

# South Elementary Faculty Handbook 2013-2014



**Dear South Faculty,**

**I am very excited to begin the 2013-2014 school year with all of you. There are so many wonderful things happening in this building. South has a history of being a close supportive family and I believe that this is evident to our students. Not only do we guide that academically, but also in the manner in which we conduct ourselves. I look forward to continue moving this building in a positive and academic manner. I expect committees like PLC, CATS, PBIS and Character Ed. to be even better and of course the PTO and WatchD.O.G. Dads programs to flourish. We BELIEVE in them and I BELIEVE each of you will only help make them better.**

**We have several new staff members joining our team this year. Marjorie Kilby will be our new school counselor. Michelle Balls will be teaching Second grade. Jennifer Smallwood will be teaching third grade and Miranda Pherigo will be teaching fourth grade. Susan Dodson will be our new Speech Teacher and Alex Reed will be our new full-time ESL teacher. We would also like to welcome Dayla Talley our new full time Special Ed. Aide. Please make our new South family members feel welcome. The Vision of South Elementary School is to instill positive character traits in our students so they will become both academically and socially productive citizens in society. Let's make this year at South a great one!**

**Proud member of South Elementary,  
Lee Woodward**

**It's a great time to be a  
WILDCAT!**

**South Elementary School  
Faculty and Staff  
2013-2014**

Administration

Superintendent of Schools  
Assistant Superintendent of Finance  
Assistant Superintendent of Curriculum  
Director of Special Services  
Director of Transportation  
Director of Maintenance  
Director of Technology  
Director of Food Service  
Director of Early Childhood Education  
Director of Athletics  
Principal  
Counselor  
Secretary

Mr. Dan Decker  
Mr. Tim Crawley  
Mrs. Glenda Condict  
Mrs. Stacey Tracy  
Mrs. Jacque Faulkner  
Mr. Shawn Dilday  
Mr. Scott Harris  
Mrs. Shelly Johnson  
Ms. Connie Bryant  
Mr. Cory Roy  
Mrs. Lee Woodward  
Mrs. Margerie Kilby  
Mrs. Dawn Speak

South Faculty

Kindergarten

Jennifer Matson  
Chris Mitchell  
Bernadette Stuart

First Grade

Lisa Morris  
Kathy Wyatt

Second Grade

Michelle Balls  
Andrea Doke  
Amy Crane

Third Grade

Chris Brown  
Janet Cantrell  
Jennifer Smallwood

Fourth Grade

Sara Morgan  
Miranda Pherigo

Librarian

Julia Fehring

Library Assistant

Sheila Freund

Special Education

Rosemary Parsons

Reading Recovery

BJ Baum

ESL

Alex Reed

Paraprofessional

Mary Werner  
Wanda Jaimez  
Cathy Guffey  
Dayla Talley

Music

Shelly Langland

Physical Education  
Art

Matt McKee  
Melanie Miller

Computer

Rachael Dunbar

Speech

Brittany Horn  
Susan Dodson

School Nurse

Julie Butler

Custodian

Jason Welch  
Gilberto Martinez

Food Service

Tammy McBryde  
Patty Mahea  
Brenda Amato-Clerk  
Carole McDaniel – Manager

## EDUCATIONAL GOALS

### District and School Missions

**The mission of the Neosho R-5 School District is to inspire high academic achievement and maximize personal potential in all students.**

### South Elementary School Vision Statement

"The Vision of South Elementary School is to instill positive character traits in our students so they will become both academically and socially productive citizens in society."

The faculty and staff of South Elementary School will provide the instruction and encouragement required for our students to develop a strong foundation in the fundamentals of reading, writing and mathematics. We will also provide a basic knowledge and understanding in science, social studies, fine arts, health and physical education.

Our students will demonstrate responsibilities; including, but not limited to, study skills, completion of assignments, following directions, accountabilities for self-behavior and respect for peers and staff – knowing that ultimately they must be accountable to themselves and others for what they will achieve in life.

Our students will become competent verbal and non-verbal communicators. They will learn to express themselves well in speaking, reading, writing, and will be attentive listeners.

