

Field Parent/Student Elementary Handbook 2018-19

School Hours

The school day begins at 8:15. Students are allowed to come into the building and go directly to the rooms at 8:05 unless poor weather and they will sit outside of classroom until 8:05. Students eating breakfast may come in at 7:55 and go directly to the cafeteria. The tardy bell rings at 8:20 and doors will lock at 8:25, necessitating the use of the doorbell to gain entrance. An adult is required to bring the student to the office to sign them in for a pass. Announcements will begin at 8:20.

No supervision prior to 7:55 due to contract hours, so please do not drop students off before this time.

Regular Time: Dismissed at 3:10 (car riders, walkers, BA) 3:15 Buses are called as they arrive

Early Out: Dismissed at 1:10 (car riders, walkers, BA) 1:15 Buses are called as they arrive

Arrival Procedures for car riders

When entering the circular drive please stay to the left when dropping off students. The buses will be entering and dropping students off, on the right side which is closest to the school.

Dismissal Procedures for car riders

All students grades K-6 will be dismissed in the car rider line.

Please enter the circle drive and stay to the left. The busses will be entering and dropping students off, on the right side which is closest to the school.

Our regular practice is to send your child on his/her usual way home unless we have something from a parent in writing informing us of a change in plans.

Child Care for School-age children

Childcare for school-age children is offered through the YMCA at Field. The hours are 6:00 a.m. – 6:00 p.m.

The cost is very competitive with other day cares. For more information, please call the YMCA at 232-3344.

Picking up students during school hours

When picking up students at school, while school is in session, parents are asked to come to the office to sign the child out. Use the doorbell/buzzer system to obtain access to the office. If someone other than a parent is picking up the child, that person should be prepared to properly identify himself/herself before the child is released to his/her custody.

School Attendance Boundaries: In order to protect classroom sizes, a utility bill with a parent or guardian name will be required for proof of residency to be given to the office at Back to School Night or within the first seven days of school.

School Registration

Working phone numbers and emergency contact people are identified on the school registration forms. It is critical for students' registration information to be kept current at all times.

Security and entering building during school hours

For the safety of our students, after the school day begins, all external doors to the building are locked. We ask that whenever you enter the building, you buzz in using the main entrance and check-in at the office first, sign-in and grab a visitor lanyard to wear while in the building, then everyone knows the office has verified your presence. Whenever you leave the building, we ask that you check out at the office and return your lanyard.

When picking up students while school is in session, parents are asked to stop at the office to pick up the student. Children are not to be released directly from the classroom. If someone other than a parent is picking up the child, the parent needs to call or send a note to school with this information. A phone call or note to the office before stopping in to have a child released would be helpful. Those adults not readily recognized by office personnel should be prepared to show picture identification.

When dropping off students in the morning or picking up in the evening we ask that parents not walk to the classrooms. Teachers are still instructing at these times and we would like to keep interruptions to a minimum. We ask that you drop children off at the office and we will make sure that he or she gets to class. Thank you for understanding and respecting class time.

Safety Patrols

We will provide safety patrols, to help keep your children safe on their travels to school. Patrols will be posted at 26th & Gene Field, the sidewalk in front of the school, the entry off of 26th street, the stoplight and the circle drive. These students have been trained where to cross students and how to do it safely, please teach your children to follow the instructions of the safety patrol.

Inclement Weather

Students will NOT be patrolling in heavy snow or rain. Students will not be patrolling in temperatures or wind chills zero or below. This decision will be based around the temperature at 7:50 and 3:10, from The Weather Channel app.

If you have an issue with a patrol or have an idea on how they could better serve our school, please contact Beth Lawrence or Mrs. Owens

Absences

If for any reason your child is going to be absent, please call school between 8:00 and 8:25 AM or email Casey.loch@sjsd.k12.mo.us. Families who do not call to report an absence will receive a phone call from the school asking for verification that the child is not in attendance. This is a safety concern.

Upon returning to school after being absent, parents should send a note stating the date and reason for being absent. These notes are kept on file for one year.

Discipline

If it is necessary to keep a child after school, one-day notice will be given to bus rider's parents, or parents will be notified by 3:00 PM. Discipline assigned will align with school district policy and procedure. Parents will be reached by phone and/or in writing of behavioral consequences assigned from the office.

