

SOUTHWEST ELEMENTARY



PARENT/STUDENT HANDBOOK

2020-2021

Due to the current COVID-19 situation, policies and procedures outlined in this handbook may change rapidly based on guidance from the CDC or public health authorities. The district will communicate any changes to families via our normal channels of communication. Changes may occur in regards to attendance requirements, exclusion from school, visitors to campus, nursing services, etc. If you have questions about any current or changed policy or procedures, please contact your building office or the district administrative office. Thank you for your patience and flexibility during these unprecedented times.

FROM THE PRINCIPAL

Welcome to Southwest Elementary School. We are very pleased and excited to have you and your child as part of our school family. A great year of educational experience is just ahead for all of us. It is our belief that a good education is the greatest asset life has to offer. Therefore, we have put a great deal of effort into the necessary preparations for the 2020-2021 school year.

Southwest Elementary is the primary unit of the Dexter School system, and a Title-Wide School. We are dedicated to providing the best possible education for each and every child in the pre-kindergarten through grade two programs. Our goal is to take each child and provide them with instruction at their present educational level, while assisting them with learning how to adjust to different opportunities. At the same time, we provide them with an environment in which they can enjoy the daily interaction with their classmates and teachers, while learning to read, write, and do basic mathematics. We strive to develop within them a desire to seek more information, and at the same time, enjoy the total experience of school. We use several programs to help us accomplish these goals.

The year ahead will be a busy one, filled with many educational opportunities for your child. We ask that you join with us in an educational partnership designed with your child's academic needs in mind. We encourage you to get acquainted with your child's teacher as soon as possible, and maintain frequent communication with them throughout the year. Good communication makes both the parent's and the teacher's job much easier. Should you need a conference or just desire information, please call us at 614-1015 ext. 1201.

Respectfully,

Jacinda Dewitt, Principal
Felicia Powers, Assistant Principal
Southwest Elementary School

CONTENTS

Title	Page
From the Principal	1
Administration, Board of Education	2
Southwest Elementary Staff	3-5
Visitors, Safety	6
Playground Rules	7
Bus Rules, Discipline, Corporal Punishment, Parent-Principal Conf Enrollment Procedures, Attendance, Absences	8-10
Tardies, Homework	11-12
Grade Reporting, Information Services	
Grade Scale	
Student Transportation, Student Arrival Time & Pick Up Information	13
Release, Phone Calls, Daily Schedule	14
Check Out Procedure, Care of School, Flower/Gift Deliveries, Toys/Gum	15
Programs Offered at Southwest	16
Programs cont'd - RTI- SWPBS	16
Textbook Selection, ENCORE	17
Intellectually Deficient Program, Speech, Title Services	18
Specific Learning Disability, ECSE, Guidance	19
Library, Computer Technology, Accelerated Reader	20
Health, Immunization Requirements	
Sick Children, Medicine, Doctor's Excuse, Communicable Diseases	21-24
Head Lice	
Insurance, Pictures, Lost and Found, Volunteers	25
School Parties, Birthdays	26
PTO, Cafeteria	27
Free/Reduced Meals, Classroom Request, Student Files	28
Cold Weather Dress, School Closing, School Messenger, Security Cameras	29
Directory Information, Professional Requirements	30
School Supply List	
School Calendar	

ADMINISTRATION

Superintendent of Schools	Mrs. Amy James
Asst. Superintendent,	Mr. Gavin Miller
Special Services Director	Mrs. Jess Lambert
Southwest Elementary School Principal	Mrs. Jacinda Dewitt
Southwest Elementary Assistant Principal	Mrs. Felicia Powers

BOARD OF EDUCATION

The Dexter R-XI Public Schools are governed by a seven-member Board of Education. They are elected for three year terms in an annual school election that is held on the first Tuesday of April each year.