Our students will work in an environment of excellence marked by high expectations and persistent striving toward levels of achievement as measured by the Missouri Assessment Program.

Our students will develop positive self-concepts, value their own uniqueness and develop and enhance their capabilities.

## **South Elementary School Schedule 2013-2014**

<b>7:25</b>	School Doors Open
<b>7:45</b>	Office Opens
<b>7:55</b>	Students dismissed to class
<b>7:55</b>	Morning Bell
<b>8:10</b>	Tardy Bell
<b>3:10</b>	Car Riders Dismissed
<b>3:25</b>	Walkers Dismissed
<b>3:25</b>	Bus Riders Dismissed
<b>3:45</b>	Office Closes

### **Lunch Schedule**

Kindergarten	11:10-11:30
First and Second Grade	11:35-11:55
Third and Fourth Grade	11:55-12:15

### **Activities Inside/Outside the Classroom**

Be on time when taking your students to and from special classes. When leaving your classroom for any activity that has not been scheduled, please notify the office. This is necessary in case we need to call a student from your room.

### **After School Program**

Students will be dismissed to the after school program at Bus dismissal time.

### **Arrival and Departure of Students**

Students should arrive at school between 7:20 and 8:15 A.M. Students will be counted tardy after 8:15 a.m. When arriving, students should report to the cafeteria if they are eating breakfast. If they are not eating breakfast they are to report to the cafeteria. At 7:55 they will be released to go to their classroom.

Monday through Thursday parents picking students up may do so in the parent pick-up lane at 3:10. Bus students will leave at 3:25

Every Friday, parent pick up students will be dismissed at 2:20 and bus students will be dismissed at 2:40.

### **Arrival and Departure of Teachers**

**All teachers shall be at school by 7:45 and in the Cafeteria by 7:50 each morning.** Teachers are to remain at school until 3:30, unless prior arrangements have been discussed with the principal. From time to time all of us need to leave early and generally permission to do so will be given if it has been discussed with the principal in advance.

### **Attendance – Record Keeping**

Teachers are responsible for taking attendance each morning on the computer by 8:20 a.m. If a student leaves during the school day he or she should check out through the office. Attendance will be kept on an hourly rate. The office attendance book will be considered the official record.

Students should never be dismissed from the classroom to leave school. If an individual asks for a student at your door direct that person to report to the office. The office will then call the student from your room. This allows for accurate record keeping and also provides for the safety of the students. The office keeps custody papers on students who are or have been a part of a custody hearing.

### **A.V. Equipment**

The teacher may check out A.V. equipment from the library.

### **Books**

All books and reference books should be stamped with the school stamp and the cost of the book before issuing to students. This is the responsibility of the teacher.

If a book is lost or destroyed by a student the office should be notified. The child will be assessed the cost of the book.

All books, including library books, should be accounted for when a child moves from this school. The classroom teacher is to account for all textbooks and should notify the librarian so that she can account for library books.

### **Building Security**

When the teacher leaves for the day he/she should lock both of his/her classroom doors. If the custodian prior to the teacher leaving has secured the building, the teacher should make sure the outside door used to exit the building secures itself as he/she leaves.

Throughout the day all outside doors will remain locked at all times. The exception to this will be the main building entrance to the east and west. Teachers on recess duty will need to carry outside door keys to enter the building after recess.

### **Care of Building**

Care and maintenance of the school building is the obligation of every member of the staff. Teachers should show and express pride in their classrooms. Setting high expectations for the room's appearance and cleanliness can do this. Students should keep individual desks clean and neatly

organized. Books should remain in the desk except for those being used at the time. Books should never be placed on the floor. Student's desks should not become cluttered with trash.

Teachers are responsible for keeping their room colorful and attractive. Student work should be displayed in the room and hallway. Bulletin boards and walls should be used for displays that encourage learning.

Tape should not be used on the walls. Decals are not to be placed on student desks or furniture in the classrooms.

