

North Platte Elementary School
300 Scout Street
Camden Point, MO 64018
(816) 280-3422 (816) 445-3539
2009-2010

Policies/Procedures Handbook

Students,

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to become an integral part of our school.

The ultimate purpose of an education is to help each student become an effective citizen in a democracy. Attending school will help you develop and accept the responsibilities and obligations of good citizenship in order to prepare you to be successful in the world. Remember that your success in this school will be directly proportional to your efforts.

Parents,

We believe that parents are in full agreement with the school that education is important and that in order to attain an education it is imperative that students behave and complete their daily work. Therefore, it is important that you read/discuss the school policies included in this handbook. Changes may be made throughout the course of the year as deemed necessary by the administration without parental notification.

In order to ascertain that all parents received a copy of our policies/procedures student handbook, Reading & Math Improvement Plans, health information, and have discussed the information with their child, please check each item below, sign this sheet and return it to school as soon as possible. Retain the Handbook/Improvement Plans for your records.

If you have any questions concerning the contents of this handbook, please call the school.

Mrs. Cathy Hubble, EdS.
Principal

I have read and understand the policies/procedures listed below and have discussed them with my child.

- Reading and Math Improvement Plans
- Discipline/Homework Policies
- Absentee/Tardy Procedure
- Dress Code
- Health Information from the School Nurse

Parent Signature

Student Signature

Grade & Teacher

Absences

School attendance is not only necessary for optimum achievement, it is also the law. Consequently, if your child will be absent or tardy, a parent must notify the school office (280-3422). Please call by 8:15 and at that time you may request homework that can be ready for pick up at 3:00.

Failure to contact the school may result in an unexcused absence.

Any student who has been absent during the school day is not eligible for that day's after school or evening activities.

If your child arrives at school **after 8:15**, a parent must accompany him/her to the office to check in. A reason for tardiness will be required. We need your cooperation to assure that your child/children remain safe.

Announcements and Bulletins

Daily announcements will be read over the intercom at the beginning of each day for the benefit of the students and staff. All announcements and communications home must be approved by the principal. An "Upcoming Events" calendar will be sent home on the first day of each week.

Attire and Grooming Regulations

The school encourages all students to dress in a fashion that reflects a style appropriate for a school day. Students will be restricted from attending school if their attire includes, but is not limited to, the following:

- ❑ Clothing or articles which are excessively soiled, torn, or ragged.
- ❑ Clothing that is excessively revealing (spaghetti straps, short shirts and those which expose the mid-section, short shorts, and low cut or "drooping" pants/shorts/jeans/skirts). Clothing should not contain alcohol/tobacco advertising, vulgar writing or sexual inferences, and/or violent innuendoes.
- ❑ Hats, caps, and/or sunglasses will not be worn in the building unless a special day has been specified.
- ❑ Apparel that a staff member determines to be unacceptable by community standards.
- ❑ Modesty is a good policy.
- ❑ It would be greatly appreciated if tennis shoes with wheels were not worn at school.

Bus Regulations

Regular Routes:

Students shall be on time at the approved bus stop. Bus schedules will not permit waiting. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time.

Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct his or her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

While riding the bus:

- ❑ Except for ordinary conversation, students shall observe quiet conduct on the bus.
- ❑ Students shall stay in their seats while the bus is in motion.
- ❑ Students shall not throw trash out a window or on the floor of the bus.
- ❑ No body part shall be extended through the bus window.

Discipline and penalties:

- ❑ The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
- ❑ The driver is in full charge of the bus and the students.

Classwork/Homework Policy

Basic educational skills are acquired through practice. A large percentage of this practice is in the form of daily classroom and homework assignments. Knowledge without performance is non-productive and of limited value. To reach his/her potential, each student is responsible for all assigned work. In addition to acquiring basic educational skills, we believe that acquiring good work habits and learning to accept responsibility is still of value to all students.