President.....	Mr. Jim Reiker
Vice-President.....	Mr. Ben Worley
Member.....	Mr. Rick Williams
Member.....	Mrs. Nancy Mayer
Member.....	Mr. Ronald Glaus
Member.....	Mr. Herman Morse
Member.....	Mrs. Saren Demaree

Title IX Coordinator - Superintendent of Schools
Compliance Officer - Director of Special Services

SOUTHWEST ELEMENTARY STAFF MEMBERS

Office Staff

Preschool Secretary...	Tonya Cato
Secretary.....	Allison Sneed
Nurse.....	Lynn Averett, RN
CNA.....	Angie Seabaugh
Building Aide.....	Lacy Wood
Instructional Coach	Kimmy Moore

Preschool Teachers and ECSE

April DeBerry
Kim Williams
Katrina Prance
Jenni Rinehart
Brenda Mason
Jessica McFarlen

Kindergarten Teachers

Jaclyn Ward
Kaci Cooper
Tammy Tanner
Brittney Clark
Evie Fortner
Leah Cecil
Whitney Horton
Chasity McLaughlin
Macey Cooper

First Grade Teachers

April Boyer
Crystal Earnheart
Lauren Howard
Elizabeth Reaves
Courtney Potts
Kalin Ridings
Heather Ryan
Kristi Twaddell

Second Grade Teachers:.....
 Jordan Boyer
 Willa Fees
 Andrea Galloway
 Melanie Keena
 Mauri Kennedy
 Shelly Leonard
 Rebekah Massey
 Jessica Lesley

Special Services.....
 Jana Flannigan
 Kerri Kruse
 Karrie Shands
 Alicia Rasmussen

Special Services Aides
 Kelly Nation, Aide
 Casie Layton, Aide
 Hannah Hale, Aide
 Angela Horad, Aide
 Jennifer Hankins, Aide
 Megan Crosby, Aide
 Stephanie Ordway, Aide

District Translator.....Ahtziri Bittaye, Aide

Early Childhood Special Education.....Bonnie Clark, Aide
 Natalie Midgett, Aide

Preschool Aides.....
 Stephanie Grainger, Aide
 Rebekah McGhee, Aide
 Tori Sayre,

Aide
 Phyllis Daniel, Aide
 Lauren Brown, Aide

Title

Resource Teachers.....
Kindergarten, April Aldridge
First Grade, Angela Pope
First Grade, Carrie Haynes
Second Grade, Cindy Justice
Second Grade, Crystal Kelley
Kindergarten, Bailey Christian
Title Aide, Samantha Henson
Title Aide, Heather Tice

Guidance Counselor.....Starla Pulley

District Psychological Examiner..... Geren Long
Stacy Roe-Goode

Art.....Kristina Banken

MusicAmber Duley

Physical Education..... Cody Boyer

Computer Lab Teacher.....Haley Orf

Library & Audio Visual Services.....Camie Richard

Library Aide.....Rebecca Parsons

Speech..... Sarah Jarrell
Peggy Potts

Cooks.....Kim Settles
Michelle Ash
Gleceria Foster

VISITORS CHECK IN AT OFFICE/USE FRONT ENTRANCE

Upon arrival, we ask that all visitors check in at the school office before proceeding anywhere in the building. Visitors should sign in and they will be given a clip-on visitor's pass to display while they are in the building. We ask for your cooperation regarding this policy.

BUZZER SYSTEM

Buzzer systems have been added to the entrances of all the school building of the Dexter School District.

EVERYONE must buzz in the building. Please do not enter the building when someone else has already buzzed in or is leaving. When you come to Southwest, the doors will be locked after 8:15 am. Please push the buzzer and speak to the secretary regarding your purpose for entering the building. This increased security measure is to ensure that our students and staff are in a safe environment at all times throughout the day. If your child is LATE to school you must buzz them in the building and sign them in the office. PLEASE do not drop off.

