

Field Elementary School

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Philip Pohren, Principal
Natalie Leamer/Susan Norris, Counselors

August 2010

Dear Parents and Students,

Welcome to Field School. We hope you are ready for a great school year.

In this folder, you will find several sources of information; 1) daily schedule; 2) school calendar; 3) medication information; 4) menus; 5) school supply lists; 6) 3 colored forms for you to fill out and return.

You will receive our handbook at Curriculum Night in September.

With the start of school, we begin thinking about bringing children to school and picking them up from school.

What we have found to be the safest way is to pull in front of our building with your car headed south and the passenger door opening onto the sidewalk. We then have an adult outside to see that the child gets in the right car with the right people.

We ask you to support us by delivering and picking your child up in this manner. We only have your child's best interest in mind.

Breakfast is served starting at 7:40. If your child is brought to school, he/she should be here no earlier than 7:40 and no later than 7:55. Bus riders may eat breakfast when the bus arrives. Breakfast prices are \$.65; reduced \$.30. Lunch prices are \$1.35; reduced \$.40.

Also, parents are welcome at all times. We ask that you stop by the office. Then we can call your child down or do whatever is necessary not to interrupt the instruction in the classroom. If you are taking them, please remember to sign them out in the blue book on the office counter.

Looking forward to working with you for the 2010-2011 school year.

Cordially,

Mrs. Philip Pohren
Principal

Dear Students and Parents,

Welcome to Field Elementary School. Our entire staff is looking forward to another year with successful educational experiences for everyone. As partners in education, we encourage your full participation in your child's learning by supporting our after-school reading program and helping with homework. Parents are encouraged to become involved in our school by volunteering in classrooms. Visitors and volunteers need to sign in with the school office whenever they visit the school.

Our school doors open at 7:30 a.m. We encourage students to arrive later because supervision of the hallways and students begins at 7:45 a.m. The beginning bell rings at 8:05 a.m. School dismisses at 3:00 p.m. for bus students and 3:08 p.m. for walkers and those being picked up.

Together in education,

Philip Pohren
Principal

SPECIAL FEATURES AT FIELD SCHOOL

Computer Lab
Library
Physical Education
Music Classes
Art Classes
Title I Reading
Speech/Language Program
Gifted Classes
Special Education/Resource Rooms
Family Counseling

School Expectations

The bottom line: It is never okay to be disruptive or hurtful. Students are expected to use line basics.

No gum chewing at Field School.

CHILLICOTHE R-II MISSION STATEMENT

The Chillicothe R-II District's mission is to provide a comprehensive educational program encompassing pre-kindergarten through grade 12 and post-secondary education, meeting the needs of each student to insure each student is ready to begin and succeed in school and graduate with the skills necessary to continue with his or her ambition.

FIELD SCHOOL MISSION AND GOAL STATEMENT

Field School professional educators and staff will ensure high levels of learning for all children. We accept, as our mission and goal, the responsibility to help each student attain his or her highest learning potential. We propose to accomplish our mission by:

- Setting standards of basis instructional skills required of all students
- Maintaining high expectations for students and ourselves
- Keeping open a line of communication between the school and the home
- Continuing to seek and implement new ways to improve the educational program at Field School
- Striving to determine the most efficient teaching and instructional methods for each student

Our emphasis will be on student success and doing what is best for the student.

We feel **TEAMWORK IS THE KEY TO SUCCESS**. We would ask that parents and students do the following:

- Get to know the school
- Become familiar with the teachers and staff. We are here to help you, give us an opportunity to do so
- Study and learn as much as you can. We will always be available to help with any problems you may have, but you must ask for help

WHAT WILL YOU FIND AT FIELD?

- 300 Second and Third graders
- PLC (Professional Learning Communities) which provides supportive caring culture
- Experienced teachers
- Terrific Kids Program
- BIST (Behavior Intervention Support Tools)
- Title I
- Wings (Gifted Program)
- Parent/RSVP Volunteers
- Focus on student achievement
- Mentor Teachers

School Expectations

The bottom line: It is never okay to be disruptive or hurtful. Students are expected to use line basics.

