

North Elementary School Procedures



North Elementary School
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(573) 896-8304

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Letter from the Principal

Dear Parents and Students,

Welcome to the new school year. I am so excited to welcome you to North Elementary School. I look forward to getting to know each of you and your families throughout the year.

This handbook has been compiled so that students and parents can become familiar with the organization, rules, and policies of North Elementary School. Please read it carefully so that you may be better informed about the programs and procedures at North School. If your questions are not answered in this handbook, please feel free to call the school. (896-8304) A complete copy of Board Policy can be found under the district link on our website.

At North Elementary, we expect our students to do their best in and out of the classroom and to respect our school, staff members, and fellow classmates. In fact, you will often hear us encouraging all students **“to be safe, respectful, responsible learners.”**

Our staff is committed to the achievement and growth of each student at North School. The instruction provided to your child will be authentic, engaging, and challenging while supporting different learning styles and high levels of learning for ALL students. We will provide a child-centered environment that is safe, positive, and nurturing in which student diversity is embraced and caring, supportive relationships are evident. Our staff will create a supportive environment that promotes collaboration, reflection, and ongoing professional growth.

Our school and families will work together to share the responsibility of educating our students through strong communication and building relationships that promote student success. Education is a shared responsibility, therefore, home/school communication is imperative. Together, we must work as a team to guide your child(ren) toward success! This can be accomplished by communicating with your child's teacher, attending school functions, and assisting your child in understanding the importance of education and cooperation. You are a very valuable component of your child's education. Parents are encouraged to be involved at school. The PTO offers many opportunities to volunteer, and you are encouraged to visit the school at any time.

I encourage you to become involved in your child's educational experience. Together we can make this a very productive and enjoyable year at North Elementary! If there are any questions or concerns regarding this handbook, please do not hesitate to call the office. You may also email me at brandi.fatherley@jcschools.us.

Your help is greatly appreciated!

Brandi Benz, Principal

North Elementary School Hours

7:15 – Buses unload and school opens for students

7:15 – 7:45 – Breakfast in the Classrooms

7:45 – School begins **(All students should arrive to school prior to 7:45.)**

2:45 – School dismissed

Students are not to be dropped off at school before 7:15. There is no supervision available at the school before this time. If a student arrives at school after 7:45 they are considered tardy and a parent must sign them in at the office upon arrival.

Procedures Handbook

Assessments

In order to monitor the progress of all students in meeting the Missouri Learning Standards, a mandate set forth by the Missouri State Board of Education, the district shall implement the components of the Missouri Assessment Program (MAP). The assessment schedule follows:

Mathematics	Grades 3 - 5
Communication Arts	Grades 3 - 5
Science	Grade 5

Periodic reading and math assessments are given at the elementary level throughout the year to monitor progress and inform instruction. Students take the online assessment iReady at several intervals throughout the year.

Attendance and Release from School

The school day for students officially begins at 7:45 a.m. and ends at 2:45 p.m.

Attendance, lunch count, and opening exercises will be completed at 7:45 a.m.

Students are considered tardy at 7:45 a.m. Students arriving after 7:45 a.m. must report directly to the office. The office will make the necessary arrangements to admit the student to class.

In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child between the ages of seven and sixteen years of age is responsible for keeping the child in school regularly. Irregular school attendance is one of the most important causes of low grades, failure, and ultimately dropping out of school.

If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to call the office and leave the message by 9:00 a.m. on the day of the absence. The call may be made during hours before or after regular office hours by calling the school office at 896-8304. If telephoning is not possible, the student is to return to school with a parent/guardian stating the reason for the absence in person or in writing and the days missed from school. If the absence is pre-planned, please contact the school before the absence to make arrangements to get work prepared.

North School is open from 7:15 a.m. - 3:00 p.m. The building will be opened and students may arrive after 7:15 a.m. Supervision does not begin until 7:15 a.m., so for the safety of your child, please do not drop students off before this time.