SAFETY

Safety is of primary concern with the large number of young children that attend Southwest Elementary. Safety is stressed by the teachers within the classroom and building wide. All of the rules regarding behavior for student conduct in the school building, on the playground, on school buses, as well as when students enter or leave the school grounds, are based on the safety of the child. Student violation of school rules may result in the loss of certain student privileges, corporal punishment for those violations which occur

after the student has been warned, or for those violations which could result in an injury to another person, in-school suspension, and/or suspension from school for a period of one to ten days. Due to safety issues, flip-flops and high-heeled shoes are not allowed on the playground equipment.

PLAYGROUND RULES

1. Rough play such as shoving, pushing, kicking, wrestling, or fighting will not be permitted.
2. Abusive remarks will not be tolerated.
3. Students will not be permitted to throw rocks or sticks. This rule includes any object thrown with
the intention of hurting another person.
4. Pushing another person on the swings will not be permitted. Do not stand, twist, or flip in the
swings. Do not jump from a swing while it is swinging.
5. During recess time, do not play near the building windows or doors.
6. During recess time, do not enter the building without permission from teacher, except in the event
of an emergency.
7. Items such as baseballs, or other hard and dangerous objects, will not be permitted on the
playground. Dangerous and harmful items, such as knives, will be taken away by the
teacher and
turned into the principal. Parents may claim these items in the office.
8. Students will not be permitted to retrieve a ball that goes beyond the designated playground
play
areas. Students are to inform the duty teacher of this situation immediately.
9. Students are to stay out of any muddy areas when these conditions develop.
10. When on the climbing bars, a student will not be permitted to stand up on top or jump from the
bars. Students will not be permitted to play tag or other such games near the bars.
11. Do not run when leaving or entering the building.
12. First graders are not to play or run on the sidewalk by the north circle drive. When in this
area,
be on the lookout for driveway traffic at all times.
13. Don't be a tattletale. However, we do encourage students to inform a teacher if someone is
harming them.
14. NO FOOTBALLS whatsoever are allowed on Southwest Elementary campus.
- 15, NO Heely tennis shoes.
16. Play safe and fair!!!! Have fun!!

BUS RULES

1. Cooperate with the bus driver at all times.
2. Keep hands and feet inside the bus.
3. Use polite language and quiet voices.
4. Place trash in the designated trash can when entering or leaving the bus.
5. Misconduct on the bus will be reported to the building principal and will result in disciplinary action in the following manner.

1st offense- Warning

2nd offense- Loss of recess

3rd offense- Loss of special class (Art, Music, PE)

4th offense – Suspension for 3 days – off the bus

5th offense and beyond- Increase in the length of suspension and possible loss of bus privileges for the remainder of the year, accompanied by a parent conference.

DISCIPLINE

Our goal is to guide each student toward developing desirable character traits that ultimately will allow each child to exercise the ideal type of discipline, self-discipline. We strive to see that every child is treated with fairness and has been given an equal opportunity in work and play. We will not, however, permit any child to disrupt school in such a manner that the educational opportunities of other children are affected. Please refer to your copy of the Dexter Public School **DISCIPLINE POLICY** book for more information. Each family will be given a copy at the time of registration.

CORPORAL PUNISHMENT

The Dexter R-XI School Board has authorized the faculty to use corporal punishment (paddling) when needed. It is our belief that corporal punishment should be used only as a last resort, and that other means of corrective action will have been exhausted before resorting to paddling. However, we feel that it is essential that this option remain a prerogative of the school, i.e., the teacher and/or principal. Parents will be notified of any corporal punishment, but this notification is not required prior to the punishment. In some cases, a note, letter, or telephone call will give parents some warning of the possibility of impending punishment for a continued misbehavior. Some situations may warrant immediate discipline due to the problem itself, but all students will be treated fairly. The alternative to corporal punishment is suspension from school for a designated number of days as determined by the problem itself.

PARENT-PRINCIPAL CONFERENCES

If at any time you feel that a conference is necessary with the principal, please don't hesitate to call. One of the problems in any school district can be the lack of good communication between parents, teachers, and the principal. The only way to find out something is to ask. All school personnel will be happy to assist you in any way they can.