No gum chewing at Field School.

DAILY SCHEDULE

8:05:	Students dismissed from hall to classroom
8:05:	Tardy Bell, student will need to stop by office
10:55 – 11:15	Lunch Shift (Hill, Hostetter, Hundley, Chapman, and Kerr)
11:15 - 11:35	Noon recess for the above classes
11:20 - 11:40	Lunch Shift (Ellis, Miller, Beemer and Bonderer)
11:40 – 12:00	Noon recess for the above classes
11:45 – 12:05	Lunch Shift (Acree, Maples, Pyrtle, and Bartollota)
12:05 – 12:25	Noon recess for the above classes
1:30 – 1:45	Second grade recess
2:00 – 2:15	Third grade recess
2:55	Dismissal bell for the first buses
3:00	Dismissal bell for second bus, walkers, pickups and bike riders

RULES AND RESPONSIBILITIES

1. **To learn and let others learn.** We agree not to interfere with another person's right to learn.
2. **To be responsible for our own actions and behavior.** We agree to complete our schoolwork and homework, keep track of personal belongings and school supplies, and remember to bring books and homework back to school.
3. **To be courteous to each other at all times and to treat each other with respect.** We agree not to use obscene language or gestures, interrupt or ignore others, wear hats in the building, call others names, be disrespectful to school personnel, or use another person's property without permission. Gum chewing is not allowed.
4. **To be safe and follow the school rules.** We will not fight or roughhouse, run in the building, throw hard objects (rocks, snowballs, baseballs, etc.), bring toy guns, knives, or dangerous objects to school. Tackling and wrestling are not allowed at school. Roller-skating, in-line skating, skateboarding, and bicycling are not allowed on school grounds. No pushing, walking, or running up or down the slide. No willfully causing bodily harm to another. No leaving the campus during school hours. No golf balls, hard balls, superballs, tennis balls, or racquetballs are allowed. No metal or wooden bats are allowed at school. No electronic games, remote controlled toys, CD players, Walkmans, headphones, tape decks, or pagers, etc. are allowed. Individual teachers may choose to prohibit toys from being brought to their classrooms.
5. **To respect the rights and property of the school.** We will not dirty bathrooms, throw food, litter, steal, destroy school property, or write on/mark/deface furniture or walls. Students will use playground equipment appropriately.

CONSEQUENCES

Behavior is maintained by both positive and negative consequences. Rewards and recognition will be given to those students who follow the school rules and demonstrate appropriate behavior. Discipline is the student's ability to accept responsibility for his/her behavior. Negative consequences for infractions of school rules may include a time-out, loss of recess privileges, writing a mediation essay, clean-up detail, payment for damaged items, an apology, detention, in-school suspension, or out-of-school suspension. the Policies and Regulations as defined by the Board of Education of the Chillicothe R-II School District.

HEALTH

The school has the responsibility for the health and welfare of all students. School district policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's health standards practices. School personnel can request a doctor's excuse prior to the readmittance of a student to school if there is suspicion of a communicable disease.

Please make sure that you leave a *local* phone number for our file in case of emergency.

The school nurse or school personnel will attend to minor scrapes and bruises, but students will be sent home if:

- they are running a temperature of 100
- they have vomited
- they had a severe head injury
- we cannot determine the cause of a student's sudden physical or emotional distress

Before returning a child to school, the child should be *FREE OF TEMPERATURE FOR 24 HOURS* without fever-reducing medication.

MEDICATIONS IN SCHOOL

Prescription Medication: All medications must come in the original container. The medication label must include:

- Student Name
- Name of medication
- Dosage of medication
- Name of doctor
- Specific instructions for giving the medication

If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at the school.

All long term (10 days or more) and emergency medications must have a medication authorization completed by the physician and parent/guardian. The form is to be completed and returned to the school nurse. Forms are available in the school office.

Short term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order. The school will not give a 3 a day antibiotic at school. Please give before school, after, and at bedtime.

