

Dewey Elementary School

905 Dickinson
Chillicothe, MO 64601
646-4255
Fax 646-0801
Pamela Brobst, Principal
Susan Norris, Counselor

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.

DEWEY SCHOOL MISSION AND GOAL STATEMENT

We recognize that every student that attends Dewey School is a unique and special individual. 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 and goal by:

- A) Setting standards of basic instructional skills required of all students
- B) Maintaining high expectations for students and ourselves
- C) Striving to determine the most efficient teaching and instructional methods for every student
- D) Keeping open a line of communication between school and the home
- E) Continuing to seek new ways to improve the educational program at Dewey School

Our emphasis will always be on student success.

STATEMENT OF NON-DISCRIMINATION

The Chillicothe R-II School District does not discriminate on the basis of race, color, national origin, sex or handicap in admission or access to, or treatment of employment in its programs and activities.

Inquiries concerning the application of the school district's policy or non-discrimination should be directed to Mr. Dale Wallace, Superintendent, Park Center, telephone 660-646-4566.

WE CARE ABOUT YOUR CHILD

THE IMPORTANCE OF READING ALOUD TO CHILDREN

Why read aloud? To reassure, to entertain, to inform or explain, to arouse curiosity, and to inspire. Reading takes you anywhere you want to go... Reading is the key to success

1. It helps the child make sense of his world. It helps the child better understand casual relationships.
2. Books can take them around the world. They can visit places they've never seen. Their experiences become doubled.
3. Vocabulary development and listening comprehension are increased. With everyone being so busy there seems to be lack of discussions at home anymore. Listening vocabulary becomes a "storehouse" from which children retrieve words when they read.
4. It creates a positive attitude toward reading and learning. "Magic of reading"
5. Books can stimulate language development in infants. Brain research shows that reading to infants actually helps the brain grow.
6. Reading aloud helps children become familiar with story language and helps establish the reading and writing connection.
7. Reading aloud can help create, nourish and expand a child's imagination, curiosity, and creativity.
8. Family relationships become stronger when parents read to children. It shows they value reading. In a world of high-tech, e-mail, electronics, and cyberspace, it's easy to forget about the importance of human contact.
9. Reading to children helps them hear what good reading sounds like. They can carry that sound in their ear as they learn to read themselves. It provides good role models.
10. Reading aloud to children and talking about values in books helps children learn right from wrong.

Jim Trelease says literature "educates" the heart. He means that empathy, moral values, love, justice, and compassion can be taught in stories. Anonymous, "The love of literature is caught, not taught."

The Responsibilities of Parents as Prime Educators

The primary responsibility for the education of children belongs to the parents. Though shared with the school, the parents' responsibility remains paramount.

Children tend to emulate their parents. The greatest single factor in building a child's intellectual, emotional, and moral attitudes is the example parents provide in the home.

Some examples of the parent's responsibilities are:

1. To provide a diet and balance of sleep and exercise.
2. To provide areas for home study and to encourage completion of assignments.
3. To encourage the development of your child's individual talents and interests.
4. To keep the school informed as to special needs of your child and to read all communications sent home from school, and respond when appropriate.
5. To attend meetings, conferences, and request additional times as needed.
6. To make sure the child attends school regularly and arrives at school on time.

Homework

Homework, if used effectively, can benefit students and teachers in many ways. Homework can reinforce new skills, teach responsibility, and involve parents in the learning process. In addition, it gives parents some special time with their child. Homework is expected of all students, but should last no more than 30 minutes. Because many families attend church activities on Wednesday evening, we will try to keep that evening homework-free.

Check-In/Visitors

If you would like to visit a classroom, please contact the teacher previous to the visit to set up a time. When you arrive, check in at the office, sign in and get a "visitor's tag". To provide safety, the exit/entrance doors by Polk Street will be locked at 8:30 a.m. each day.

School Hours

The school day is from 8:05 a.m. until 2:59 p.m. The first bus students will be dismissed at 2:59 p.m. At 3:00, parents in the lobby may pick up their child in the classroom. The bell for the 2nd bus students rings at 3:07. Walkers will be dismissed by bell at 3:10. Those students who walk will need to cross the street only at the crosswalks. Volunteers will be on hand to assist those students and to insure safety. (If you are interested in volunteering, please let us know.) Parents will need to pick up and drop off students on the east side of Dickinson Street so students do not have to go across traffic. According to a city ordinance, it is illegal to drop off, pick up, or park on the west side of Dickinson Street during school hours. This is to avoid traffic congestion on Dickinson and more importantly to keep students from crossing traffic.