Riding the Bus

Students eligible to ride the bus are not to walk unless parents send a note accepting the responsibility for the student's safety. Non-bus riding students wanting to ride home with a bus rider must have a note written and signed by the parent and signed by the principal to present to the bus driver.

Bus Safety

Student safety is of great importance to the St. Joseph School District. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system.

The suggested use of how conduct notices can be handled is as follows:

First Notice: student will receive a warning, with the notice signed by the parent, the bus driver, and the principal.

Second Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 3 school days.

Third Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 5 days.

Fourth Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 10 days.

Subsequent Notices: Should a student receive a 5th notice, long-term suspension from the bus may occur.

Principal can deviate from this protocol if needed.

Drills, Severe Storm, and Tornado Warnings

If a tornado or severe weather warning is in effect at school dismissal time, students will be kept at school.

An adult will need to report to the teacher for a student to be released from school during that time.

Drills will be held several times throughout the year as required so students and staff are prepared if an event should occur. FIRE, TORNADO, EARTHQUAKE, AND INTRUDER are practiced!

Missed school work when absent

If it is necessary to take your child out of school because of a vacation or family trip, homework and assignments need to be handled in the following manner:

- A child may be given homework ahead of time for a period of up to, but not to exceed two days.
- If a child is out longer than two days, he or she will be responsible for making up that work in a

reasonable amount of time after his return to school.

- If your child is out of school because of illness, assignments should be requested by 10:00 AM and may be picked up at the end of the school day in the office.
- If another student is to pick up your child's assignments, please notify the secretary.
- Students have one day to make up work for each day missed.

Homework

The St. Joseph School District recognizes the role of homework as a vital link between home and school. Homework assignments serve as a means of providing a bond of common effort among parent, child, and teacher. Students in grades K-6 will have homework assignments. Please consult with your child's teacher regarding their homework guidelines.

Breakfast/Hot Lunches

Lunch price is \$2.60 and breakfast is 1.25. Reduced lunch is \$.40 and reduced breakfast \$.30. Milk and juice (with cold lunch or extra) is 50 cents. Each student has an account in which funds are placed. Cards, which are kept at school, are clipped to the student's shirt and scanned at lunch time. As purchases are made, that amount is deducted from the child's account. Records of deposits are kept and you are encouraged to pay by check. It is not necessary to use separate checks and envelopes when paying for siblings, as long as student names and amounts are listed individually on the envelope. Adult lunch and breakfast is \$3.25 and \$2.50.

Cafeteria

Lunchtime should be a time of socialization for students. Under the supervision of the lunchroom monitor, the following basic rules are designed to keep our cafeteria a safe and healthy environment for children:

- Students should talk in a normal tone of voice to keep the noise at an acceptable level.
- Sharing food is not allowed. This discourages the spread of disease and risk of food allergies.
- Students should ask permission before getting up from their seats.
- Fast food and pop is discouraged in the cafeteria.

Eating Lunch with your child

You are welcome to come and eat lunch with your child. Again, we ask that you check-in at the office. We have found that the transition for students is much easier if parents meet their child at the cafeteria and also say their goodbyes at the cafeteria. Parents will not be allowed to walk students back to the classroom or to attend recess with their children. Lunches are sometimes brought in after school has started. It is the responsibility of the student to know if their parent is bringing their lunch and to check the office before going to the cafeteria. No calls will be made to the classroom for students, because it interferes with the learning environment. Thank you for your understanding.

Dress Code

Student dress can have a significant effect on learning and behavior. The following have been found to be unsafe or a distraction to the learning process and are therefore unacceptable for wearing in our elementary school.

1. Halter or strapless tops, tube tops, spaghetti strap tops, bare midriff tops, and see-through shirts.
2. Very short shorts, such as the thin, nylon athletic-type shorts with side slits.
3. Clothing that advertises alcohol, cigarettes, and drugs.
4. Clothing that utilizes double play on words, obscenities, profanity, or is in any way suggestive.
5. Shoes and sandals without backs.