ENROLLMENT PROCEDURES

An enrollment day for all students will be held August 13, 2019, just prior to the start of school each year. This day will be announced in the local paper and on the radio, or you may call 614-1015 for this information. During this enrollment, student school pictures will be taken and students will find out their teacher assignment. Such information as the child's address, transportation, baby-sitter, immunization records, and emergency information will be updated. Students will also be able to order school T-shirts at this time. Yearbooks will be ordered at a later date.

A pre-enrollment for kindergarten will be held each year in the spring. Local newspapers and radio station KDEX will carry any announcements regarding specific information about registration. A child must be five years old on or before August 1st to be eligible for kindergarten.

At the time of enrollment, parents should plan to present a state issued birth certificate, a complete immunization record, proof of residency and any information that is available from previous schools attended.

ATTENDANCE, ABSENCE AND MAKE-UP WORK

MISSOURI'S COMPULSORY ATTENDANCE LAWS REQUIRE THAT ALL ELEMENTARY PUPILS BE IN REGULAR SCHOOL ATTENDANCE.

It is very important for all children to be in regular attendance. It is impossible for a child to make up all work missed because of absences. Make-up work alone creates a hardship on both the student and the teacher. The best school work cannot be done unless attendance is regular and punctual.

A student shall not miss more than six (6) days per semester even if the absence is excused pursuant to district policy. It is the responsibility of the parents and student to see that the requirements of the attendance policy are met, and all work missed is completed. When a student misses more than 6 days in a semester, parent contact will be made, as well as a possible juvenile office referral.

Students missing more than 12 days in a school year without extenuating circumstances may be recommended for summer school and/or be subject to retention.

If a student making passing grades misses more than six (6) days per semester, grades may not be awarded. Before a final decision is made on denying promotion to a student with excessive absences, the student will be afforded an appropriate due process hearing that is in accordance with Board policy and state law.

Verify Absence

Please notify the school office to verify student absences the day of the absence. For purposes of school notification, Southwest Elementary School will accept a parent/guardian phone call, fax, email or letter/note the day the student returns. All doctor, dental, and/or counselor notes should be turned into the classroom teacher the day the student returns.

Upon returning to school, students should request the privilege of making up work missed during their absence.

If a student is ill at home and unable to come to school, we ask parents to abide by the following procedure:

1. If your child is absent, you will receive an automated phone call asking you to contact the office.
2. The homework may be picked up after 3:15 each day outside the general Office area on the bookshelf.
3. A parent request for homework should be made to the office by 10:30 a.m.
4. A student will be allowed to remain indoors as a result of illness or injury if a parent note is provided. However, **after a three day period of remaining indoors, a note from a physician is required in order for the student to remain Inside during recess.**

TARDIES

If your child exceeds three tardies per quarter, a letter will be sent home informing you that if your child exceeds six tardies, the juvenile authorities will be contacted by the building principal. Your child will be tardy if they check in after 8:15.

HOMEWORK

Homework is an independent activity, to be accomplished outside of the school day to reinforce concepts learned in class. Some homework may require parental help.

Unfinished classroom or work missed due to absences, although completed outside the school day, is NOT included in the school's definition of homework.

Teachers will assign homework based on the maturity and ability level of the students in a given class. The teacher in the classroom is the most qualified person to determine what homework is needed to support the curriculum of the school district. Teachers are responsible for assigning homework to students and for providing the explanation and direction required to ensure students can accomplish the work with reasonable success. Parents are responsible for setting a specific time and place for the student to do homework and for checking to make sure the student completes homework assignments.

GRADE REPORTING TO PARENTS

At the end of each grading period, a report of pupil progress is sent to parents of each elementary child on a computer generated report card form. The report includes the pupil's attendance and progress in each school subject, personal and social characteristics, and in work and study habits. In addition to this report, there are numerous other ways of reporting and involving the parents in the daily progress of the student. Parent-teacher conferences are used quite frequently. Personal conferences are scheduled by the teacher or parent as needed.