Non-Prescription Medication

All over-the-counter medications, with the exception of Tylenol, must have a medication authorization form completed by the physician and parent/guardian. These must also come in the original container.

Tylenol will be given at school on an as needed basis if the parent/guardian has given permission on the back of the health history form.

The school will stock Children's Tylenol and Ibuprofen for minor pain and fever for as needed use only. If your child takes it frequently, please send their own unopened bottle.

Inhalers will be kept in the office.

Thank you for your cooperation in assisting your child achieves a healthy school year.

HEAD LICE

Head lice is a recurring health problem. The school will send home students infested with head lice with specific instructions, which must be followed before readmittance of the student is allowed. Parents must return to school with the child the following day in order that the nurse can recheck the head. Parents are advised to contact the school if they find head lice on their child. All information will be handled in strict confidence.

ILLNESS AND RECESS

We feel it is important for the students to spend time outside each day to get fresh air and run off energy. They are then better able to concentrate in the classroom. However, if you feel your child needs to remain inside because of illness, we will allow them to do so for a short period of time. After an extended time, we will require a medical excuse from your doctor.

If the wind chill is below 20 degrees, the children do not go outside.

MEDICAL EMERGENCIES

The following is a list of medical emergencies which might occur with a student in the classroom. This is not intended to be a substitute for the school nurse, but rather to help you recognize certain problems and be able to handle them in an emergency situation until help can be obtained. Try to make the student as comfortable as possible, be calm and reassuring. Send a student to the office to report the emergency and to get help.

ASTHMA ATTACK-each asthmatic acts differently. It is especially important to be calm and reassuring as apprehension is a common feeling. When a person is suffering an asthma attack, his breathing is usually labored and accompanied by wheezing and squeaking sounds. Frequent

coughing is likely. The child can breathe more easily if he is in a sitting position. Encourage him to breathe deeply and drink sips of water. Keep him quiet and reassure him. Inhalers will be kept in the nurse's office.

SEIZURE-Little can be done to shorten the length of time of a seizure. Preventing the child from hurting himself is vitally important. **DO NOT ATTEMPT** to restrain the person, except to prevent injury from nearby objects. Ease to the floor and loosen clothing. Move objects that he might strike such as desks, chairs, etc. After the child relaxes, turn him on his side. It is not necessary to insert a mouth gag, and one should never place a finger in the mouth or try to force open the clenched jaw.

BEE STING-Determine type of insect if possible. Remove the stinger if visible. (Use scraping motion-avoid squeezing stinger sac.) Apply cold pack. Observe for allergic reaction – 20 minutes. Check health card for history of allergy to stings. If allergic, notify parents.

NOSEBLEED-Have child sit with upper body tilted slightly forward. Pinch the bridge of the nose firmly. Note the time-most bleeding should stop within 5 minutes. Parents should be notified and child should refrain from blowing his nose, and from physical activity.

CHOKING-HEIMLICH MANEUVER-Stand behind victim and wrap arms around his waist, making a fist with one hand while grabbing it with the other. Place fist against victim's abdomen slightly above the naval and below the rib cage. Press fist into the abdomen with a quick upward thrust. Repeat if necessary.

IDEAS FOR HELPING YOUR CHILD

Parents, you can do your part to improve homework and help your child when you:

- Cooperate with the school to make homework effective
- Provide your children with suitable study conditions (desk, light, books, and supplies)
- Reserve a time for homework and turn off the television
- Encourage your children but avoid undue pressure
- Show interest in what your children are doing but do not do the work for them
- Understand the school expects homework to be completed and returned
- Encourage your child to do neat work

Children will improve their study habits by observing and following these concepts:

- Be sure you understand each assignment
- Form the habit of using a certain time and place for study
- Study conditions should include good lighting, ventilation, and quiet
- Have necessary materials on hand
- Try to develop the skill of working independently
- Spend enough, but not too much, time on each subject