### **Class Schedule**

The principal will develop a weekly schedule for P.E., music, library, computer, recess, and lunch. Each classroom teacher is to then develop a daily classroom schedule that will utilize classroom time to the fullest extent. It is the responsibility of the teacher to turn in a copy of his/her schedule to the principal and have this schedule displayed on the teacher's desk for use by a substitute.

When special classes are cancelled due to long weekends, teacher in-services, school assemblies, parties, etc., teachers will try to reschedule the class before or after the missed day.

### **Classroom Expectations**

Student expectations should be discussed with your students. The expectations are listed below:

The students will:

1. Stay in their seats during instructional activities.
2. Raise their hand for permission to speak.
3. Treat others with kindness and respect.
4. Keep hands, feet, and other objects to themselves.
5. Follow all directions.
6. Respect the property of others.
7. Practice honesty and truthfulness.
8. Complete all assignments.

Documentation is essential for the efficient and effective resolution of discipline problems. Keep anecdotal records of details of any incidents, which may need the attention of parents and/or the principal. Keep parents fully informed when problems concerning their child occur. If a note is sent home with the child it should require a parent signature and be returned to the teacher. Teacher phone calls to parents are preferred to letters.

### **Coffee – Pop**

Coffee and pop may be taken to the classroom by teachers, but are not to be consumed in front of the students. Pop is not to be purchased by students or for students from the school pop machine. The teacher for student rewards may occasionally purchase pop.

Students may consume only clear pop (Sprite, 7-Up, Mt. Dew, etc.) in the classroom.

### **Collaboration**

The district has provided weekly collaboration time for all teachers to be used to work on analyzing data, creating assessments, and discussing strategies and techniques. The time will be from 2:45 until 3:30 each Friday.



**Dress Code**  
**The Neosho R-5 School District Dress Code**

Rationale: The Administrative Council believes that members of the Neosho R-5 School District staff should conduct themselves as professionals. To be respected as professionals within our community, we believe that the way we dress is an important component of our profession and the impression our students and the community have of us.

Standards: School Personnel should be attired each day, at least, to the level of dress casual.

- No jeans of any kind
- No athletic shoes
- No T-shirts
- No wind suits

Examples of dress casual may include:

- Dockers style slacks
- Button-down or golf-style shirts for men
- Dressy short sets/skorts, of appropriate length, for women

Exceptions: Special considerations should be discussed with the building administrator.

- On special building-wide or district-wide activity days, such as field trips, workdays, and special event days, attire appropriate to the activity, is acceptable.
- Staff members should provide a current letter from a physician stating any medical condition requiring special shoes or attire.
- Physical Education teachers
- Nurses (appropriate departmental attire)
- Food Service (appropriate departmental uniform)
- Custodial/Maintenance (appropriate departmental uniform)
- Bus Drivers (appropriate departmental uniform)

**Student Dress Code**

We will follow the student dress code, therefore, if you see a child who is dressed inappropriately, please notify their teacher and/or send them to the office where the office staff will address the situation. The dress code is as follows:

- Shorts and skirts should have a minimum length of mid-thigh.
- Pants or shirts with holes are not acceptable, nor are blouses that show any part of the stomach, chest or back. Summer shirts should have at least a 2” strap and should cover the midriff.

- Students should not wear clothing that is disruptive, suggestive, or objectionable in any way. They should not have writing that is inappropriate for school.

### **Duty Schedule**

It is very important that the school provides adequate supervision and guidance of the students during the time the student is in the care of the school. Special duty assignments will be limited as much as possible, but it is the responsibility of each faculty and staff member to accept special assignments on the playground, bus room, and lunchroom and during extracurricular activities.

It is imperative that any teacher on duty be present for that duty on time, if not a few minutes early.

### **Emergency Drills-Regulation 5240**

#### **Earthquake Drills**

Earthquake drills will be held once per year. Students should take cover under their desk or any other furniture that is strong enough to withstand falling debris. Once the trembling is over, the students should be guided to those areas quickly and orderly. Once the students have reached the shelter area the teacher should call roll to account for all students.

There is no signal for an earthquake since there would be no advance warning. For the purpose of a drill an announcement will be made over the intercom to begin earthquake drill procedures.