One parent teacher conference is scheduled for the end of the 1st quarter. Your child will receive a report card at the end of each quarter.

School personnel are available to parents to assist them in the interpretation of student grades and test scores. Informal notes, telephone calls, and the sending of a sample of the student's work are some other methods used to report student progress. Please check your child's Red Communication folder each day to monitor his/her academic progress.

INFORMATION SERVICES

The Dexter R-XI school system has a web-based system that will allow you to access your children's grades, schedules, attendance, lunch balances, and other information. This service is completely free and designed to help you stay better informed. All information is viewed over this system is updated daily as possible with the exception of grades. The website is dexter.k12.mo.us. you will be given a form at registration if you so desire to take advantage of this opportunity.

GRADE SCALE KDG, 1st, and 2nd Grade

Students consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period

M- Mastery

Students is not yet consistent in demonstrating an understanding the concepts, skills and processes taught in this reporting period.

P- Progressing

Student does not demonstrate an understanding of concepts, skills, and processes taught in this reporting period. Student is performing significantly below grade level exceptions.

N-Not Yet

Not assessed during this reporting period

NA- Not Assessed

Student is fulfilling all exceptions

S- Satisfactory

Student is not fulfilling all exceptions

U - Unsatisfactory

STUDENT TRANSPORTATION

All pupils living one mile or more from the school or in an area where walking is considered hazardous by the Board of Education are eligible for bus transportation. Bus routes are laid out each year in such a manner as to best serve the majority of the students in the transportation areas.

Bus routes will be established on public all-weather roads and streets and may be changed at any time if there is a shift in the resident location of pupils or as road conditions warrant.

Due to the age of Southwest students and the amount of traffic around the school, we do not allow students to walk or ride bicycles to or from school. Students must be picked up by a parent or ride a school bus. Please discuss any other arrangement with the principal. Children who are picked up must be picked up no later than 3:20 p.m.

STUDENT ARRIVAL TIME & PICK UP INFORMATION

Students should not arrive at school before 7:30 a.m. All doors will remain locked until 7:30 a.m. Teachers are not expected to be at school before 7:45 a.m., and supervisory personnel are limited before that time. We ask parents to please cooperate with us in this respect. Those students arriving before 8:00 am should proceed to the gym, not to the classroom.

PLEASE DO NOT LEAVE UNATTENDED CARS PARKED IN THE DRIVEWAY. IF YOU MUST GET OUT OF YOUR VEHICLE, PLEASE PARK IN ONE OF THE DESIGNATED SPACES.

All students being picked up will be waiting in the gym until they are called to proceed to the car line for pick up. Parents must use the Yellow Card system when picking up their child. Please place the yellow card in the passenger window and stay in the line for pickups. We do not allow parents to park to pick up students. Also, please follow the map that was provided. You may pull up in two lanes for pickup (at the crayons) beginning at 2:45 pm. For safety precautions, please do not arrive before 2:00 to wait to pick up your child after school. If you have lost your yellow pick up card, you will be required to show proper identification before your child will be released.

WE ASK THAT THE NORTH CIRCLE DRIVEWAY BE USED BY PARENTS FOR ALL STUDENT PICK-UPS AND DELIVERIES. ONLY BUS TRAFFIC AND STAFF PARKING WILL BE PERMITTED IN THE BACK PARKING AREA (SOUTH LOT).

RELEASE OF CHILDREN DURING THE SCHOOL DAY

Children are not permitted to leave the school grounds by themselves at any time during the school day.

Parents requesting the release of a child for a medical appointment, or for any emergency, should make the request in the office. **If a student arrives late to school, or leaves before the regular end of the school day, the parent is asked to report to the school office, show proper identification and sign the child in or out, as the case may be.**

The principal, school nurse, or the building secretary may release a child because of illness or injury. This release must be to the parent or authorized reliable adult in cases where the parent is not available. Every effort will be made to contact the parent in cases of illness or accident, unless we have been instructed to do otherwise.