EXPECTATIONS OF STUDENTS

- Students are expected to conduct themselves in such a way as to reflect only credit to themselves, their parents, and to Field School.
- Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
- Students eating breakfast will go directly to the cafeteria upon arrival. They are expected to report to the designated area for their grade after eating.
- Students who are tardy must report to the office, and receive a tardy slip.
- Students are expected to move quietly through the halls.
- Students are expected to participate in physical education classes unless a written excuse from the parent/guardian is received. A physician's excuse is required when a student is to be excused for an extended period of time.
- Students will not chew gum or eat in undesignated areas.
- Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
- Students are expected to be attentive and courteous during school assemblies and special events.
- A parent's note is required for riding a different bus or for getting off the bus at an unassigned destination.

- Students are expected to obey the regulations for safety on the school grounds and buses.
- Students must have permission from their teachers before using the telephone.
- Personal invitations to any event other than school events may not be handed out at school, unless there is one for all members of the classroom.
- Refreshment machines (pop) in the teacher's lounge are for employees' use only.
- We request that no balloon or floral bouquets be sent to school. If they are, students may pick them up in the office after school is dismissed.
- Students are expected to exert their best efforts to make very learning experience meaningful and lasting.
- Teachers will go over classroom rules and expectations with students on the first day of school.

ACADEMIC ATTENDANCE POLICY

I. Attendance Policy Principles

A. The Chillicothe R-II Board of Education finds that regular school and classroom attendance is key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which in turn affects the quality of instruction and student achievement district-wide.

B. Students who are ill and unable to come to school need to contact the school by 9:00 a.m. If this is not done, then the school will attempt to contact you. Mike Lewis, our school Resource Officer, is often contacted to make home visits on students who are absent and cannot be reached. If absences become frequent and habitual, then proper authorities will be notified.

C. Parents of students who have missed 5 days of school per quarter will be notified. The district will continue to work in conjunction with the Livingston County Prosecuting Office and the Livingston County Juvenile office to assure compliance with the Missouri's Mandatory Attendance Requirement. Students whose absences per semester exceed fifteen (15) days will be referred to these offices. If a student is absent for 5 consecutive days, a medical excuse from a doctor is required. If there are extenuating circumstances causing excessive absenteeism, parents should contact the building principal.

D. Tardies: After 5 tardies, the parent will be contacted with a tardy letter; after 10 tardies per semester, the School Resource Officer will contact the parent; after 12 tardies the Division of Family Services will be contacted.

E. When students are absent, it is the responsibility of the parent/guardian to contact the school to verify the student's absence. *If the parent does not contact the school, the principal or representative will attempt to notify the parent of the Student's absence.*

F. It is important to the Chillicothe community that all of our children attend school regularly. Your understanding and assistance with this request is appreciated very much. Together, we can help all of the youngsters in Chillicothe reach his/her greatest potential.

CELL PHONES AND ELECTRONIC DEVICES

Possession of cellular phones, pagers, radios, CD players, or DVD players, electronic games, or other electronic devices is prohibited at school. First time: phone or device is sent to the office, parent is notified and student picks up and takes home at the end of the day. Second time: phone or device is sent to the office, parent notified and parent pick up at the office.

TRADING CARDS OF ANY SORT

These cards are not allowed at school. First time: ask student to put away and take them home at the end of the day. Second time: collected, parents called to pick them up at the office.

TELEPHONES

Students should ask to use the telephone only in case of an emergency. The classroom teacher must grant permission. Arrangements for after-school activities should be made before coming to school. Parents should call in the event of a change in their child's normal routine. Students will not be permitted to call home for homework, which they forgot to bring to school. Parents are encouraged to call their child's teacher at a time when classes are not in session.

CHANGE OF ADDRESS/PHONE

Please notify the teacher and school office of any change as soon as possible. It is important that we have a current address and phone number on file in the office.

SCHOOL DRESS

Proper dress at all times is encouraged. We encourage students to look neat in their dress. Caps and hats should not be worn in the building. Writing on T-shirts and caps should be non-distracting, non-suggestive and must be acceptable for school. Please make sure your child is sufficiently dressed for outside recess in cold weather. No head kerchiefs are allowed in the school building. No roller shoes or Heely's may be worn. Shoes appropriate for safety and comfort should be worn.