Please post your school calendar and pay close attention to early out days and days that school is not in session.

****NOTE:** If at all possible, students who walk to school or are brought by their parents should not arrive at school before 7:45 a.m. unless they need to come early for breakfast. Otherwise, they have too long a wait before school begins.

Attendance

Parents have the responsibility for seeing that their child attends school on a regular basis. Please avoid unnecessary absences and tardiness for your child. When a child reaches 5 days of absences per quarter, or the accumulation of 8 days, the parents will be notified. If further absences are due to a medical condition, a doctor's excuse may be required. If a student has excessive absences, the proper authorities and the school resource officer will be contacted. Students whose absences per semester exceed 15 days will be referred to the Livingston County Prosecuting Office and the Livingston County Juvenile Office. Therefore, we ask that you inform the school by note or call the school office, as to the reason for your child's absence. After 5 tardies and 10 tardies, the principal will contact the parent with a tardy letter; 10 tardies will be addressed by the school resource officer. After 12 tardies, Division of Family Services will be contacted.

If your child does not arrive at school by 8:50 a.m., and you have not called us to tell us your child is ill or for some reason will not attend school, someone from the school will be contacting you. We realize that a parent could send a child to school at 8:05 a.m. and if something happened on the way, may not know it until late in the day. By developing this policy, everyone is informed and knows what to do.

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. Shoes appropriate for safety and comfort should be worn.

Change of Address or Route

****The school should always have an up-to-date home address, home phone number and emergency numbers on file. Please keep the school informed of changes.**

Every teacher is required to send a student home by way of the student's regular route each day, unless you have sent a note or called the school with a change. *We do ask that you not wait until the end of the day, if it can be avoided, to contact the school. Friends or relatives of a student or his family will not be allowed to take a student home or out of school without permission from the child's parents or legal guardian.

Parents wishing to pick their child up from school early must report to the office and sign your child out. They will be counted absent for the time missed. Students arriving late (after

8:05 a.m.) must report to the office before going to the classroom. Students arriving after 8:05 a.m. will be considered tardy.

Dismissal Procedures

We ask both kindergarten and first grade parents to wait in the main lobby on the 1st floor to pick up their children. This is for safety reasons. It allows teachers to get students where they need to be at the end of the day without too much congestion in the hallways. Thanks.

We ask both kindergarten and first grade parents to wait in the lobby on the 1st floor to pick up their children. At 3:00 you will be allowed to go to the child's classroom. At 3:10 the remaining "walkers" will be dismissed to parents waiting in vehicles. This is for safety reasons. It allows teachers to get students where they need to be at the end of the day without too much congestion in the hallways.

Procedure:

- 2:59 – 1st bus students picked up by special teachers
- 3:00 – Parents in lobby may pick up child in classroom
- 3:07 – Bell rings for 2nd bus
- 3:10 – Bell for walkers

Bus Zone

Buses load and unload students on the north side of the school (Polk St.) We prefer that parents in cars load and unload their child on Dickinson Street. If you find it necessary to unload your child on Polk St., do not leave your car unattended. If you notice a bus pulling up, please pull your car as far east as you can so the buses aren't impeded.

Communication

Our goal is to have an open line of communication between the school and home. This can be accomplished in several different ways. Notes or letters sent home by teachers or school personnel should be read by parents and if a response is requested, parents are asked to do so as soon as possible. If you need to talk with your child's teacher, another staff member, or the principal, please call and if that individual is unavailable, leave your name and number and your call will be returned.

- Appointments are most appreciated unless immediate attention to a concern is needed.
- We encourage you to come visit your child's classroom. Please notify the teacher and set up a time or a day.
- Throughout the year the school will have open-houses, book fairs, and group meetings. Come and learn more about your child's school.

Conferences and Reports

Formal parent-teacher conferences will be held at or near the end of the first quarter. Report cards will be held for those who do not attend parent-teacher conferences.

Report cards will be sent home at the end of the second, third, and fourth quarters. Informal reports and informal conferences will be sent or held as needed. If, at any time, you feel that there is a need for a teacher-conference, send a note or call your child's teacher.

Daily Schedules

- K & 1st grade Breakfast - 7:35 a.m. - 8:00 a.m. (starts second day of school)
- Kindergarten lunch - 10:50 a.m. - 11:17 a.m.
- 1st grade lunch - 11:40 a.m. - 12:05 a.m.
- Kindergarten recess - 11:20 a.m. - 11:45 a.m. and 1:40 p.m. - 1:55 p.m.
- 1st grade recess - 12:05 p.m. - 12:25 p.m. and 2:05 p.m. - 2:20 p.m.