PHONE CALLS AT SCHOOL

Telephone Procedures - We will deliver all emergency telephone calls and messages to children and teachers. We request that teachers and students not be asked to come to the telephone during regular class time. Parents should realize that when a call is placed indicating a change of bus or pickup of a child, that message is usually given over the classroom intercom. This message will interrupt the class, and we prefer not to do that on a regular basis. One of our main goals at Dexter R-XI School District is to make sure our students are safe and secure. An important part of that goal is to make sure the students we transport to school and back home get there in a SAFE and timely manner. Making sure our students are on the proper bus can be challenging due to the number of students who change buses on a daily basis and/or have a bus change at the last minute of the day. To better serve our students and keep everyone who must change buses safe, we will **NO LONGER ACCEPT PHONE CALLS TO CHANGE A BUS**. All bus changes will need to be sent to school via a **NOTE (NO TEXTS OR EMAILS)**. Please properly plan ahead and send a note for your child's bus change.

DAILY SCHEDULE

2020-2021

Kindergarten Schedule

Time	Subject	
8:12-10:20	Reading/Literacy Block Small groups 8:12-9:20	Small Groups 9:20-10:20
10:20-10:35	Recess - 15 minutes	
10:35-10:50	Wash hands, travel to lunchroom	
10:50-11:20	Lunch	
11:20-11:35	Recess - 15 minutes	
11:40-12:50	Math - small groups	Math - small groups
12:50-1:10	Recess - 20 minutes	
1:15-2:00	Encore Classes	Group I
2:00-2:45	Encore Classes	Group II
3:00	School Dimisses	

2020-2021 First Grade Schedules

Time	Subject	
8:12-8:20	Pledge/Pick up students in gym/lunch count/pledge	
8:20-10:20	Reading/Literacy Block Group I - small groups 8:20-9:20	Group II- small groups 9:20-10:20
10:20-10:40	Recess	
10:40-11:25	Encore Class	Group I
10:40-11:25	Intensive Pull Outs Writing/Conferencing	Group II
11:25-11:55	Lunch	
12:00-12:45	Encore Class	Group II
12:45-1:05	Recess	
1:05-2:50	Math	
3:00	Car line pick ups to gym	
3:00	Dismissal	

Second Grade Schedules 2020-2021

Time	Subject	
8:12-8:20	Class begins/announcements	
8:20-9:05	Encore Classes	Group I
9:05-9:50	Encore Classes	Group II
9:50-10:10	Recess	Grade 2 Playground
10:10-12:10	Reading/Literacy Block Group I – Small Groups 10:10-11:10	Group II Small Groups 11:10-12:10
12:10-12:40	Lunch	
12:40-1:00	Recess	Grade 2 Playground
1:05-2:45	Math	
2:45	Ready for dismissal	
3:00	Pick ups to gym	
3:00	Dismissal	

CHECK-OUT PROCEDURE FOR STUDENTS MOVING FROM DISTRICT

1. Parents notify school personnel at least three days before leaving.
2. Return all school books and supplies.
3. Student's desk must be cleaned and all personal items removed.
4. Report cards will be issued to students when they have been in attendance long enough to justify proper and fair evaluation.
5. Transfer information will be sent directly to the child's next school upon the receipt of a formal request from that school.

CARE OF SCHOOL PROPERTY

We encourage all students to be proud of our school and feel that it is the duty of every student to respect school property. Any student who defaces the building or loses school property shall be required to pay for any damage or loss.

FLOWER/GIFT DELIVERIES FOR STUDENTS

Board Policy dictates that **NO FLORIST DELIVERIES** will be accepted at school for a student. This includes the delivery of flowers, balloons, etc. for student birthdays, holidays, or special occasions.