SNOW DAY PROCEDURES

The Bad Weather Policy for the Chillicothe Public Schools states that the Superintendent of Schools is responsible for the announcement of school dismissal because of bad weather. This announcement will be made on KCHI, KMZU, and KTTN radio at approximately 6:00 a.m. on the mornings that school is to be dismissed. In the event of inclement weather during the day that necessitates the early dismissal of school, announcements will be made over the same radio stations.

THREATS

When a student makes a threat to another student or staff member:

1st Offense

- Child sent to the principal
- Principal telephones parent
- Principal fills out Recovery Room form for documentation
- Child will lose recess and spend it in Recovery Room

2nd Offense

- Child sent to the Principal
- Principal telephones parent
- Detention after school until 3:45
- Fills out think sheet while in detention

3rd Offense

- Child sent to Principal
- Child given ½ day ISS to be served in the Recovery Room-fill out think sheet
- Parent notified

4th Offense

- Child sent to Principal
- Child will be suspended from school for one day to be served in the Recovery Room
- Parent notified
- Mike Lewis talks to parent and child
- Placement in the Behavior Management Program discussed

ASSAULT

The Chillicothe R-II School District, in accordance with the “Safe Schools Act” recognizes that there are certain behaviors that cannot be tolerated in any public school setting. In support of this effort, the Chillicothe R-II Board of Education has adopted a “Zero Tolerance Policy” in this area of violence. Our School Resource Officer speaks to the students at the beginning of the year to talk about threats, assault, and stealing.

ACTS OF VIOLENCE: Students shall not commit any act which in its commission is violent. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person or that creates substantial risk of death, disfigurement or protracted loss or impairment of the function of any part of the body.

Assault of a teacher of staff may result in immediate suspension from school.

When a child assaults another child (kicking, hitting, biting...) with intent to harm, the following assault plan will be followed.

1st Assault

- The child will be sent to the Principal
- Principal fills out Recovery Room form for documentation
- Child will lose recess and spend it in Recovery Room

2nd Assault

- Principal telephones parent
- Detention after school until 3:45
- Fills out think sheet while in detention

3rd Assault

- Child given ½ day ISS to be served in the Recovery Room
- Parent notified

4th Assault

- The child will be suspended from school for one day to be served in the Recovery Room
- Parent notified
- Mike Lewis talks to parent and child
- Placement in the Behavior Management Program discussed

5th Assault

- The child will be suspended 1-3 days with work sent home to complete
- Reentry conference with parent and counselor, student, Principal, and Mrs. Haynes
- Placement in Behavior Management Program

STEALING

When a student takes something that does not belong to them:

1st Offense

- Child sent to Principal
- Principal telephones parent
- Principal fills out Recovery Room form
- Child will lose recess and spend it in Recovery Room

2nd Offense

- Child sent to Principal
- Principal telephones parent
- Detention after school until 3:45
- Fills out think sheet while in detention

3rd Offense

- Child given ½ day ISS to be served in the Recovery Room
- Parent notified

4th Offense

- The child will be suspended from school for one day to be served in the Recovery Room
- Parent notified
- Mike Lewis talks to parent and child

- Placement in the Behavior Management Program discussed

5th Offense

- The child will be suspended 1-3 days with work sent home to complete
- Reentry conference with parent and counselor, student, Principal, and Mrs. Haynes
- Placement in Behavior Management Program

RECESS RULES

1. Follow directions
2. No students by his or her actions shall endanger the welfare of another

PLAYGROUND RULES

1. No tag on playground equipment
2. Ball over fence - lose ball
3. If you tackle during fly ups, you will go to safe area
4. When playing football and you tackle someone; stand on the wall
5. Do not jump out of swings
6. No balls brought from home

When there is no flag up, must stay on pavement - no balls go outside.
Red flag means indoor recess.