Upon arrival, students must report directly to their classrooms. All students must remain on school grounds after initial arrival.

All students must depart school grounds within 15 minutes after school is dismissed. Exceptions for this are students involved in activities under the direct supervision of a teacher or sponsor or students participating in Y-Care. Students may not be on school grounds unsupervised at any time.

Students who are tardy or need to leave school early must first report to the office to receive a pass. In no case will a teacher release a student to a parent or relative without having first ascertained whether or not that parent or relative has checked in with the office. Any student arriving late or leaving early must have their parent/guardian come into the office and sign the student in or out of school. If early dismissal is necessary, the office personnel will locate the student and request the student meet the parent/guardian in the office. Students may not leave school grounds before the end of school unless first obtaining permission from the office.

Students will only be released from school during the day through the office. Parents/guardians need to report to the office and sign their children out. The office will then have the student report to the office. Students returning to school must also check in through the office. (Please note that if you must pick your child up early from school for any reason, this must be before 2:30. After 2:30, families are expected to follow the routine dismissal procedures.)

Birthdays

Birthday celebrations are not allowed during the school day and should not impede on the learning during class time. Individually, pre-packaged treats may be provided by parents for use during designated snack time, but classroom learning should not be interrupted by birthday celebrations and parents will not be allowed to interrupt the classroom on these days.

In accordance with the District Board Policy regarding Allergy Prevention and Response (JHCF), the list of ingredients must be made available when the item is provided and therefore, store bought treats are encouraged as the ingredients are listed on the package. Without the list of ingredients we would be unable to serve the snack. Please notify the classroom teacher prior to the child's special day if they are bringing treats. Invitations for birthday parties will not be distributed at school unless the entire class is invited.

Breakfast in the Classroom

Breakfast in the classroom promotes a feeling of community as the students eat a meal together, in their own classrooms, with their own peers, along with their teacher there to join in and be part of this meal time. Secondly, It also promotes a calmer, more relaxed start to our school day, as well as gets students to their classrooms sooner each morning.

Each day, breakfast will be delivered to the classroom prior to the students' arrival. If a child decides to eat breakfast, he will get his breakfast from the cart, and the teacher/child will mark their name on the charge roster. The child will eat breakfast at a designated place in the classroom, along with other students eating, and enjoy the quiet activity the teacher has arranged for the morning. Breakfast will be served from 7:15-7:45 a.m. Each week, the rotation will include two days of hot breakfast, two days of cereal and one day (Mondays) will be a prepackaged item. Everyday, fruit, juice and milk are served alongside the entree. If you wish for your child to not participate in breakfast, just let the teacher know and we will ensure they do not take the breakfast, and instead just get to work on the morning activities in the classroom. If your child qualifies for Free or Reduced meal plans, the price will be Free or Reduced for their breakfast. If you pay full prices, breakfast will be full price.

Cafeteria

Parents are asked to purchase lunch, breakfast, and extra milk in advance, rather than sending lunch money daily. Checks for school lunches should be made payable to North School and can be made for any amount, or payment on lunch accounts can be made online. Each day a student purchases lunch and/or breakfast, the appropriate amount is deducted from the child's account. You will be notified when your child is about to charge a meal. Students may bring their lunch to school and purchase milk in the cafeteria. ALL lunch food will be consumed in the cafeteria. If you have questions regarding the status of your child's lunch account, the online payment program or free/reduced priced lunches, please contact the lunchroom cashier at 896-5392. All financial information is confidential.

Change of Address, Work Place or Phone Number

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address, home phone number or work phone number during the school year.

Class Lists

Each spring, the principal is responsible for compiling class lists for the upcoming year. The placement is done with great care and includes the input of many people at school. In the past parents have made special requests for their child to have a certain teacher. Requests for specific teachers is not recommended, but the principal will consider special circumstances for class placement. These requests can be written at prior to the end of school year, but must be turned in to Mrs. Fatherley, Principal, no later than the last day of school. Requested placements are considered, but not guaranteed. Class placements are sent for those who participate in online registration on a postcard in late June. Other class placements are posted at open house.