TOYS/GUM CHEWING

Toys generally have no relationship to the instructional process. Toys should only be brought to school on special days or for presentations and only with the permission of the teacher.

To avoid problems associated with gum chewing, Southwest students are not allowed to chew gum on the school premises or on the school bus.

PROGRAM OFFERINGS AT SOUTHWEST

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SW-PBS)

Southwest Elementary has implemented a positive approach to addressing school behavior. The title of this program is School Wide Positive Behavior Support (SW-PBS). This program is helpful in creating a safer and more effective school by structuring an environment to support the academic and social success of all students. Our goal at Southwest is to promote positive behavior and reward children that work hard to achieve this goal each month and quarter.

RESPONSE TO INTERVENTION (RTI)

RTI is a multi-level prevention system. With RTI, we are able to identify students who need additional support and monitor their progress, while adjusting the level of interventions as needed. A universal screening test is given three times a year to all students at Southwest to help identify who need research-based interventions. Behavior interventions for Tier 2 students include: Check In/Check Out (CICO), and Social Skills Intervention Group (SSIG). Tier 3 students receive a Behavior Intervention Plan (BIP).

SW-PBS MATRIX

I AM	ALL SETTINGS/C LASSROOM	HALLS	RESTROOMS	CAFETERIA
RESPECTFUL	1. Use polite language. 2. Follow directions. 3. Settle conflicts with kind words. 4. Use manner words.	1. Use good manners. 2. Walk around adults. 3. Return to class promptly. 4. Be silent so others can continue learning.	1. Get in and out quickly. 2. Allow others to have private time. 3. Be silent.	1. Ask to have items passed. 2. Use napkins, forks and spoons when needed. 3. Use quiet voice. 4. Wait for teacher directions. 5. Keep feet under the table.
RESPONSIBLE	1. Take responsibility	1. Face the front of the line.	1. Flush 2. Turn off water after you wash your	1. Keep food on tray. 2. Keep area clean. 3. Use quiet voice.

	<ol style="list-style-type: none"> 2. Keep hands, feet, and belongings to self. 3. Ask permission. 4. Report problems to an adult. 	<ol style="list-style-type: none"> 2. Hands and feet to self. 3. Be silent to greet others. 	<ol style="list-style-type: none"> hands with soap. 3. Throw away all trash. 4. Use hand dryers correctly. 5. Report needed supplies or problems. 	<ol style="list-style-type: none"> 4. Wait for teacher directions. 5. Keep feet under the table.
READY TO LEARN	<ol style="list-style-type: none"> 1. Listen. 2. Be prepared. 3. Do your best. 4. Be on time. 	<ol style="list-style-type: none"> 1. Model good behavior for others. 2. Watch for opening doors. 	<ol style="list-style-type: none"> 1. Model good behavior for others. 2. Return promptly. 	<ol style="list-style-type: none"> 1. Wash hands. 2. Be ready to say number. 3. Walk quietly.
I AM	ASSEMBLIES	PLAYGROUND	PICK UP LINE	BUS/BUS LINE
RESPECTFUL	<ol style="list-style-type: none"> 1. Clap to show appreciation. 2. Remain quiet unless asked to participate. 	<ol style="list-style-type: none"> 1. Take turns. 2. Form a line when necessary. 3. Listen and obey duty teacher. 	<ol style="list-style-type: none"> 1. Keep hands/feet to self. 2. Use polite language and quiet voices. 	<ol style="list-style-type: none"> 1. Use polite language and a quiet voice. 2. Listen to duty teacher/bus driver. 3. Cooperate with bus driver.
RESPONSIBLE	<ol style="list-style-type: none"> 1. Enter and exit the gym in an orderly fashion. 2. Be an active listener. 	<ol style="list-style-type: none"> 1. Use the equipment properly. 2. Return equipment to its' proper place. 3. Line up quickly and quietly. 4. Use ramp to enter playground area. 5. Report injuries or 	<ol style="list-style-type: none"> 1. Stay in designated area in gym. 2. Carefully enter the pick-up area. 	<ol style="list-style-type: none"> 1. Stay in seat. 2. Keep hands and feet inside bus seat. 3. Keep hands and feet to self.