In response to these beliefs, we ask your support of the classwork/homework policies that have been adopted by each grade level. You will find a copy of these policies in your child's grade-level handbook. Please contact your child's teacher if you have any questions.

Concerns

If parents have a concern about a school policy or problem, this procedure should be followed in order to resolve the situation as quickly as possible:

1. Contact the person closest to the problem (teacher first).
2. If the problem is not resolved, contact the principal.

Discipline

All students have the right to pursue their education in an atmosphere conducive to learning. This includes reductions of disruptive peer behavior. Should any student misbehave in school, an earnest effort shall be made to settle such differences. Disciplinary procedures will be handled on an individual basis. Each teacher is in complete charge of his/her own room, and after the teacher has used the methods he/she

deems necessary, it is his/her privilege to send the student(s) to the principal's office.

Referral to the principal may result in a firm warning, loss of privileges, parental contact, in-school suspension, or out-of-school suspension. The principal reserves the right to administer any of the aforementioned disciplinary procedures for more serious classroom or school-related problems. The Platte County Juvenile Office or the local sheriff may be called if the principal deems this necessary for the safety and well being of all students and staff.

Suspension and/or Expulsion

In order to insure the safety of all our students and provide an atmosphere conducive to learning, violations against people and their public health and safety will **not** be tolerated. **Because of the serious nature of the following offences, each will result in in-school suspension, out of school suspension, or expulsion from school. Law enforcement officials/juvenile authorities will also be notified when warranted.**

I. Violations Against Person

- A. Assault—Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.
- B. Fighting—Mutual combat in which other parties have contributed to the conflict verbally or physically.
- C. Verbal Abuse to Staff—Disrespectful language to a staff member.
- D. Physical Harassment—Threatening physical injury or actions meant to imply intent to physically injure another person.
- E. Stealing—Taking, destroying, or using objects that belong to another person without their permission.

II. Violations Against Public Safety and Welfare

- A. Destruction of School Property—Willful destruction of school property by misuse.
- B. Possession of Controlled Substances or Weapons—Anything capable of causing harm such as drugs, alcohol, controlled substances, weapons, knives, laser pens, shop tools and/or replicas are forbidden on school property and will result in suspension or expulsion.

Early Dismissal/School Closing

If inclement weather conditions or an emergency occur during the school day and we need to dismiss early, the school will announce dismissals on local radio and tv stations. If the weather is questionable and there is a possibility of an early dismissal, please feel free to call the school after 11:30 a.m. to see if a decision has been made.

All students and parents should establish a procedure to follow when we dismiss early just as you have done so for after school (home, sitter, neighbor). ANY changes in procedure should be made through parental note or phone call. We will abide by the "Early Dismissal Procedure" form until you let us know different arrangements have been made.

Field Trip Policy

All students attending field trips shall report to school and ride the school bus to the field trip destination. At the conclusion of the field trip, children may leave with their parents/guardian if prior notification has been given to the office. Prior notification shall be in the form of a phone call or personal contact.

We also ask that no preschoolers or siblings attend. Many companies prohibit preschoolers so as to prevent unnecessary disruption in the workplace. In addition, we feel that the field trip is a special day for you and your child.

General School Policies

The purpose of discipline is to protect everyone's right to an education!

1. When passing to and from classes, students are to respect each other as well as the other classes which may be in session.
2. Chewing gum is **not** allowed in the building.
3. Fighting, profanity, harassment, and threats are forbidden and may result in suspension from school.
4. Students are not to run, push, shove, or make excessive noises in the school.
5. Hats must be removed when entering the building.
6. Throwing of objects (paper wads, etc.) or other similar devices are not allowed and may result in suspension.
7. Students are responsible for bringing needed supplies to each classroom.
8. Radios, CD players, toys, etc. are not allowed in school. The school is not responsible for damage/theft.
9. Students are not to bring athletic equipment to school. These items will be furnished by the school.
10. Walkers are not to return to school until after 4:00 p.m.
11. Items brought from home should be clearly marked with the student's name.
12. Anything capable of causing harm such as weapons, knives, laser pens, shop tools, and/or replicas are forbidden on school property.
13. **Respect** teachers, staff members, classmates, visitors, and school property.