#### **IOC Drills**

IOC drill will be held twice a year. Emergency procedures should be followed as outlined according to the emergency procedures guide posted in the classrooms.

#### **Fire Drills**

Fire drills will be held once per quarter. Emergency procedures should be followed as outlined according to the evacuation diagram posted in each room. Evacuation should be completed as quickly and orderly as possible. Once outside each teacher should have a roster and roll should be taken to account for each child. If any student is not accounted for the principal should be advised at once.

The signal for a fire evacuation will be continuous bells with blinking lights in the hallway.

#### **Tornado Drill**

Tornado drills will be held once per quarter. Emergency procedures should be followed as outlined according to the evacuation diagram posted in each room. Evacuation should be completed as quickly and orderly as possible. Once the students are in the designated area, each teacher should have a roster and roll should be taken to account for each child. If any student is not accounted for the principal should be advised at once.

The signal for a tornado evacuation will be continuous short rings.

#### **Faculty Meetings**

Faculty meetings will be held on the 3rd Wednesday of each month.

All faculty members are expected to attend faculty meetings, unless prior arrangements have been made with the principal.

Teachers are responsible for attending all grade level/departmental meetings scheduled by the school district administration.

## **Family Educational Rights and Privacy Act (FERPA) Policy 2400**

Letter concerning parents' rights is sent to parents in first day of school packet. Teachers are required to read the FERPA ACT & indicate their understanding of it by their signature on a form given to them by the principal.

### **Grading**

Each teacher will be obligated to keep a record of the work of all students. Grades should be recorded in the computer and/or grade book. All grade books are to be given to the office at the end of each school year to be kept on file.

The teacher should record a minimum of two grades per week, per subject level, per student.

Any grade that goes in the grade book should be graded by the teacher (not students). Papers graded by students should not be used as recorded grades.

Student grades should not be posted or announced by student or teacher.

At the end of the first four weeks of each quarter, students' grades will be averaged and a report sent home to parents. This report should require the parent's signature and be returned to the teacher.

### **Health Services**

Pupils that are ill or injured should be sent to the health room accompanied by another student or an adult. NO medications are to be given to pupils, including aspirin, by the teacher. All medicine and notes of instructions should be sent to the health office. Do not keep medicine in your room.

### **Homework**

Homework is an extension of the classroom which reinforces learning at home. Homework will be assigned as necessary.

### **Lesson Plans**

It is imperative that each teacher adequately prepare to teach his/her students on a daily basis. Therefore, it is required that every certified instructor prepares and submits a weekly lesson plan to the Building Principal.

### **Letters**

Letters written to parents should be cleared through the principal. Keep a copy on file and a record of when the communication was sent. Keep a record of telephone conversations or other pertinent communications.

### **Lunch Charges**

Students may not charge more than three lunches. After three charges, student will be given an alternative lunch until charges are paid. Faculty lunch charges shall not be allowed to accumulate to a large amount (not more than \$7.50).

### **Lunch and Milk Tickets**

All meals should be paid in advance. Parents need to send money in an envelope with the student's first and last name and the teacher's name. Instruct your child to put money envelopes in the mailboxes in the cafeteria. Teachers will take lunch count electronically by 8:20 each morning.

### **2013-2014 Meal Prices**

	Breakfast		Lunch	
	Full-paid	Reduced	Full-paid	Reduced
Elementary	\$1.25	\$ .30	\$1.85	\$ .40
Middle	\$1.25	\$ .30	\$1.95	\$ .40
Secondary	\$1.25	\$ .30	\$2.15	\$ .40
Adults	\$1.50		\$2.70	
	Milk			
Per ½ Pint	\$ .35			

### **Lunchroom Procedures**

- Students enter the lunchroom without talking.
- The last 5 minutes are designated as a period of no talking while the classes finish their meal.
- Students are expected to follow all lunchroom rules.
- A twenty-minute recess is scheduled before or after the lunch period.
- Teachers of each lunch period may work out a rotation plan that is agreeable to the group.
- Proceed to the cafeteria promptly according to the schedule.
- Discuss and insist on adherence to lunchroom rules.
- Students may return trays and deposit trash when so directed by supervisor.
- Teachers escort their students to lunch and monitor until they are through the lunch serving line.
- In cafeteria, students who are disruptive, uncooperative, etc. may be assigned to another table for the remainder of the lunch period.
- Students who continually exhibit poor behavior may forfeit recess privilege and have parents contacted.
- Supervision for lunch and recess will be provided by the South staff.

