

# 2016-2017

## South Harrison Elementary School

WE ARE



SOUTH HARRISON

## Faculty Handbook

## FACULTY AND STAFF

### School Board Members:

Jack McCall .....President  
Caleb Guernsey .....Vice-President  
Chad Smith .....Secretary

Terry Daniel ..... Member  
Nick Fitzgerald .....Member  
Mark Plymell ..... Member  
C.F. Rainey ..... Member

### Administration:

Dennis Eastin, Superintendent .....425-8044  
Natalie Arnold, Principal.....425-3252  
Jason Slaughter, Special Services Director.....425-7842

### Counselor's Office: 425-8131

Deanna Allen, Counselor

### Elementary Office: 425-8061

Kris Williams, Office Manager

Lindsey Meadows, Office Assistant

### Early Childhood Center: 425-7539

Pre-School..... Cindy Fish  
Mary Marsh  
April Fenimore  
Kindergarten ..... Sara Fish  
Gina Mossburg  
Tanya Norris  
First Grade..... Bailey Adkins  
Jamie Carter  
Emily Edwards  
Emily Edwards  
Kaley Gentry  
Second Grade..... Becky Creasey  
Debbie Osborne  
Lea Welsh  
Jessica Willis  
Third Grade..... Gene Ramsey  
Amy Sellars  
Vanessa Taggart  
Erica Templeton  
Fourth Grade..... Harmony Cornett  
Pam Fry  
Tara Henry  
Jody West  
Art ..... Aaron McQuinn  
Computer Lab .....Trisha Sprague  
Library..... Heather Fitzgerald  
Physical Education ...Kale Watson  
Music..... Amanda Mather  
Recovery Room .....Jeanne Hamilton  
  
Title Math..... Wendy Johnson

Rita Osmon, Secretary

**Parents as Teachers.....425-7911**

Jodie Stephens

**Transportation ..... 425-8018**

Title Reading .....Rhonda Booth  
Verna Houck

### Special Education:

Early Childhood ..... Winona Parkhurst  
Grades K/1 ..... Linda Gilpatrick  
Grades 2/3 ..... Rebekah Hulet  
Grades 3/4 .....Tanya Bartlett  
Speech ..... Tammy Bowles  
Wendy Morales  
Nurse..... Melissa Miller

### Paraprofessionals:

|                    |            |
|--------------------|------------|
| Becky Adkins       | 2/3        |
| B.J. Batson        | 4 Yr PreK  |
| Carrie Cox         | Individual |
| Amy Culberson      | Individual |
| Felecia Curry      | ECSE       |
| Jennifer Doolittle | 3/4        |
| Emily Foster       | 3 Yr PreK  |
| Margaret Groves    | ISS        |
| Christi Miles      | K/1        |
| Tina Starmer       | Sunday     |
| Nancy Stewart      | 4 Yr PreK  |

### Food Service:

Supervisor..... Cheryl Moreland  
Clerk..... Cindy Gentry  
Staff..... Lynn Alderson  
Helen Miles  
Custodial..... Paul Clair  
Cliff Beery  
Mike Jamis

SOUTH HARRISON R-II SCHOOL DISTRICT  
2016-2017 SCHOOL CALENDAR  
Adopted 12/10/15

|                |         |  |
|----------------|---------|--|
| August         | 17-19   | Teacher In-service – NO SCHOOL                                     |
| August         | 22      | FIRST DAY OF SCHOOL for students, Dismiss 1:00 pm                  |
| September      | 2       | NW Mo State Fair – NO SCHOOL                                       |
| September      | 5       | Labor Day – NO SCHOOL  |
| September      | 26      | Teacher In-service – NO SCHOOL                                     |
| October        | 10      | Teacher In-service – NO SCHOOL                                     |
| October        | 21      | Final Day 1 <sup>st</sup> Quarter – 41 days                        |
| October        | 26 & 27 | School in Session – Parent Teacher Conferences 3:30-7:00pm         |
| October        | 28      | NO SCHOOL  |
| November       | 23      | Early Dismissal 1:00 pm  |
| November       | 24-25   | Thanksgiving Vacation - NO SCHOOL                                  |
| December       | 21      | Final Day 2nd Quarter - 40 days & Final Day 1st Semester - 81 days |
| Dec 22 - Jan 2 |         | Winter Break - NO SCHOOL   |
| January        | 3       | Teacher In-service – NO SCHOOL                                     |
| January        | 4       | School Resumes   |
| January        | 16      | Martin Luther King Jr Day – NO SCHOOL                              |
| February       | 13      | Teacher In-service – NO SCHOOL                                     |
| February       | 20      | President’s Day – NO SCHOOL  |
| March          | 3       | Final Day 3rd Quarter 40 days                                      |
| March          | 8 & 9   | School in Session - Parent Teacher Conferences 3:30-7:00pm         |
| March          | 10      | NO SCHOOL  |
| March          | 13      | Teacher In-service – NO SCHOOL                                     |
| April          | 13-17   | Easter Vacation - NO SCHOOL STUDENTS (1 Make-up day if needed)     |
| April          | 18      | Teacher In-service – NO SCHOOL (Make-up day if needed)             |
| May            | 14      | Graduation   |
| May            | 19      | Final Day 4th Quarter - 49 days & Final Day 2nd Semester - 89 days |
| May            | 22      | Final Faculty In-service - Weather Make-up Day                     |