Concerns

STUDENT COMPLAINTS AND GRIEVANCES

Ensuring a Positive Learning and Working Environment

Jefferson City Public Schools strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents,

staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

Students, Parents and Public

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action. Pursuant to Board Policy KL, the Board will address the matter in an appropriate and timely manner.

Please refer to Board of Education Policies JFH, AC, and KL.

Drop-off and Dismissal Routine

Morning Drop Off Routine:

1. School begins at 7:45 a.m. Supervision for students is available beginning at 7:15 A.M. outside the front doors. Breakfast will be served in the classrooms beginning at 7:15 A.M. and ending at 7:45 A.M.
2. If you are dropping your child off for school in the morning, cars should pull up to school in the far right hand lane along South Summit Drive and turn into the circle drive. PLEASE DO NOT EXIT YOUR VEHICLE. Pull all the way forward in the circle drive to the black gym doors (to the "N"- see illustration below), even if no one is immediately behind you. With a "Love you! Have a good day! See you after school!" five cars should be unloading at a time if everyone pulls forward and children are ready to go upon arrival. For student safety, please do not form double lines.
3. The circle drive is for drop off only. There should be no parking in the circle drive between 7:00 am and 8:15 am and again between 2:00 and 3:15 pm.

4. Students will be considered tardy if they arrive in the classroom after 7:45 A.M.
5. Turn right at the end of the circle drive, exiting around parked cars in the lot. (See parking lot route below) Please yield to buses parked along the North side of the building that will also be unloading students and exiting the lot.
6. Exit from the lot by turning right onto S. Summit Dr. Left turns are prohibited during dismissal of school.

The circle drive is for drop off and pick up only. Should you want to come in the building, or you've arrived before 7:30 and want to wait with your child, or it's one of THOSE mornings and more time is needed to get organized before getting out of the car, please pull into a parking space and when your child is ready, walk him/her across the parking lot to the sidewalk. This helps keep the traffic congestion down on South Summit Drive.

Afternoon Dismissal Routine:

Daily dismissal begins at 2:45 pm. **ANYONE PICKING UP AT THE END OF THE DAY MUST REMAIN IN THEIR VEHICLES AND FOLLOW THE CAR RIDER**

PROCEDURES BELOW. No one will be permitted inside the building (including the gym or hallways) or in the front circle drive area (including picnic tables) during the time when dismissal is in progress. Please remember that if you must pick up early from school, this must be done before 2:30. After 2:30, we will expect everyone to follow our dismissal routine. This is for the safety of everyone, but especially the students.

1. Hang tag must be displayed on rearview mirror.
2. Take S. Summit Drive to Hillcrest Avenue (next to the fire station).
3. Turn onto East Hillcrest Avenue. Travel approximately 0.1 mile on East Hillcrest Avenue.
4. Turn Left onto Perrey Drive. Continue 0.5 miles on Perrey Drive
5. Turn Right onto S. Summit Drive, staying over in the far right lane.
6. Turn Right into the school circle drive, pulling as far forward as possible.
7. Please do not exit your vehicle or form double lines.
8. Once students have loaded into vehicle, remove hangtag.
9. Turn right at the end of the circle drive, exiting around parked cars in the lot. (See parking lot route below used for dropping off and picking up students.) Please yield to buses parked along the North side of the building that will also be loading students and exiting the lot.
10. Exit from the lot by turning left or right onto S. Summit Dr.

Bus riders will be dismissed from their classrooms to meet their bus parked along the North side of the gym. Walkers will exit the gym and will meet a designated staff person to be escorted across Summit Drive after our buses and cars have cleared the lot.