Dangerous Items

Students are not allowed to bring knives of any kind or sharp items into the building. We will call parents if objects are brought to school, and they will be kept for a parent to pick up

Items brought from home

We encourage students to keep all toys and trinkets at home as they often become a distraction during the school day. No items shall be brought from home without prior approval of the teacher or principal. The school will not be held responsible for loss or damage of such items. Items that are a distraction will be held by the principal or the teacher and may be picked up by a parent.

Communication

You can find important information about Eugene Field on the school district's website at:

<http://www.sjsd.k12.mo.us/Domain/14>

Each classroom teacher also has their own class page with a class schedule, their weekly newsletter, and other valuable information.

During the first week of the month, Field sends home a newsletter, Tiger Times, with each student. Included in this newsletter is a monthly calendar of events, including early dismissal dates and all-school activities. Individual teachers also send out class newsletters.

Television Channel 41 is operated by the St. Joseph School District. This service is available 24 hours a day and is an especially good resource for learning of snow days and unplanned early dismissals.

Parent/Teacher conferences are scheduled at the end of the first and third quarters. Teachers are available for both phone and person-to person conferences. Making an appointment for these kinds of conferences is recommended.

Teachers also have email addresses that have become a valuable form of communication between parents and teachers. To contact your child's teacher via email simply type their firstname.lastname@sjsd.k12.mo.us

Field also has a Facebook page, Eugene Field Elementary School. We also have a twitter account. We encourage you to join!

Monthly Calendar & Newsletter

A monthly calendar and newsletter will be sent home. An electronic calendar and newsletter will also be available on our school website. We encourage you to check our website frequently for updated information and school happenings.

Character Kids

Each month the character kids go in and teach a character word to all the classes. They come up with skits and other creative ways for students to understand what the word is and what it means.

Character Kids of the month

All month the classroom teacher watches for a student who exhibits that character trait of the month and then one child per classroom is chosen. That child receives a certificate, special treat and a picture taken for the bulletin board.

Top Tiger Award

Top Tiger is given twice a year; Once in January at the Assembly and one at the end of year assembly.

Top Tiger is given out to two students per classroom that display any or all of the following: overall great character, improvement in academics/behavior, overcoming any obstacle, accomplishing a set goal etc... We try to keep the winning students a secret until the day of the assembly.

Parents will be notified well before the assemblies so they can make plans to attend. These students will receive a t-shirt, and certificate.

Student Council

The Student Council is an elected group of students that represent the whole student body.

Each classroom in grades 4-6 select at least two students to represent them on Student Council.

Student Council actively promotes school spirit and pride. Student Council participates in various activities throughout the year, such as; Central Homecoming, monthly meetings, service projects, and occasional fundraising. If you have any ideas for how student council could better serve our students, please email student council sponsor, Cindy Faucett.

Tutoring

Field offer after-school prescriptive tutoring program, based upon various criteria. Teachers that wish to tutor will notify parents of the students and set up times. Please consult with your child's teacher regarding these opportunities. If she/he isn't tutoring they will check with other teachers in the building that are to see if there is availability.

Volunteers

At Field, we love our parents and volunteers!!!! If you would like to volunteer contact our secretary. She will give you the name of our VEST Coordinator.

A district form has to be filled out so a background check can be done each year before adults are permitted to volunteer in the District. Please call our office for more information. There is a volunteer sign in sheet that is posted on the bulletin board inside our office.

Birthdays

Many students request to bring treats to school on their birthday so they may share them with their classmates. We encourage individual items that can easily be served, as opposed to items such as cookie cakes that need to be divided. Please be mindful if plates, napkins or other utensils are needed to serve, as teachers do not have these readily available. Also, we do not have the freezer space to store ice cream treats. Please be sure to contact your child's teacher so they are aware birthday treats will be coming ANY BAKED TREATS SENT TO SCHOOL HAVE TO BE PREPARED IN A COMMERCIAL ESTABLISHMENT AND HAVE TO BE INDIVIDUALLY WRAPPED! The guidelines are in accordance with the St. Joseph Health Department and must be observed. We do not hold special birthday parties, but do allow time for students to pass out treats when it is convenient for the class schedule. Parents may drop off items at the office for Birthday parties and we will get the items to the classroom.

Students are asked not to bring invitations to school **for private parties** for distribution unless EVERYONE in the class is invited or the invitations are extended to all the boys in the class or all the girls in the class.