(Weather make-up days include April 13, 18 & May 22, 23, 24, 25)

## **ABSENCE BY STUDENTS**

There are three categories of student absence:

1. **Excused Absence:** An absence is excused when a student misses school because of illness, death in the family, scheduled religious activity, unavoidable medical or dental appointment, and school sponsored activities. The administration may request a note from the child's physician to confirm absences due to medical and dental appointments. The student is entitled to make up assigned work and will be allowed two days in which to do so.
2. **Explained Absence:** An absence is explained when a student misses school for reasons for personal convenience which are not approved by the school. Examples include pleasure trips, vacations, leaving school early before holidays, attendance at sports events as non-participants and attendance at events of personal interest which are non-school related. Parents are urged not to take their student out of school except for illness or emergencies, as the student misses out on class discussions which never can be made up. Teachers will provide make-up work if notified far enough in advance for one week of consecutive explained absences. The work will be due the day the student returns to school. Failure to hand in the assignments will result in a grade of F.
3. **Unexcused Absences:** An absence is unexcused when a student misses school for reasons not approved by the school and usually not approved by the parents, such as truancy or suspension. A grade of F is recorded for each class missed if work is not made up within two school days of their return. Students are expected to complete assignments from unexcused absences because they are still responsible for learning the material taught. Students will not, however, receive credit in the grade book for an assignment given during out of school suspension; and a grade of zero will be recorded.

## **ABSENCE BY A TEACHER**

A teacher who must be absent from school due to illness or an emergency, should call the school principal if known the night before the absence or the school secretary if known the morning of the absence. This call should be made as soon as possible. If a substitute is needed that day, the call should be made as soon after 6:00 a.m. as possible to facilitate getting a substitute teacher. If an absence is known in advance, the proper form should be filled out at least two weeks in advance of the anticipated absence and the teacher should work to secure the substitute. The teacher should notify the principal if unable to secure a substitute.

## **BUILDING GOALS: South Harrison Elementary**

1. South Harrison Elementary School students will make AYP on an annual basis by all students and all subgroups.
2. South Harrison Elementary School will employ a staff in which 100% of teachers are considered highly qualified.
3. South Harrison Elementary School will achieve an increase in parent involvement from beginning of year to end of year parent events.
4. South Harrison Elementary School will utilize technology to improve instruction and increase student achievement.

[Type text]

## **CANCELLATION OF SCHOOL**

The superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

School cancellation or early dismissal due to weather or emergencies will be announced over the KAAN FM radio station.

If a school day is canceled, all staff members will be notified through the use of the “telephone tree” and/or use of Remind101 by Mrs. Arnold.

## **CELL PHONES**

Teachers should limit cell phone use to when students are not in the classroom or under their direct supervision.

## **CHILD ABUSE Child Abuse hotline: 1-800-392-3788**

Child abuse is defined as a non-accidental physical or emotional injury suffered by a person less than 18 years of age resulting from acts or neglect of parents, guardians, or other adults. It is the duty of each teacher to document suspected child abuse. These incidents should be reported to the principal. The teacher and principal will jointly decide when contact may need to be made with Department of Family Services.

## **CLASSROOM SCHEDULES**

The principal will develop a building-wide schedule, reflecting the recommended instruction time by the Missouri Department of Elementary and Secondary Education as follows. Any scheduling changes should be reported to the office.

# Missouri School Improvement Program

## RECOMMENDED MINUTES OF INSTRUCTION FOR ELEMENTARY SCHOOLS

|                       | Primary Grades (1-3) |                | Upper Elementary (4-6 including 7 & 8 if self contained) |                |
|-----------------------|----------------------|----------------|--|----------------|
|                       | Daily                | Weekly         | Daily  | Weekly         |
| Developmental Reading | 90 Min.              | 450 min.       | 60 min.  | 300 min.       |
| Language Arts         | 60 min.              | 300 min.       | 60 min.  | 300 min.       |
| Mathematics           | 60 min.              | 300 min.       | 60 min.  | 300 min.       |
| Social Studies        | 30 min.              | 150 min.       | 40 min.  | 200 min.       |
| Science               | 30 min.              | 150 min.       | 40 min.  | 200 min.       |
| Physical Education    | *15 min.             | 60 min.        | *15 min.   | 60 min.        |
| Art                   | **15 min.            | 60 min.        | **15 min.  | 60 min.        |
| Music                 | **15 min.            | 60 min.        | **15 min.  | 60 min.        |
| Health                | <u>15 min.</u>       | <u>60 min.</u> | <u>15 min.</u>   | <u>60 min.</u> |
| Total                 | 330 min.             | 1590 min.      | 320 min.   | 1540 min.      |

\*It is recommended that this be scheduled and taught through two 30 minute periods per week. However, to meet the minimum requirement, districts must schedule and teach this for 50 minutes per week.