North Platte Elementary Grading Scale

95-100	A	73-76	C
90-94	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	below 60	F

Leaving School Premises

No student will be allowed to leave school with **anyone** except parents or guardians, unless the school office has had prior notification from the parent or guardian giving permission, and identification of the person picking up the student.

No child will be allowed to go to **any other location** after school, nor by **any other travel arrangements** unless the school office has received prior notification of other arrangements from the parent or guardian.

Prior notification may be either a written note or a telephone call. This information **should be received by 2:00** on the day the change is to occur.

Lunch/Breakfast Program

Lunch or breakfast charges are discouraged and will be limited to no more than five charges. **After five charges, students must eat breakfast at home and bring a home lunch to school.** Students are encouraged to pay for lunch/breakfast one or two weeks at a time. Prices are \$1.10 for breakfast and \$1.60 for lunch. Adult lunches will cost \$2.10. Extra milk is \$.25

All charges are to be paid before the last day of school in order to receive a report card.

Medication

Please refer to the information prepared by the School Nurse regarding health/medication information and policies.

Privacy Statement

Any equipment owned or maintained by the school may be subject to inspection and/or search by school personnel or designee.

Progress Reports

Generally at the end of the fifth week of each quarter (or when necessary) teachers will send home student progress reports. Parents should review the report(s) with their child, sign the cover sheet, and return it to the teacher the following day. Parents are encouraged to attend scheduled conferences or may request a conference whenever necessary. Please call the school to request a conference when needed.

Visitors

All visitors to the building must report to the office and pick up a "Visitor's" badge before arriving at a classroom door. All personnel will be aware of the badge and will be pleased to help you find a classroom, etc. This procedure is to protect the safety and well being of each student in the school.

*****The school reserves the right to amend this code without prior warning.**

**North Platte Elementary
Electronic Bookshelf
Points/Prizes
2009-2010**

5 points	Kindergarten "Pick-a-Prize".
10 points	Students will add a puzzle piece. Kindergarten earns EB teddy bear.
20 points	Reward from Mrs. Hubble.
25 points	First grade earns "pick-a-Prize".
30 points	Second grade earns "Pick-a-Prize".
35 points	Third grade earns "Pick-a-Prize".
50 points	First grade earns EB t-shirt.
60 points	Second grade earns EB t-shirt.
70 points	Third grade earns EB t-shirt.

Additional points needed for prizes:

100	150	210	280	=	First grade
110	160	220	290	=	Second grade
120	170	230	300	=	Third grade

North Platte Elementary Classwork/Homework Policy

Basic educational skills are acquired through practice. A large percentage of this practice is in the form of classroom and homework assignments. Each student is responsible for his/her own assignments.

After this practice is transformed to knowledge, daily assignments are still necessary and important. Knowledge without performance is nonproductive and of limited value. Not too much of our society is interested in the fact that we can, if we don't.

In addition to acquiring basic educational skills, we believe that acquiring good work habits and learning to accept responsibility is still of value to all students.

All assignments will be made with each student's capabilities in mind; will be reasonable in length and level of difficulty; and will be expected to be completed to the best of the student's ability.

Mrs. Cathy Hubble, Ed.S
Principal, N.P. Elementary

Early assessment of reading skills is critical to students' successes in school. Believing that building a strong academic foundation begins in the early grades, and further believing that early assessment of reading skills is critical to a child's success in school, we have developed/implemented the *North Platte Reading Improvement Plan* for grades K-6 in compliance with NCLB (SB#319).

Kindergarten Level

Teachers will identify, through multiple assessment tools, those students whose readiness levels indicate the need for further reading intervention strategies. Assessment tools include a specialized checklist (on grade card), anecdotal records, classroom performance, and portfolio assessments.