### **Mid-Quarter Progress Reports**

Teachers are to send Mid-Quarter Progress Reports for all students. Reports for students with low grades or drastically changed grades should be brought to the attention of the student's parents. Please discuss these situations with the principal.

### **Milk and Snack Breaks**

Snack breaks will be left to the discretion of the teacher in kindergarten and first grade. If teachers elect to have snacks the students are to provide their own food.

### **Weekly Newsletters**

Every week students will bring home newsletters. Teachers will decide procedures for daily/weekly work coming home to parents. A copy of the newsletters should be turned in to the principal each week.

### **Meetings with Principal**

Once a month teachers at each grade level will meet with the principal to discuss various topics. The principal will meet with them at their common planning time which has been provided.

### **Office Discipline**

If a student is to be sent to the office, it is beneficial for the teacher to accompany the child and bring the completed discipline referral form. I prefer to visit with a student who has been sent to the office with the completed paperwork.

### **Permanent Records**

All permanent records will be started in the office. Records may be checked out of the office when necessary. Semester grades should be entered on the cumulative folder as soon as possible following the end of each semester.

At the time of a student drop the records should be completed and brought to the office. This should be done within two days.

### **Permanent Records Check List**

#### Pupil personal record

All available information recorded

Date entered and/or dropped

#### Attendance record

Year

Teacher's name

Grades for each subject (first and second semester)

Days present and absent

Promoted to grade

#### Test information

All test information recorded

#### Special Education

Kindergarten screening student record

Diagnostic summary

Individual education program

Notification of change in placement

Consent for destruction of student records

### **Parties**

School parties are scheduled four times each year. They are fall, Christmas, and Valentine's Day. Arrangements are the responsibility of the PTO and assigned room parents.

### **Playground Guidelines and Procedures**

1. Play in areas designated according to posted schedule or as directed by supervisor.
2. Do not run up the slides.
3. Do not kick balls on the playground in such a manner that would cause them to roll beyond the boundaries of the playground.
4. Do not jump or run through swings or any structures or play equipment on the playground.

5. Do not behave irresponsibly on equipment.
6. Do not run through boxed impact-areas where play equipment is placed.
7. Fighting, profanity, using obscene gestures, arguing, etc., are not allowed.
8. Do not leave the playground without permission.
9. Line up immediately when the whistle is blown.
10. Stand quietly in line.
11. Keep hands and feet to self.
12. At the end of recess, line up immediately at the designated place when the supervisor blows the whistle bell rings.
13. The person with the ball/equipment should hold it and stop play IMMEDIATELY when the end of recess is announced (whistle).

### **Playground Guidelines and Rules**

Due to security concerns, parents are not allowed on the playground during scheduled recess times, however, parents are welcome to eat lunch with their children in the cafeteria.

In an effort to minimize disruptive behavior on the playground, minimal numbers of students will be scheduled at any one time for recess.

The following general rules and guidelines should be followed to promote a peaceful and enjoyable playground:

1. If for some reason you can't make your playground duty assignment, please arrange for another teacher to take your duty or notify the principal.
2. Teachers on playground duty should circulate throughout their assigned area and not visit with other teachers who are on duty at the same time.
3. It is a general rule that students will not go out to recess if the temperature is below 32 degrees. The office will make an announcement when students are not to go out unless it is obvious (raining, very cold, etc.). If the temperature is 100 degrees or more, the students will stay inside. If an announcement has not been made and you have some doubt whether the students should go out, call the office.
4. Each classroom teacher should escort her class to the outside door when the students are going to recess. Each teacher should also meet her class at the outside door when the children re-enter the building from recess.
5. Footballs, baseballs, softballs, and bats are not allowed on the playground. Lightweight plastic bats and wiffle balls are permitted. No wrestling, kickback, karate, or any other aggressive type behavior will be allowed even if it is being done in a playful manner.