\*\*It is recommended that this be scheduled and taught at least 60 minutes per week. However, to meet the minimum requirement, districts must schedule and teach this for 50 minutes per week.

It is assumed the normal six hour day will provide for 360 minutes of instructional activities in which children are under the guidance and direction of teachers in the teaching process. The above recommendations provide 30 minutes for primary grades and 45 minutes for upper elementary grades that the teacher can schedule additional activities that are in the best interest of the youngsters. The school week should consist of 1800 minutes of instruction at both the primary and upper elementary grade levels. This allows approximately 200 minutes of instruction time per week to be used at the discretion of the teacher. It should be noted that in both the daily and weekly schedule that reading and language arts activities should be incorporated into other instructional areas.

## **COMMUNICATION HOME**

A very important factor in the success of a teacher is her/his ability to communicate effectively with the parents of students. Teachers are urged to keep parents informed as to the progress of their child. Do not wait until report card time to let the parent know that their child is having problems. By informing the parents early of any problems, it will be easier to get the parent's cooperation in dealing with a problem. A conference with the parents is the most desirable way to inform them that their child is having difficulty in school. Favorable as well as unfavorable reports should be sent. Classroom newsletters are to be sent home weekly and include information regarding core academic areas of instruction as well as pertinent events taking place in the week to come.

## **CONFIDENTIALITY – is to be held to the highest degree**

There will be **no** tolerance for a breach of confidentiality regarding students whether it is within the school setting or in the community. We are here to assist the students, build their self-esteem and allow them a safe place to share and learn. Student information may be shared only with educators, parents, and outside agencies that have a **direct** impact on the student's education needs. A breach of this confidentially agreement could result in severe consequences and/or termination.

## **DAILY PROCEDURE**

Teacher planning periods are during special classes and those times when a classroom is under the supervision of a certified staff member other than the regular classroom teacher. If an emergency arises and it becomes necessary for a teacher to leave the building during this planning time, they should notify the office before leaving.

No student will leave the school grounds to go on an errand during school hours.

The school day will officially begin at 8:00 a.m. although some classes may begin before that time.

The school day officially ends at 3:00 p.m. although some students must wait for their bus to be called prior to leaving the room.

Announcements for the intercom must be submitted to the principal's office by 7:45 a.m. Announcements will be made at 8:00 am to begin each day.

Lunch count and absentee reports will be entered on Lumen by 8:15 a.m. Teachers are expected to keep accurate records regarding attendance.

Students will not be allowed to enter the classrooms until 7:50 a.m. unless accompanied by an adult. At 7:30 a.m. all students who have arrived at school will be at breakfast or in the hallway outside their classroom. Every teacher must be in the building at 7:30 am and in her/his classroom by 7:50 a.m. Each teacher in the building is responsible for controlling the hallways.

[Type text]

Parents must come to the office to sign a child out before the child will be permitted to leave prior to 3:00 p.m.

Each student must have an enrollment paper filled out so that we know what procedure to follow should sickness or an emergency arise.

Each child will be given a student handbook to take home so that parents are familiar with school guidelines and procedures.

School-wide expectations will be introduced during the first week of school and reviewed regularly over the course of the school year based upon the behavior expectations teaching schedule as well as an as-needed basis.

Teachers will not leave their classes during class time. If there is an emergency, send a reliable student to advise the office and we will send someone to cover for you. If students are left unsupervised, we may be liable if a student is injured.

### **DISCIPLINE:**

**SEE STUDENT BEHAVIOR EXPECTATIONS MATRIX AND BEHAVIOR MANAGEMENT PLANS FOLLOWING LAST PAGE.**

### **DRESS CODE**

We are professional and should dress accordingly. There may be days when jeans may be appropriate. Faculty and staff may wear dress sandals but flip-flops are not allowed. Low cut tops should not be worn. When wearing leggings, the top garment should cover the front and back.

### **EMERGENCY PROCEDURES**

In any emergency situation, it is important to put the proper plan of action in place for the safety of you and your students.

Always have with you:

1. A walkie talkie.
2. A current class roster.
3. Crisis Management Plan.

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**Angry Bird** – This applies to a student that is an immediate threat to self or other students in the classroom. EX: throwing objects, engaging objects in a dangerous manner, hitting or using physical aggression.

1. Immediately remove other students from the classroom to your “buddy room.”
2. Call for administration.
3. Remain close to the classroom exit for your safety.
4. Try to de-escalate the situation.

[Type text]



5. When administration arrives, go to your class and remain with them until notified that the threat has been removed.

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**Injuries** – Immediate concern is to aid the injured or sick child, employee or patron. Follow the procedure below after making sure the scene is safe for you to enter.

