best interest of children. Therefore, the board delegates the authority to building principals to make the final determination in regard to final grades and retention or promotion. It is expected that this determination will be supported by teacher contact, observation, objective evaluation of student performance, parental input and other factors the principal deems relevant.

FERPA

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

School's may disclose "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, pictures and videos, dates of attendance. If you do not want your child's directory information to be released, then please sign the portion below which indicates that choice.

FERPA does allow schools to disclose records, without consent, to certain parties including but not limited to: school officials with legitimate education interest, other schools to which a student is transferring, auditors, to comply with a judicial order or lawfully issued subpoena. For a full list of agencies that can request records, please visit www.ed.gov and search for FERPA. If your request is NO, please come to the school office and sign a FERPA form.

NON-DISCRIMINATION STATEMENT

Scott County USD #466, Scott City, Kansas does not discriminate on the basis of race, color, national origin, sex, age, homeless status, or handicap in admission or access to, or treatment, or employment in its programs and activities. If you have questions regarding the previous statement, please contact:

Jamie Rumford, Superintendent, 704 College,
Scott City, Kansas 67871 (620-872-7600)

Shawn Roberts, Principal - Scott City Elementary School, 410 East 8th (620-872-7660)

SPECIAL EDUCATION SUPPORT SERVICES

SCES is a member of the High Plains Cooperative which serves children with special needs. We integrate these students into the regular classroom as prescribed by each special-needs student's individualized education plan.

STUDENT INTERVENTION TEAM

Our student intervention team is represented by professionals with varying backgrounds and expertise who are committed to building supports for students who are experiencing academic or behavioral problems and the professionals who work with them.

Our team members:

1. Maintain high levels of confidentiality.
2. Look at new ways to help students.
3. Are committed to a nurturing and safe school environment.
4. Have a desire to learn more about social and behavioral concerns that affect students, staff, and school climate.

The purpose of the Student Improvement Team is to create a safety net to help students when they have significant learning or behavioral problems.

Many times, changes and interventions that take place in the regular classroom will remedy the situation. If various strategies have been tried without success, the team may refer the student for a comprehensive evaluation by a specially trained team of educators. The evaluation team checks to see if the student has an exceptionality that may be causing the difficulties a student has in school or the community.

STUDENT INTERVENTION TEAM PROCESS

STEP 1

Staff or Parents make a referral to start the SIT process.
Call the school's Principal: 872-7660

STEP 2

Student Improvement Team Problem-Solves
Parents, Teacher, Administrator, Others

STEP 3

Student Improvement Team Writes Intervention Plan

STEP 4

School-Based Support Services	Community-Based Support Services
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STEP 5

Student Improvement Team
Follows Up and Evaluates Plan

STEP 6

Student Improvement Team Makes Additional Recommendations For Intervention
Strategies Or Recommends Comprehensive Evaluation