### **Protection of Student Rights Policy 1610**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents/guardians of the students.

### **Reading/Math**

Ninety minutes of uninterrupted reading time and sixty minutes of uninterrupted math time is expected each day.

### **Report Cards and Conferences**

Report cards are issued once each quarter and conferences are scheduled anytime a teacher or parent feels a need. All parents are invited by the teacher to attend a conference at the end of the first quarter. Conferences are held at the end of the third quarter with parents whose child is struggling academically and/or behaviorally. Teachers should make an effort to make positive comments on the grade card in the space provided for teacher comment.

Any letter sent to parents regarding a student's grades or discipline should be copied and kept on file by the teacher.

### **Secretary**

The secretary will be in the office from 7:30 a.m. to 4:00 p.m. on all school days.

### **Student Dismissals**

No teacher has the authority to dismiss students from the school grounds. Parents requesting a child should be sent to the office where the child will then be called from the classroom. **Do Not Dismiss A Child Until You Are Notified From The Office.**

### **Substitute Folder**

Each teacher should have a substitute folder on the teacher's desk. Contents of the folder should consist of, but not be limited to the following:

Daily Activities Schedule	Duty Schedule
Recess Schedule	Class Roster
Lunch Schedule	Emergency Procedures
Students with special concerns	

### **Substitute Teachers**

When you need a substitute teacher you will need to call or text (preferred method) the principal as soon as possible. The principal's phone number at home is 417-776-1698 and cell phone number is 417-850-1418. The principal will then call the substitute caller. If you do not reach the principal, you may leave a message at home or on the cell phone. Please call before 9:30 p.m. and/or after 5:30 a.m. Do NOT call and leave a message on the school phone. If you know several days or weeks in advance you will need a substitute teacher, you may notify the principal at school.

### **Teacher Jurisdiction**

All teachers have authority to intervene where our students are concerned on school property. All teachers are responsible for disciplining, giving guidance or providing safety for all the students of this school, not just those in a teacher's homeroom.

### **Telephone Usage**

- Cell phones are to be used responsibly. Personal calls/texting should be made and /or received only on scheduled breaks in order to avoid any interruptions to

classroom instruction or supervisory duties. This also includes Facebook usage/twittering.

- Phone calls can be made from the teacher's workroom telephone.
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### **Use of District Property**

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.

Every employee with access to a district computer is required to read the District Acceptable Use Policy, which states the district requirements for computer use. The employee signature indicates understanding and agreement to follow the policy.

### **Work Orders**

When you need to report a maintenance or technology problem, please put a work order in via School Dude and notify the principal so he can send it on to the technology or maintenance office. Please do not call the maintenance/technology office to report a technology problem.



South School Committees/Representatives

CARE Team	Lee Woodward Marjorie Kilby BJ Baum Rosemary Parsons
PRIDE Representative	Chris Brown
CAT Representatives	Bernadette Stuart-Kindergarten Kathy Wyatt-1 <sup>st</sup> grade Michelle Balls-2 <sup>nd</sup> grade Chris Brown-3 <sup>rd</sup> grade Miranda Pherigo-4 <sup>th</sup> grade
PLC Leadership Team	Lee Woodward Chris Brown Amy Crane Janet Cantrell Mirands Pherigo
PBIS/Character Team	Lee Woodward Marjorie Kilby Andrea Doke Jennifer Matson Sara Morgan
IPI Team	Andrea Doke Amy Crane
Professional Development Representative	Julia Fehring
Safety Committee	Lee Woodward Julie Butler Matt McKee Chris Mitchell Lisa Morris Jennifer Smallwood BJ Baum
School Improvement Committee	Lee Woodward
Social Committee`	Amy Crane BJ Baum. Sheila Freund Kathy Wyatt
Salary Committee	Chris Brown
Insurance Committee	Janet Cantrell