**Non-Life Threatening:**

1. Contact the nurse and administration so each injury is documented appropriately and proper personnel are notified.
2. Complete an Accident/Injury form from the office within 24 hours of the incident.

**Life Threatening :**

1. Contact the nurse and administration to contact 911.
2. Administer First Aid
3. Secure the safety of others in the area, and contact police if necessary.

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**Bomb Threat** – Report to administration immediately.

1. Be prepared to evacuate the building.
2. Take attendance.
3. Respond to instructions from administration.
4. Assist in moving students to a prearranged location.
5. Assist with student/family reunification.

**Tornado** – When you hear three (3) intermittent tones, please evacuate the room and take students to the appropriate area as designated by the evacuation route posted inside the classroom door.

1. Remind students the importance of Zone 0.
2. Instruct students to get into a crouched position and place their hands over their heads.
3. Take attendance and report with color codes:
  - a. Green = all students accounted for on the class roster
  - b. Red = missing one or more students on the class roster
  - c. Purple = all students accounted for on the roster AND have additional students from another class
4. Remain sheltered in place until further instructions are given or the “all clear” is announced.

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**Fire** – When you hear one long continuous tone, please evacuate the room to the appropriate area as designated by the evacuation route posted inside the classroom door.

1. Take only essential items (walkie talkie, class roster, Crisis Management Plan).
2. Remind students to walk quickly, single file, and Zone 0.
3. Turn off lights and close doors.
4. Go to your designated area, at least 100 feet away from the building.
5. Take attendance and report with color codes:
  - a. Green = all students accounted for on the class roster
  - b. Red = missing one or more students on the class roster

[Type text]

- c. Purple = all students accounted for on the roster AND have additional students from another class
6. Remain sheltered in place until further instructions are given or the “all clear” is announced.

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**Earthquake** – In the event of an earthquake, find a safe place against an inside wall or under a sturdy table/desk.

1. DROP, COVER, and HOLD ON! Inform students to find a safe place where nothing can fall on them.
2. Stay in place until shaking stops.
3. Take attendance and report with color codes:
  - a. Green = all students accounted for on the class roster
  - b. Red = missing one or more students on the class roster
  - c. Purple = all students accounted for on the roster AND have additional students from another class
4. Remain sheltered in place until further instructions are given or the “all clear” is announced.

**Intruder** – Procedures should go into effect if notification of an intruder is made over the intercom or you witness an immediate threat. It is important that room doors are shut and secured at **ALL** times.

**Intruder Outside:** This means there is an immediate threat outside the building or somewhere in our vicinity.

1. Immediately secure any outside doors close to your room and secure your classroom door.
2. Inform students that the school is in lock down and they are not to leave the room without supervision of an adult.
3. Continue class as normal.
4. Be cautious when moving through the building if allowed to do so during this time by administration.
5. Be prepared to move into the **Intruder Inside** scenario.
6. If you feel there is a concern in the building, please alert administration.
7. Continue with **Intruder Outside** procedures until further instructions are given or the “all clear” is announced.

**Intruder Inside:** This means there is a threat to the safety of all in the building. This could occur because of an announcement over the intercom, witnessing or hearing a threat, or gunshots or a major destruction of property.

**Be ready to: LOCK OUT, GET OUT, TAKE OUT!**

1. Quickly glance outside your room and direct anyone in the hall to your room.
2. Make sure your door is locked and secure.
3. Notify administration and/or call 911.
4. Turn off lights and cover windows.

[Type text]

5. Barricade the door.
6. Lead and direct your students to move anything you can to make it difficult for anyone to enter.
7. If you have an outside window, you will need to evaluate your situation.
  - a. CAN YOU EVACUATE? If you get out, report to a secondary secure location.
  - b. If you CANNOT EVACUATE, keep students quiet and be prepared to fight.
8. DO NOT OPEN THE DOOR TO ANYONE AT ANYTIME.
9. DO NOT LEAVE UNTIL LAW ENFORCEMENT SWEEPS YOUR ROOM and releases you.
10. Take attendance and be prepared to report to administration or law enforcement.

### **FACULTY MEETINGS**

Monthly faculty meetings will be held on in-service days unless otherwise scheduled by the administrator. Only a true emergency should keep you from being present. Other short meetings may be held as deemed necessary.

### **FOOD SERVICE PROGRAM**

All students will go to the cafeteria during their lunch period.

Students are to pay for their lunches prior to school starting each morning.

Free and reduced lunch applications will be given to each student to take home at the beginning of the school year.

Teachers must bring their class to the lunchroom and monitor them until they are through the serving line. Teachers must pick students up at their cafeteria table when scheduled to return to classroom.

We must support our hot food program at school. Therefore, no food purchased from a “fast food” or carry out store should be brought into the cafeteria in wrappings or containers which advertises the establishment.