RIDING THE BUS

Riding the bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey his/her requests. Students riding the bus are to go directly from the bus to the building each morning and after school. Students are to board the bus without leaving the school property. Bus transportation is provided for students living more than one mile from school. Specific bus regulations will be issued each year to bus students. No balloons, live animals or reptiles are allowed on the buses.

VISITING THE SCHOOL

We invite you to visit your child's room and school to get acquainted with your teacher.

1. All visitors, including parents, must report to the office and receive a visitor's pass to wear.
2. Conferences should be arranged in advance and at a time when the teacher does not have children in the classroom or is not on duty elsewhere.
3. We will be happy to call your child to the office if you need to see them. Teachers do value their teaching time and do not wish to be interrupted. Once interrupted, it takes the classroom sometimes 10-15 minutes to recoup their time.

SCHOOL LUNCH PROGRAM

Breakfast and lunch are served in our school's cafeteria every day for a nominal fee. Lunch prices are \$1.45 and breakfast is \$.80. Reduced lunches are \$.40, and reduced breakfast is \$.30. Extra milk is \$.30. You may pay daily or ahead by the week or month for both breakfast and lunch. Enclosed

are applications for free and reduced priced meals that are to be filled out and returned to the school office the first day. You are encouraged to apply if you fall within the guidelines that will accompany the application.

Cost is kept down by complete participation of students. A well balanced meal is provided. Our menus are sent home monthly, so you will be able to know what will be served for breakfast and lunch. Occasionally, these menus have to be changed because of late deliveries or snow day; however, most of them are served as listed.

Lunchroom expectations are posted in the multipurpose room. The lunchroom supervisor is in charge of the lunchroom and students are to follow the directions of that person.

Students are expected to follow the following rules at lunch.

1. Talk in a quiet voice
2. Eat only your food
3. Do not play with or throw food
4. Keep hands and feet to self
5. No pop or soda may be brought for lunch. This includes lunches brought from McDonalds, Subway, etc.

BIST MODEL

The Chillicothe Elementary Schools are implementing a school-wide discipline plan called BIST (Behavior Intervention Support Team). The purpose of the BIST strategy is to help bring about lasting changes in students' attitudes toward themselves and others around them, so that they can be

productive students in the classroom, be in control of their own behavior, and find acceptable solutions to their problems.

Program Philosophy

What we know about how children change is they need to feel safe. Safety is created through supportive relationships. We cannot minimize the importance of a one-to-one relationship with each student. To feel safe, children must have clear expectations, limits and kindness. Children need to know that adults, not the children, are in charge.

Children begin to build trust when the adults enforce predictable, fair and logical consequences for inappropriate behavior without displaying anger, being judgmental or giving lectures. Many of the consequences you have seen used over the years may still be used; however, the consequences are presented in a supportive rather than punitive manner. Adults firmly and fairly enforce natural and logical consequences for inappropriate behavior. The consequences are intended to teach the child how to change.

5-Step Problem Solving Model

1. Adults intervene in a respectful way when a child's behavior interferes with learning, threatens another person through disrespectful attitudes and actions, or is destructive to himself/herself or others.
2. A child who misbehaves faces the natural and logical consequences of his behavior.
3. Adults help the troubled child face his/her problems, understand strong feelings and take responsibility for his/her own behavior.
4. Adults problem solve with the child to determine appropriate ways to behave when experiencing strong feelings.
5. Adults support the child as he/she works through the difficult process of confronting, owning, taking responsibility for and changing his/her behavior.

Placement Continuum:

Own seat-Safe Seat-Buddy Room-Recovery Room-Office-Home & BMP (Behavior Management Program)

- Disruptive and hurtful behavior will not be tolerated in our schools.
- We will focus on early intervention through teaching social skills and giving only one redirect to hold students accountable for their behavior.

BMP-The Behavior Management Program is designed to provide support and protection for those students who continue to have problems managing their behavior and making good choices even with the support of a behavior plan, interventions and increased adult supervision. The Behavior Management Program provides small classroom and often one-on-one support until the student can demonstrate that they can support themselves in the regular classroom setting.