If any child consistently continues to experience reading problems, the school may require our after school reading tutorial and/or summer school reading instruction as a strategy for increasing achievement. Students not participating in either of these programs and not showing significant progress may be retained.

During the second semester each child will be evaluated, and recommendations for summer remediation and grade placement for next year will be determined. A recommendation for retention in kindergarten or placement in Title I will be discussed with parents and administrator(s).

First Grade Level

Students entering first grade whose readiness skills or maturational development are below grade level are placed into our Title I program. Instruction is personalized for a small group of students with an emphasis on the basic skills of reading and writing.

The first grade reading program is a balanced program. Students read from a basal/phonics-supported program. Developmentally appropriate writing activities are incorporated into each level of reading.

Student portfolios contain writing samples, anecdotal reading records, test scores and checklists. Parents will be kept informed of reading progress through conferencing throughout the school year.

If any child is consistently having reading problems, the school may require our after school reading tutorial and/or summer school reading instruction as a strategy for increasing achievement. Students not participating in either of these programs and not showing significant progress may be retained.

Second Grade Level

The student's portfolio will continue to provide valuable information about the child's progress. Classroom reading performance, teacher referral, and other assessments will be utilized throughout the school year. Small group

reading instruction may be offered through the Title I reading program. If any child is consistently having reading problems, the school may require our after school reading tutorial and/or summer school reading instruction as a strategy for increasing achievement. Students not participating in either of these programs and not showing significant progress may be retained.

In the spring, the McGraw Hill Year-End Reading Assessment will be administered. At the end of second grade, students may be recommended for our small group Reading Improvement Program for the third grade year.

New/Transfer Students

New or transfer students may be referred to the Title I reading teacher for screening and/or placement in Title I or our Special Services program.

Parental Involvement

Parents will be kept informed of reading progress throughout the year and will participate in decisions regarding additional reading instruction.

Third Grade Level

The portfolio for the student will be continued. Assessments from spring of second grade year along with teacher observation checklists and classroom performance will be utilized to determine reading progress.

During the third grade, any student who is reading below grade level or is consistently having reading problems may be recommended to attend our Title I small group for additional reading instruction. After school reading tutorial will also be offered two days per week.

Spring MAP testing will be administered. An additional normed test (the Gates MacGinitie Reading Test) will be administered to those students experiencing reading difficulties. Students scoring below the 2.8 reading level will be required to attend summer school reading tutorial program.

Upon completion of summer instruction, a post-test (alternative form of Gates MacGinitie) will be administered to determine reading improvement. If the student scores at or below the 2.8 reading level, the after school reading tutorial program will be required for his/her fourth grade school year. If a student's score is above the 2.8 level, the reading progress of that student will be monitored the following year.

New/Transfer Students

New or transfer students may be referred to the small group Reading Improvement Program teacher for screening and/or placement in Reading Improvement or our Special Services program.

Parental Involvement

Parents will be kept informed of reading progress throughout the year and will participate in decisions regarding additional reading instruction.

North Platte R-I School District Mathematics Improvement Plan Grades K-6

Introduction

Early assessment of mathematics skills is critical to students' successes in school. Believing that building a strong academic foundation begins in the early grades, and further believing that early assessment of mathematics skills is critical to a child's success in school, we have developed the *North Platte Mathematics Improvement Plan* for grades K-6.

Each grade level has determined minimal math objectives that must be mastered by the end of the year. Each child will be given opportunities for remediation. If, however, minimum math skills fail to be mastered by any student, the school district may retain that child.

Kindergarten Level

Mathematics objectives that must be mastered by the end of kindergarten:

- ✓ Recognize, write and rote count numbers to 100.
- ✓ Recognize and identify four basic shapes (circle, rectangle, triangle, square).
- ✓ Conserve numbers to 10.

Identification~

Teachers will identify, through multiple assessment tools, those students whose readiness levels indicate a specialized checklist (on grade card), anecdotal records, classroom performance, and portfolio assessments.

Assessment/Recommendations~

During the second semester each child will be evaluated, and recommendations for summer school and/or placement will be determined.