School staff members will NOT be allowed to charge once the balance on the account has become greater than -\$5.00.

### **GRADING SCALE AND HONOR ROLL**

Grades are a reporting to parents of a student’s progress, effort and success, or lack of it, in academic areas. These grades must be an accurate accounting of the student’s performance at school.

The South Harrison Elementary Schools have adopted the following grading scale to be used for grades 2 and above:

|            |    |
|------------|----|
| Grades 2-5 |    |
| 96-100     | A  |
| 90-95      | A- |
| 87-89      | B+ |

[Type text]

|       |    |
|-------|----|
| 83-86 | B  |
| 80-82 | B- |
| 77-79 | C+ |
| 73-76 | C  |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D  |
| 60-62 | D- |
| 59-0  | F  |

**A Honor Roll** – A’s earned in every subject.

**A/B Honor Roll** – All A’s and B’s earned in every subject.

**Honorable Mention Honor Roll** – All A’s, B’s and no more than one C earned in one subject.

Kindergarten and 1<sup>st</sup> grade will utilize an objective-based grade card with ratings of Advanced, Proficient, Basic and Below Basic when measuring each standard.

Students in 3<sup>rd</sup>-4<sup>th</sup> grade will receive letter grades in Specials courses that will be included when calculating Honor Roll.

### **HEAD LICE PROCEDURE**

Frequent outbreaks of head lice cases necessitate the following policies regarding head lice:

1. A routine screening will be done on all children in grades K-4 each year in August and January by the school nurse and assistant. Other spot checks may be performed as needed.
2. ALL students found to have evidence of head lice infestation will be excluded from school attendance until all lice has been eliminated. Parents will be given written materials that explain the purpose for exclusion and methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice. As long as the child is treated and returns to school without evidence of live lice, they will be allowed to stay. The child will be examined upon return to school. Any evidence of live lice will require exclusion. A log will be kept and those children who have been excluded and returned to school will be re-examined in ten days to ensure they remain free of infestation.
3. To aid in prevention of the spread of head lice in the classroom, each child will have an individual hook for hanging wraps and caps. Each child will be encouraged to put their cap or hat inside the sleeve of their coat to prevent touching or use by someone else. Each child will be encouraged to avoid piling coats on top of each other.

### **LESSON PLANS**

Lesson plans for the week must be completed by 7:30 a.m. on Monday of each week. If a teacher is absent from school, lesson plans must be on the teacher’s desk for the substitute to effectively teach students that day.

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## **LINES OF AUTHORITY - STAFF RELATIONS**

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep their immediate supervisor informed of their activities.

It is expected that the established line of authority will serve most purposes. All personnel shall have the right to appeal any decision made by an administrator through grievance procedures established through board policy.

Additionally, lines of authority do not restrict in any way the cooperative, sensible, working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

## **LUMEN**

Student's grades must be posted on the LUMEN Grade book by noon on every Tuesday.

## **OFFICE FOLDERS**

Teachers are to send classroom folders to the office immediately following the morning announcements. The folder will be returned to the classroom teacher prior to the end of the day; and all school notes to go home, special notices and bulletins will be placed in the folder. It is important for the teacher to check all notes before giving them to the students.

## **OFFICE RESOURCES FOR STAFF USE:**

Copies=\$.10/page

Fax=\$.50/page (if long distance)

Lamination=\$1.00/yard

## **PARENT TEACHER CONFERENCES**

The following suggestions will help maintain a positive relationship with parents while dealing with them during a conference.

1. The teacher should set the tone for the conference. Be positive and complimentary in addition to addressing concerns.
2. Listen to what the parents have to say. Encourage the parents to talk by asking them questions regarding their child.
3. If the parents are worried about a child's behavior, follow through. Accept their plan of action if at all possible. If not, offer a compromise so that the parents feel they have part ownership in the decision
4. Do not argue with a parent. It is better to involve a third party to reach some accord rather than create resentment and resistance.
5. Most parents have difficulty being objective about their child. Avoid criticizing either the child or the parents directly or indirectly.

[Type text]

6. Avoid giving direct advice to a parent when you are asked for it. Let any advice or suggestion grow out of mutual discussion and a growing insight on the part of the parent.

## **PARTIES AND BIRTHDAYS**

Each classroom shall have three basic parties per year. These parties are Halloween, Christmas and Valentine's Day. These parties will begin at 2:20 PM and end at 2:50 PM. Teachers must remain with their class during the party.

State courts do not recognize room mothers as legal supervisory personnel in the school setting. If parents do not wish for their child to attend a party, the parent may arrange to pick their child up in the office at 2:20 p.m.

Teachers may give each of their students a gift at Christmas if they desire.

South Harrison Elementary students do not dress in costume during the school day on Halloween. There is no gift exchange between students at Christmas parties.

If a family wishes to honor their student's birthday or half-birthday in some way, they should make prior arrangements with the teacher so he/she may allow 15 minutes of time to schedule the birthday observance.