Music and PE

Students will have 30 minutes of either PE or Music EVERY DAY.

Classroom Rules

To be set by each individual teacher.

- No balls, toys or electronic equipment should be brought from home unless specifically for show & tell.
- No set rules and consequences are perfect, exceptions occur but the staff will work to make our school a safe, orderly, positive climate with an emphasis on students and high expectations.
- The BIST (Behavior Intervention Support Team) model is used for discipline.
- Placement Continuum will be followed: 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.

Inclement Weather (Snow Day) and School Cancellation

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 KT*TN 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.

Insurance

Parents may purchase accident insurance for either school-time or full time coverage. Envelopes and forms will be sent home at the beginning of the school year or are available through the school office.

Lunch and Breakfast

Breakfast will be served daily from 7:35-8:00 a.m. Student prices will be \$.75 regular, \$.30 reduced and free.

Class A School student lunches are served daily at a cost of \$1.35 per meal, \$.40 per day for reduced. Extra milk is \$.30. Adult lunches are \$2.00. The menu will be published in the local newspaper and given by KCHI. Please do not send, or bring, soda pop or glass containers in your child's sack lunch.

Money for lunch and/or breakfast can be sent weekly, monthly, etc. Please put the money in an envelope, labeled with the amount, your child's name, and teacher. These are collected and entered into the computer. Each child has a computerized lunch ticket that is scanned daily.

Parties

Three parties will be held during the school year for the following holidays: Fall Celebration, Winter Celebration, and Valentine's Day. A student will not be required to participate if religious or moral convictions would intercede. Please let the teacher know so alternative options can be arranged.

We request no balloons, candies, or flowers be delivered to your student here at school. Students are not allowed to have these items in the classroom nor on the school bus. If items are delivered to your student here at school, they will not receive them until the end of the day, and you will be responsible for making sure they are transported home or they will be held in the office until a parent can pick them up. Thank you in advance for your understanding regarding this matter.

*As recommended by the Health Department, in order to prevent the spread of germs and disease, all treats sent to school at the elementary level need to be purchased rather than homemade. This policy is to provide the best protection for all students.

Unless the whole class is invited to a birthday party parents are asked not to bring invitations to school. If you need your child's class list, please let the teacher know.

Your child needs to attend at least one-half day of school to be eligible to participate in holiday parties or programs.

Volunteer Programs

Dewey School does have a parent or grandparent volunteer program for parents who are interested in donating some of their time each week. Sign-up sheets will be sent home early in the school year with additional information. Teachers will also need room mothers. Please let the teacher know if you are willing to help.

BEHAVIOR PLAN

Assault Plan for Dewey School

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 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

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

Trying to seriously injure another student may result in immediate suspension from school.

When a child assaults another child (kicking, hitting, biting,...) and there was no serious injury, 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 and sends to parent
- Child will lose recess and spend it in Recovery Room

2nd Assault

- Principal telephones parent
- Detention after school until 3:45
- Child will lose recess and spend it in Recovery Room

3rd Assault

- Child given ½ day ISS to be served in 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

- Resource Officer 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 be completed
- Re-entry conference with parent and counselor, student, principal, and the BMP teacher
- Placement in Behavior Management Program

BULLYING

Repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups of students. Bullying includes but is not limited to: physical violence, verbal taunts, name calling, and put-downs, threats, extortion or theft, damaging property, and exclusion from peer group. Principal will contact parent at each offense.

- 1st Offense: Principal/student conference
- 2nd Offense: Detention, in-school suspension, or 1-10 days out of school suspension.

Subsequent Offense: 1-180 days out of school suspension or expulsion.

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 the principal
- Principal telephones parent
- Child given ½ day ISS to be served in Recovery Room. Fill out think sheet

4th Offense

- Child sent to the principal
- Principal telephones parent
- Child will be suspended from school for one day, to be served in the Recovery Room.

- Resource Officer talks to parent and child
- Placement in the Behavior Management Program discussed

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 in detention

3rd Offense

- Child given ½ day ISS, to be served in Recovery Room
- Principal telephones parent

4th Offense

- The child will be suspended from school for one day to be served in the Recovery Room
- Principal telephones parent
- Resource Officer talks to parent and child
- Placement in Behavior Management Program

5th Assault

- The child will be suspended 1-3 days with work sent home to be completed
- Re-entry conference with parent and counselor, student, principal, and BMP teacher.
- Placement in Behavior Management Program

RULES FOR SCHOOL

School Rules:

1. Students must walk in the hallways and classrooms.
2. Students must follow directions.
3. No students by his or her actions shall endanger himself or the welfare of another.
4. No fighting or malicious teasing of other students.
5. Students must show respect for themselves, other students, and authority.