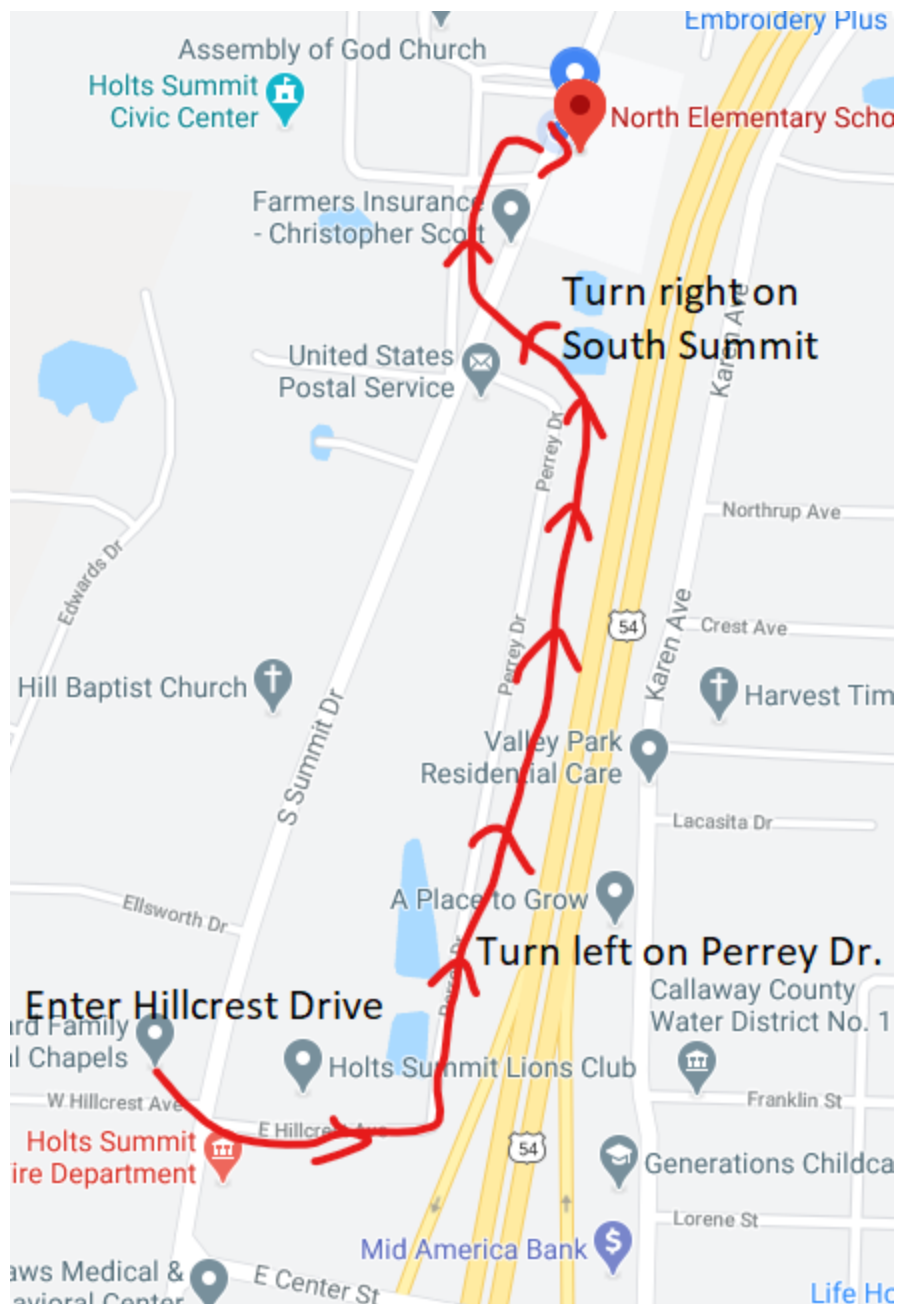
If students need to vary from their daily routine, parents will need to either call the office or send a note. Otherwise, students will be asked to follow their daily routine. Students may not ride a bus other than the one to which they are assigned.