## **PLAYGROUND RULES**

Children are expected to participate in play activities unless excused for medical reasons.

All children are expected to go outdoors unless the weather is severe and/or the temperature is 20 or below including wind chill; then pupils will remain indoors. A note is required for a child to remain inside because of health reasons. If the desire to stay indoors becomes extended or notes from home become frequent, a note from the child's doctor may be required.

When a child is hurt on the playground seriously enough to require possible medical attention, the teacher in charge of recess supervision at that time is required to complete an accident report form that school day.

Students may not leave the school grounds to retrieve a playground ball without permission from a staff member. Toys and playground equipment should not be brought from home unless it has been approved by the child's teacher beforehand. The school is not responsible for any broken or lost items brought by students to play with.

Parent requesting that their student stay inside from recess 3 or more days must provide a written excuse from a physician.

## **PROMOTION, ACCELERATION AND RETENTION OF STUDENTS**

See Board policy File: IKE following last page of the handbook.

Grades K-4

Students at South Harrison Elementary School will not be allowed to advance to the next grade level until the ability to master the current grade's work is demonstrated. Children will be placed at the grade level to which they are best adjusted academically, socially and emotionally. Summer school is an opportunity for review of basic skills with an enrichment tie-in and is not an alternative to retention. Retention shall be considered by the teaching staff.

### **Timeline for Retention Consideration:**

#### **October-March**

Teachers notify parents of concern via phone calls, email, notes, signature sheets, midterm progress reports and grade cards.

#### **January-March**

Teacher/Parent conferences scheduled to discuss possibility of retention.

#### **End of Third Quarter**

Letters of concern discussed and signed at parent teacher conferences regarding possibility of retention.

#### **Fourth Quarter Midterm Progress Reports**

Ongoing communication between parents and teachers regarding the status of retention consideration.

#### **End of Fourth Quarter:**

Final notification of decision to retain will be made unless the student has been required to attend summer school.

The school counselor and principal shall be notified of all students who are being considered for retention. Teachers shall maintain documentation of all parent contacts, including the content of phone calls, conferences, notes, progress reports and grade cards. Special education students may also be considered for retention, with educational decisions being made on an individual basis. The classroom teacher together with the principal and counselor shall have the authority to make the final determination on promotion or retention of a student.

## **SMOKE FREE ENVIRONMENT**

The South Harrison R-II School District is a tobacco free work place and all campuses are smoke free, per Board policy.

## **STUDENT RECORDS**

The classroom teacher will file with the cumulative records in the counselor's office the final copy of the student's progress report for that school year. For kindergarten and 1<sup>st</sup> grade this will require a copy of the grade card to be made to put with the permanent record. **Cumulative records may not leave the building and are to be kept in the counselor's office.**

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## **STUDENTS LEAVING AND ARRIVING DURING THE SCHOOL DAY**

Children are not permitted to leave the school grounds at any time during the day without being accompanied by a responsible adult. Any adult taking a child out of school early is required to sign the child out at the office. Any time a child leaves the school grounds for a period of time, the responsible adult must sign the child out at the front desk. The child must also be signed in if they arrive at school after 8:00 am. The student must have an admit slip signed from the office to be admitted to class. The school reserves the right to refuse to dismiss a student to any person who cannot provide adequate identification.

## **SUPERVISION**

We are legal guardians of students while they are at school. This means that we are responsible for their actions as well as their safety in and out of the classroom including the playground. For this reason, students must be supervised at all times during the school day. Whenever they are not directly supervised, we are held legally responsible for injuries that may incur.

All students from kindergarten through grade twelve are under the jurisdiction of all the faculty and staff of the district. All school personnel have authority to discipline all students. It is our obligation. If you see misbehavior by any student, correct it. If you have instructed a student to discontinue inappropriate behavior and they repeatedly refuse or give you problems, students should be directed to their classroom teacher who will implement the appropriate steps on the discipline plan.

## **TEACHER RESPONSIBILITIES**

To your pupils and their parents, **YOU ARE THE SCHOOL.** You personify education. Each afternoon for one hundred seventy days a year, the child takes a report home about school. Close attention to the three P's of good teaching – Personality, Preparation, Presentation – will result in a high level of public confidence.

Teachers shall devote themselves exclusively during school hours to the duties of their respective position. They shall acquaint themselves with the school regulations and shall cooperate with the school administrators in all measures that may be adopted for promoting the welfare of the district.

All teachers are expected to work for the general interest of the school as a whole, and to this end, render any aid in their power to their fellow teachers.

All teachers are required to remain after the close of school year until all reports have been properly filed.

## **VISITORS IN SCHOOL**

Parents are welcome to visit the school and their child's classroom. Please make sure that parents contact you before they plan to visit your classroom. This is common courtesy. All visitors to the building must also report to the office, sign in, and put on a visitor's badge prior to proceeding elsewhere in the building. The office will make every attempt not to disrupt the teaching process.