Parental Involvement~

Teachers will share at-home strategies to improve math skills. Parents will be informed of mathematics progress through various communications throughout the school year and will participate in decisions regarding additional mathematics instruction.

First Grade Level

Mathematics objectives that must be mastered by the end of first grade:

- ✓ Identify and write numbers to 100 and understand the relationship of “greater than” and “less than”.
- ✓ Identify numbers in correct place value up to tens’ place.
- ✓ Identify, memorize and recall addition and subtraction facts through sum/differences to 20.
- ✓ Tell time to the nearest hour and half-hour.
- ✓ Identify and count pennies, nickels, dimes and quarters up to \$1.00.
- ✓ Solve 1-step story problems.
- ✓ Compose and decompose numbers.
- ✓ Recognize and name 8 shapes (circle, triangle, square, rectangle, sphere, rectangular prism, cylinder, and pyramid).

New/Transfer Students~

Students who transfer into North Platte first grade will be screened to determine level of instruction and will be placed accordingly.

Assessment/Recommendations~

Instruction is personalized for a small group of students with an emphasis on the basic skills of mathematics.

Students work in both small flexible group and whole group settings. Student portfolios contain student samples, anecdotal records, test scores, and checklists.

During the second semester each child will be evaluated, and recommendations for summer school and/or placement will be determined. If any child is consistently having problems mastering math skills, that student may be retained in first grade.

Parental Involvement~

Teachers will share at-home strategies to improve math skills. Parents will be informed of mathematics progress through various communications throughout the school year and will participate in decisions regarding additional mathematics instruction.

Second Grade Level

Mathematics objectives that must be mastered by the end of second grade:

- ✓ Identify numbers in correct place value up to the hundreds’ place.
- ✓ Memorize addition/subtraction facts through sums/differences of 20.

- ✓ Demonstrate the appropriate use of tools to measure size, temperature, time, weight, degree, hour and pound. Also, measure linear units to the nearest inch/centimeter.
- ✓ Identify and demonstrate the value of coins up to \$1.00.
- ✓ Recognize trapezoid and rhombus.

Assessment/Recommendations~

The student's portfolio will continue to provide valuable information about the child's progress. Classroom mathematics performance, teacher referral, and other assessments (chapter/unit/mastery tests) will be utilized to determine progress.

If any child is consistently having mathematics problems and has not mastered the above objectives, the school will require summer school mathematics instruction. The child will also be referred for the third grade small-group mathematics classroom.

New/Transfer Students~

New and transfer students will be assessed by the classroom teacher to determine mathematics ability and placement.

Parental Involvement~

Teachers will share at-home strategies to improve math skills. Parents will be informed of mathematics progress through various communications throughout the school year and will participate in decisions regarding additional mathematics instruction.

Third Grade Level

Mathematics objectives that must be mastered by the end of third grade:

- ✓ Rename numerals in two-digit addition/subtraction problems.

- ✓ Identify, memorize, and recall multiplication facts w/products through 144.
- ✓ Identify numbers in correct place value up to the thousands' place.
- ✓ Demonstrate the calculation value (+ and -) of coins up to \$5.00.
- ✓ Determine the perimeter of polygons.
- ✓ Tell time to the nearest 5 minutes.

Assessment/Recommendations~

The portfolio for the student will be continued. Chapter/unit/mastery math tests will be administered to students throughout the school year. Students with mathematics difficulties will be recommended for the third grade small-group mathematics classroom and will require summer school mathematics instruction.

If any child is performing below grade-level expectations and/or has not mastered the required objectives by the end of the year, the school will require North Platte's summer school mathematics instruction.

New/Transfer Students~

New and transfer students will be assessed by the classroom teacher to determine mathematics ability and placement.

Parental Involvement~

Teachers will share at-home strategies to improve math skills. Parents will be informed of mathematics progress through various communications throughout the school year and will participate in decisions regarding additional mathematics instruction.