No balloons or glass items such as vases are allowed on the busses.

Administering Medicine to Students

Giving medicine to students during school hours is discouraged and restricted to necessary medication that can not be given on an alternative schedule. When medicine is to be administered by school officials, written instructions signed by physician and parents will be required and will include:

1. Child's name
2. Name of medication
3. Purpose of medication
4. Time of day to be administered
5. Dosage limited to one day's supply

All medications shall be kept in the school nurse's office. The parent of the child must assume responsibility of informing school personnel of any change in the child's health or medication. Long-term and frequent medication must be discussed with the nurse. No over-the-counter medication can be given without a note from your physician. Nurse's email address: Lori.wallace@sjsd.k12.mo.us

Student Cell Phones

Bringing cell phones to school is discouraged. Students who do bring phones must give them to their teachers to keep throughout the day or bring to the office. The school is not responsible for phone loss or theft. Phones used during the school day by a student without permission will be held in the office for parents to retrieve.

School Telephone Use

Student use of the school telephone is restricted to emergency calls in order to reduce the time the telephone is busy. Students will not be called to the phone during the school day unless it is an emergency.

Field Trips

A field trip for a class is a shared experience and should expand upon learning in the classroom. Each student will be required to have a parent signed and dated permission slip before accompanying the rest of the class on the field trip. A student's continuous disciplinary issues could affect his/her attendance on a field trip. Phone calls for permission will not be made on the day of the field trip. Those students without permission slips will remain at school.

It is expected that all students will ride the bus to the field trip. If a student chooses to ride home in a car, written parent permission is required one day in advance and only the child related to driver may ride in the car (no exceptions).

PTA

PTA is an organization that promotes quality education and parent involvement. Our school has an active PTA. Parents are encouraged to join and become involved. PTA meets approximately four times a year so please watch for dates to be posted.

President: Susanne Eichenmueller
1st Vice-President: Hilary Newey
2nd Vice-President: Sharon Miller
Treasurer: Scott Newey
Secretary: Alex DuFrain

Class Parties

The school district limits the number of class parties to two per school year. The parties at Eugene Field are Fall and Valentine's Day. There are room representatives that organize these events.

Room Representatives

We need, and encourage, parents to become room representatives for their child's class. Please contact the school to ask how you can become a room representative. Contact our PTA 1st Vice-President Hilary or President Susanne to sign-up.

6th Grade Band and Strings

Students signing up for band or strings are making a yearlong commitment. Before making this commitment, be sure and discuss this with your student.

Gifted Program (GATE)

Contact the SJSJ Gifted Coordinator at Carden Park 671-4160 for information regarding gifted testing and GATE.

Classes are held weekly at Carden Park on various days. 3rd on Tuesday, 4th Wednesday, 5th Thursday and 6th on Friday. You may also visit the SJSJ website at <http://www.sjsd.k12.mo.us/domain/81> for more information.

Reading Circle Requirements

To earn a Reading Circle Certificate, students must read the following number of books by the end of the third quarter of school:

Kindergarten:	20 books
First Grade:	20 books
Second Grade:	20 books
Third Grade:	16 books
Fourth Grade:	16 books
Fifth Grade:	16 books
Sixth Grade:	16 books

Our goal is for all students at Field Elementary to earn their Reading Circle Certificate each year so in 6th grade they earn their Lifetime Reading Circle Certificate. Each grade level have their own reading requirements that may be a little different than this.

Requesting Teachers

The teachers and principal work very hard on class lists to ensure a good school year for all involved. Teacher requests are limited to one request during your child's career at this school and will need to be given to the secretary or principal by May 1st. No exceptions made after this date. The final decision will rest with the principal.

Withdrawal of Students

If you are moving and withdrawing your child from Field, please call or come by the school a few days prior to the withdrawal date. This will give the staff time to complete the necessary paperwork. Please make sure that students return all books to school and that all lunch accounts are paid.

Lost and Found Items

Small, valuable items are kept in the office (eyeglasses, jewelry, etc.) To help prevent items from being lost please put your child's name on all personal property. Lost and found items are located in the cafeteria in the lost and found corner. Unclaimed lost and found articles will be donated to a local charity at the end of each semester.