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Younger brothers, sisters and friends are discouraged from visiting school. However, it is up to the discretion of the classroom teacher to determine if the visit would be disruptive to the teaching process.

Visits should not last more than an hour without prior approval through the office.

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### South Harrison Elementary School Behavior Expectations Matrix

|                              | All Settings   | Morning Arrival Zone 1   | Dismissal Zone 0   | Classroom Zone 0-2  | Bus Zone 1  | Hallway Zone 0                                  | Cafeteria Zone 0-2  | Bathroom Zone 1  | Playground Zone 2-3  | Special Events and Assemblies Zone 0-1   |
|------------------------------|--|--|--|---|---|---|---|--|--|--|
| <b>Practice Safety</b>       | <p>Keep All Hands Feet and Other Objects To Yourself</p> <p>Be where you belong</p> <p>Walk at all times</p>     | <p>Keep the hallway clear by sitting against the wall</p> <p>Keep your belongings against the wall</p> | <p>Walk in a triple S line</p> <p>Keep your belongings in your bag</p>   | <p>Use supplies correctly</p> <p>Maintain personal space</p> <p>Keep your personal space clean</p>              | <p>Remain seated (seat to seat, back to back, feet to floor)</p> <p>Keep yourself and all belongings in your seat</p> | <p>Triple S (Straight, Silent, Single File)</p> | <p>Both hands on tray</p> <p>Seat to seat until dismissed</p> <p>Report spills</p> <p>Use tongs or spoons</p>                                 | <p>Wash hands with soap over the sink</p> <p>Use bathroom facilities as they were intended</p> | <p>Use equipment as instructed</p> <p>Stay in approved areas</p> <p>Notify an adult if a stranger or animal is present</p> | <p>Enter and Exit in triple S lines</p> <p>Stay seated until dismissed by your teacher</p> |
| <b>Accept Responsibility</b> | <p>Own your behavior</p> <p>Keep school clean and take care of property</p> <p>Keep track of your belongings</p> | <p>Report immediately to where you belong (breakfast or hallway)</p>                                   | <p>Be ready to leave calmly and quietly when dismissed</p>   | <p>Be prepared</p> <p>Turn in all assignments and important papers on time</p>                                  | <p>Take all of your belongings</p> <p>Watch for your stop</p>   | <p>Get to where you are going</p>               | <p>Correct response to cafeteria cups</p> <p>Stay seated until dismissed by staff</p> <p>Put silverware, trash and tray in correct places</p> | <p>Use facility quickly and quietly</p> <p>Report problems to an adult</p>                     | <p>Be a problem solver</p> <p>Line up when the whistle blows</p>   | <p>Ask appropriate questions</p> <p>Sit crisscross</p> <p>Maintain your personal space</p> |
| <b>Work Hard</b>             | <p>Be a problem solver</p>   | <p>Wait patiently to enter the classroom</p>   | <p>Keep the hallway zone 0 especially near the office</p>  | <p>Complete assignments to the best of your ability</p> <p>Follow directions from teacher</p>                   | <p>Be a safe passenger</p>  | <p>Pay Attention</p>                            | <p>Eat in a timely manner</p>   | <p>Leave it cleaner than you found it</p>  | <p>Be active/Keep moving</p>   | <p>Be ready to follow directions</p> <p>Respond at appropriate times</p>                   |
| <b>Show Respect</b>          | <p>Use kind words and actions</p> <p>Cooperate with adults and students</p> <p>Be an active listener</p>         | <p>Follow instructions from morning supervisors</p>  | <p>Allow younger students to load buses first</p> <p>In car rider shelter, allow kindergarten students in front and older students in back</p> | <p>Academic honesty</p> <p>Raise hand and wait to be called on</p> <p>Support classmates' efforts and ideas</p> | <p>Follow instructions from the driver</p> <p>Be on time</p> <p>Keep the bus clean</p>                                | <p>Right is polite (when possible)</p>          | <p>Touch and eat only your own food</p> <p>Stay where you belong</p> <p>Use manners while getting tray and eating</p>                         | <p>Wait your turn</p> <p>Give others privacy</p>   | <p>Take turns and include others</p> <p>Allow those in class to keep learning</p>  | <p>Eyes and attention on the speaker</p>   |