Parking Lot Route (used for both pick-up and drop off)

Remember:

The circle drive is for drop off and pick-up only. Please do not park in the circle drive between 7:00-8:15 AM or between 2:00-3:15 PM.

Arrival and Dismissal Route



Dismissal Procedures- the details

Hang Tags:

1. All families will be given two hang tags when they initially enroll at North School. Hangtags should be stored in glove compartments so that they are not lost. Additional hangtags will be available for \$1 each.

2. Hang tags should be kept from year to year as long as you have a child enrolled at North. Please check your hangtag each fall to ensure the name is easily readable. Please use a black permanent marker to darken names if necessary.
3. Hang tags will need to be displayed in the window in order to pick up students.

Carpooling:

Carpooling is encouraged. If you regularly carpool with other families, hangtags will be issued free of charge with multiple names on them. Requests for carpooling tags can be made at the office during or after open house. Please be aware that you must be on the student's emergency contact list in order to receive a hang tag to pick up another child.

Changes in Transportation:

There are times when situations require that students will leave with another North School family. This is an occasional situation rather than a carpooling situation.

If this happens it is extremely important that you:

- Send a note to school with your child in the morning or call school prior to 2:30. Students leaving with another student will be notified of their transportation change for the day. For example, if George Smith is going home with John Jones' family on Friday night. George Smith will be notified by intercom prior to dismissal so that when we call "Jones" from the hangtag, anyone with permission to go in that particular vehicle will be dismissed.

Thank you for your patience and cooperation – especially at the beginning of the year when we are trying to learn new families and cars. These procedures are for the safety of all of our North School students.

Emergency Procedures and Safe House

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced monthly.

In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, Union Hill Baptist Church.

Students who typically ride the bus home will still be transported home by the bus. All other students may be picked up by parents or guardians or the designated emergency contact person at Union Hill Baptist Church.

Guidance and Counseling

Our counselor, Cecilia Gehlert, serves North Elementary School. Mrs. Gehlert's responsibilities include, but are not limited to, the implementation of the Missouri Model Guidance plan, working with small groups on similar issues, individual counseling, classroom lessons, parent education, etc. Please feel free to contact Mrs. Gehlert if concerns about your child arise.

Inclement Weather

In the event of inclement weather, a district-wide message will be sent from the Board of Education Offices using the phone numbers in our student information system. Your phone will be called to inform you of school cancellation. You can also access the school activities information line at 659-JCPS or by checking local television stations.

Library

The library provides reading and reference materials for students and staff. The librarian is available for assistance in locating and selecting materials, and for providing instruction in use of the library. Students are encouraged to ask for assistance when needed. The Library is open from 7:45 a.m. to 2:45 p.m. daily. Students are welcomed to use and enjoy the library on a regular basis. Books may be checked out for one week and renewed for another week if necessary. Lost or damaged books are the responsibility of the students checking out the book. Weekly library times are scheduled with classrooms for students to come to the library as a class.

Lost and Found

Clothing and other student belongings should be clearly marked with the child's first and last name. Articles found in and around school will be placed in the lost and found, which is located outside of the cafeteria. Small items are turned into the office. Claim may be made by identifying the item by description and name.

Money

To avoid potential problems, please do not send students to school with extra money in their pockets.

Parent-Teacher Conferences and Student-Led Conferences

At the Parent-Teacher Conferences, the teacher will discuss your child's progress in school and learn more about him/her from you. At the Student-led Conference, your child will lead the conference and inform you as to his/her own progress. It is important that you attend both conferences. Your child's teacher will attempt to schedule a time which is convenient for you.

Parking for Special Events

When you arrive at a school event, whether it be during the day or an evening event, please fill the school parking lot first. After that, parking is available in the lot across the street from the school and then the Hibernia Park parking lot next to the school. For the safety of pedestrians, who would be coming to North School, as well as those who would be traveling along South Summit Drive, please fill the school lots first and then fill the lots next to the park.