Consequences:

- Minor infractions will be dealt with in the classroom. A note or phone call home will take place for repeated infractions.
- If a child continues to misbehave, he/she will be sent to the Principal's office (reprimand, ISS, Letter Home, depending on offense).
- If a student is detained in ISS (In School Suspension) for more than 2 entire days in a semester, a conference, consisting of parents, the teacher, and principal will be held. Failure to comply will result in suspension of the student. Failure to show improved behavior will result in expulsion.
- If a child causes trouble in the ISS room, parents will be contacted to pick up their child. The student will have ISS again on the following day.
- If a student is placed in ISS (In-School-Suspension) for 2 days, within one semester period, OSS (Out-of-School Suspension) will be...

Lunchroom Rules:

1. Students must follow directions.
2. Students must use good table manners.
3. Students must talk softly.

Recess Rules:

1. Follow directions.
2. No students by his or her actions shall endanger the welfare of another.
3. Students will stand by the wall for 5 minutes for first infraction, 10 minutes for second, and sent to the office for the third.

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 a 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:

The school will administer medication only after we have a medication authorization form completed by both the parent and physician. The form will be effective for the entire school year unless the medication or dosage changes. All medication must come to school in the current prescription bottle. Please send only a 30-day supply at one time.

NON-PRESCRIPTION MEDICATION:

Children's Tylenol/Motrin will be supplied by the school and dispensed as needed for minor pains and fever. This is the ONLY oral over-the-counter medication that will be dispensed without a doctor's written order.

Questions regarding the Medication Policy may be directed to the school nurse or principal. Your cooperation, as a parent, is greatly appreciated.

HEAD LICE

Head lice is a recurring health problem. To prevent further spread in the school, this condition should be treated at once. The Chillicothe R II School district enforces a NIT-FREE POLICY. This means that children are sent home with not only live head lice, but if there are any signs of infestation including nits (eggs). The school will send specific instructions with the student, which must be followed before re-admittance of the student is allowed.

A PARENT OR ADULT MUST ACCOMPANY YOUR CHILD TO THE NURSE'S OFFICE FOR A RECHECK PRIOR TO BEING ADMITTED BACK INTO SCHOOL. IF AT THAT TIME THE CHILD CONTINUES TO HAVE SIGNS OF INFESTATION IN THE HAIR, SHE/HE WILL BE SENT HOME.

Parents are advised to contact the school if they find head lice on their child. All information will be handled in strict confidence. Thank you for your cooperation. This procedure should save time for parents, school personnel, and save lost classroom time for our students.

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 three days, we will require a medical excuse from your doctor.

If the temperature or wind-chill is below 20 degrees, students will remain inside for recess.

VISION EXAMINATION AND SENATE BILL 16

Effective July 1, 2008

EXAMINATION REQUIREMENT

Beginning July 1, 2008, children who are first time enrolling in kindergarten or first grade in a Missouri public school shall have a comprehensive vision examination completed by an optometrist or physician.

Evidence of the vision examination must be submitted to the school no later than January 1, 2009, or January 1st of the first year the student is enrolled. A child may be excused from the examination if the parent or legal guardian completes a written request form for the school district.

The Department of Health and Senior Services will provide a list of sources to which children who need exams, or have been found to be in need of further examination, may be referred for free or reduced-cost treatment. Please check with your doctor if the student is a qualified Medicaid recipient.

SCREENING REQUIREMENT

Beginning July 1, 2008, all public schools are required to conduct eye screening exams for each student prior to completion of the first grade and again before the completion of the third grade.

When a student fails an eye screening, the school district shall notify the parent or guardian of the results and propose that the student receive a complete eye examination from an optometrist or physician. Parents must acknowledge receipt of a failed screening notice and return that notice to the school with information regarding the child's receipt of a vision examination and the results of that examination. This notice will be maintained by the district in the student's records and forward a copy to the Department of Health and Senior

Services as required by Board of Education policy. All screening and follow-up information shall be documented in the student's health records.

A child may be excused from the screening if the parent or legal guardian completes a written request form for the school district.

IN SUMMARY...

Every student attending Dewey School is expected to learn and to do his/her best. The staff is committed to helping each student achieve to his/her highest potential. To accomplish this goal, it is most important that as parents you be involved. Whenever a concern or question arises, find out the facts, call the school, and make an appointment with the teacher or principal. Please see to it that your child completes homework assignments, review with your child his/her daily work, take time to listen, and most of all become active partners with the school in the education of your child.