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| <b>Problem Behaviors</b> | <b>Bullying</b>  | <b>Disruptive</b>   | <b>Disrespectful</b>   | <b>Threats</b>  | <b>Weapons</b>  | <b>Vandalism</b>   | <b>Fighting/Assault</b>  | <b>Drugs, Alcohol &amp; Tobacco</b>  | <b>Academic Dishonesty</b>  | <b>Technology Violation</b>   | <b>School Work Ethic</b>   |
|--------------------------|--|---|--|---|---|--|--|--|---|---|--|
| <b>Definition</b>        | Intimidation or harassment of a student or multiple students perpetuated by individuals or groups.   | Verbal, written language, gestures or other behaviors that are defiant and substantially disrupt classroom work, school activities or school functions          | Verbal, written language, gestures or other behaviors that are directed at any person and are rude or vulgar | Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage | Possession of any device customarily used to inflict personal injury to another, or possession of a firearm or dangerous weapon | Willful damage of property belonging to the school, staff or students  | Fighting: Mutual combat in which both parties have contributed either verbally or physically<br><br>Assault: Hitting, striking and/or attempting to cause injury to another person | Possession, use or distribution of drugs, alcohol or tobacco at school, on school ground, on the bus, or at a school event                                 | Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work | Attempting to gain unauthorized access to technology (appropriate or inappropriate); introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; evade or disable a filtering/blocking device and other offenses per Board policy | Habitual and excessive failure to complete and turn in work assigned during class time and/or as homework                          |
| <b>Examples</b>          | *physical actions, including violence<br>*gestures<br>*theft<br>*damaging property<br>*oral or written taunts<br>* threats<br>*cyberbullying<br>*cyber threats | *Throwing things<br>*Taking others' belongings<br>*Continually out of seat<br>*Noise making<br>*Any continuous behavior that makes the teacher stop instruction | *Racial slurs<br>*Cussing<br>*Name calling<br>*Refusal to follow directions                                  | *Spoken words<br>*Pictures<br>*Written words<br>*Cyber threats  | *Firearm<br>*Knife<br>*Any object made to resemble or function as a device used to threaten, assault or attack another          | *Flooding toilets, urinals, sinks<br>*Writing on equipment, furniture, walls, stalls<br>*Breaking windows, doors<br>*Spray painting the building or property | *Horseplay<br>*Pushing/shoving<br>*Kicking<br>*Punching, hitting, slapping<br>*Scratching, pinching<br>*Hair pulling   | *Unauthorized prescription drugs<br>*Unauthorized over the counter medications<br>*Inhalants<br>*Illegal drugs<br>*Cigarettes, cigars, tobacco<br>*Alcohol | *Cheating<br>*Plagiarism<br>*Copying  | *Using technology without permission<br>*Visiting inappropriate or unauthorized sites<br>*Threatening or bullying another through use of technology<br>*Off task behavior using technology  | *Failure to turn in work<br>*Turning in incomplete or partially complete work<br>*Failure to put forth effort when completing work |

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| <b>Kindergarten - 4<sup>th</sup> Grade</b>           |   |                                     |
|--|---|-------------------------------------|
| <b>Level 1</b>                                       |   |                                     |
| 1 <sup>st</sup>                                      | 2 <sup>nd</sup>   | 3 <sup>rd</sup>                     |
| Recess<br>Detention                                  | 1-3 Days<br>Recess<br>Detention                                       | Before/After<br>School<br>Detention |
| <b>Level 2</b>                                       |   |                                     |
| 1 <sup>st</sup>                                      | 2 <sup>nd</sup>   | 3 <sup>rd</sup>                     |
| 1-3 Days<br>Recess<br>Detention<br>or<br>½-1 Day ISS | 1-3 Days<br>Before/After<br>School<br>Detention<br>Or 1-3 Days<br>ISS | 3-5 Days ISS                        |
| <b>Level 3</b>                                       |   |                                     |
| 1 <sup>st</sup>                                      | 2 <sup>nd</sup>   | 3 <sup>rd</sup>                     |
| 1-3 Days<br>ISS<br>Or 1 Day OSS                      | 3-5 Days<br>ISS<br>Or 2-3 Days<br>OSS                                 | 1-5 Days<br>OSS                     |

*\*\*Level 1 consequences are assigned by the teacher (principal student conference available upon request).*

*\*\*Level 2 and 3 consequences are assigned by the building principal.*

*\*\*Please note that the level of offense will be determined by the building administrator. Also, these consequences and interventions serve as guidelines only; and it is ultimately at the discretion of the building administrator that consequences will be assigned.*

*\*\*Students placed in ISS will be responsible for completing classroom assignments and will have the opportunity to receive full credit. Students failing to meet the expectations of the ISS supervisor may receive OSS and will then serve ISS upon their return until he or she can demonstrate appropriate school behavior.*

*\*\*Students placed in OSS will be responsible for completing classroom assignments but will not receive credit in the grade book.*

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## **PROMOTION, ACCELERATION AND RETENTION OF STUDENTS IKE**

The South Harrison County R-II School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals With Disabilities Education Act (IDEA) and as required by other applicable law.

### **Promotion**

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn

differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

### **Acceleration**

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor and with the joint approval of the parents/guardians, the principal and the superintendent.

### **Retention**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

**South Harrison R-II School District**  
**Inspired Life-long Learning**

**Jason Slaughter**  
Special Service Director

3507 Bulldog Ave., P.O. Box 445  
Bethany, MO 64424

Telephone 660-425-7842  
Fax 660-425-4478

August 2016

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- Information on the achievement level of parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Thank you,

Jason Slaughter  
Special Services Director

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