Pictures of Students and Yearbooks

Orders must be preselected and prepaid. Yearbooks will be ordered in the spring of the year. So that pictures can be included from the end of the year, these yearbooks will be compiled over the summer and will arrive during the early fall of the following year.

P.T.O.

North School has an active P.T.O. We encourage you to attend meetings and participate in P.T.O. activities.

Reading

Teachers will use a variety of materials which incorporate the best of what we know about reading and how children learn to read. You can help at home by reading aloud to your child, listening to your child read to you, and encouraging 15-30 minutes of independent reading every single day!

Recess Policies

Children have scheduled recess times every day. Decisions to have outside recess during cold weather depend upon the temperature, the wind chill factor, and the age of

the children. Generally speaking, if the “feels like” temperature is 20 or higher, we will go outside. Always dress your child for outside recess. Students will have supervised time in the classrooms, gymnasium, or cafeteria on days when bad weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks. The decision as to whether a child is to remain inside or go outside is made by the parent on a daily basis. **Each day a child is to stay inside a note is required by the parent/guardian.** If a student is required to stay inside for an extended period of time, a doctor’s note may be required.

Report Cards

Every effort is made to communicate the progress of your child in regards to his/her academic and social growth. Grade cards have been designed which reflect specific grade level objectives. These will be discussed with you at the first conference time. Report cards are sent home quarterly, and progress reports are sent home to parents in the middle of each quarter at the discretion of the classroom teacher. If you have any questions concerning your child’s grades or progress at any time throughout the year, feel free to visit with his/her teacher. You can also check progress throughout the year using the Infinite Campus Parent Portal Account. Check with the office if you haven’t signed up.

Room Parties

The faculty and staff of North Elementary School recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event. While these events do provide a social learning opportunity, they do impede upon academic learning time. Class parties are scheduled for the last 45 minutes during the day. Times for fall parties and valentine parties are 2:00-2:45 p.m.

We have several parties throughout the school year. These parties include a Fall Party (October), Winter Breakfast (December), and Valentines Party (February). Classroom teachers are responsible for planning all class parties, but may assisted in the planning by teacher designated room parents. Refreshments for class parties should include light snacks and beverages. The class party should include one craft and/or game organized by the teacher or room parent.

At this time, we will not allow visitors or volunteers for parties.

School/Home Communication

We pride ourselves on consistent and frequent communication with each student's parent/guardian concerning his/her progress. Parents form a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their children's progress. Conferencing between parents and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

School Publicity

The North School newsletter, school website, classroom weekly newsletters, notes from the principal, or the district's public information office are ways information is shared with the parents/ guardians and community.

School Song “North School Spirit Song”

Written by Ryan Caldwell

We are the future. We’re singing a special song. Boys and girls at North Elementary School. (repeat one time)

Reading, Writing, solving problems, working together, lending a hand to those who need one. Lifting spirits with smiles and song, we know when others need us. Every where we go we show that we know right from wrong.

We are the future. We’re singing a special song. Boys and girls at North Elementary School. (repeat one time)

School Spirit

COLORS: Royal Blue and White

MASCOT: Mustang

Textbooks

All basic textbooks are loaned to students for their use during the school year.

Textbooks are to be kept clean and handled carefully. Payment will be required for lost or damaged books.

Toys

Toys should not be brought to school due to the financial nature of some items and the potential distraction toys may bring. There are times when a teacher may, as a class reward, permit the bringing of particular items, but these occasions will be communicated with you through classroom newsletters, notes, and/or phone calls.

Visiting School

We usually welcome visitors at North School, but during this year, no visitors will be permitted inside the school building as part of our effort to keep our students and staff safe.

Withdrawals and Transfers

Parents who plan to move from the community or transfer their children to another Jefferson City school should notify the office at least a day before the withdrawal. This allows time for the school to properly complete the Transfer Form which is taken to the new school, and to check that all books and materials are returned to school.

Disclaimer: To the extent this handbook conflicts with Board policy, the Board policy prevails.