		anything harmful.		
READY TO LEARN	<ol style="list-style-type: none"> 1. Raise your hand to share. 2. Sit criss-cross on bottom with hands in your lap. 	<ol style="list-style-type: none"> 1. Obey the playground rules. 2. Enter the building quietly. 3. Walk in line. 	<ol style="list-style-type: none"> 1. Obey the rules. 2. Listen for name to be called. 3. Keep backpack closed and exit with all your belongings. 	<ol style="list-style-type: none"> 1. Sit quietly, face forward, and sit criss-cross. 2. Follow teacher directions. 3. Walk to bus 4. Walk to the bus, stay behind red line, and exit with all your belongings.

THE METHOD USED TO SELECT TEXTBOOKS

Dexter School Board policy states that we are required to select basic textbook materials by a committee. This committee is to be comprised of administrators, teachers, and parents.

The committee, after a careful study of all the current materials available has been completed, will present its recommendation to the Board of Education for final approval. There is a continuous study and re-evaluation of all materials used for instruction at Southwest Elementary School. A change may be made at any time if the faculty and Board of Education feel it would be in the best interest of the students. The district provides textbooks to all resident students as established by state law. Textbooks and workbooks are furnished at no cost to elementary students. There will be a replacement fee charged for books lost or damaged.

ENCORE CLASSES - ART, MUSIC, PE, and Computer Lab

The basic skills in art are taught to students in grades K-2. The purpose of this program is to develop an appreciation for art in day-to-day living. Introduction of various media is undertaken throughout the program in an attempt to help develop each child's creative ability.

A complete physical education program is offered for students in grades K-2. Physical activities are selected and conducted for purposes of developing the child---physically, mentally, emotionally, and socially. No special uniform or extra equipment is needed for this class, **but appropriate shoes are a must**. Each child is expected to participate in all activities. Special considerations will be given when needed.

Music instruction is also provided for students in grades K-2. The goals of this program include the development of basic music skills, music enjoyment, and the development of an appreciation for music as an art form within each student. Since personal involvement enhances learning and promotes self-expression, active participation in the program is encouraged and expected.

INTELLECTUALLY DEFICIENT PROGRAM

Special Education Services are provided in the Dexter R-XI Schools for any child that is determined to be intellectually deficient class sizes are kept small and the

instruction is individualized so that the child may realize maximum potential in an unrestricted environment.

SPEECH THERAPY AND LANGUAGE PROGRAM

The elementary speech program is staffed by fully certified speech therapists qualified to diagnose and treat speech impediments of all types. At the start of each school year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct the identified speech disorder(s). During the school year, the IEP is followed and progress is noted. At the end of the year, parents are notified as to one's progress and need for future speech services.

SCHOOL WIDE TITLE

Southwest Elementary is a School wide- Title school. This means that Title funds are used to benefit and enhance the educational opportunities of all the students who attend Southwest Elementary. Becoming a Schoolwide Title school has allowed us to individualize intervention by focusing on specific skill gaps in any subject area that a student may develop at any time throughout the school year. Students may receive varying levels of intervention based on their needs. The duration of these interventions may vary as well. Some students may receive services for 20 minutes in their classroom during small group instruction. Some students may receive 25 minutes of pull out intervention. The amount and duration of intervention is determined by closely monitoring the educational progress of students. Title funds are also used to fund night activities giving parents more opportunities to become involved in their child's educational experience while attending Southwest Elementary. If you have any questions regarding the Title program offered at Southwest Elementary, please feel free to contact the building Principal.

SPECIFIC LEARNING DISABILITIES PROGRAM

A learning disability class is available for students who qualify. This is a special education program that allows students to learn by alternative learning strategies and to receive individualized help when necessary.

EARLY CHILDHOOD SPECIAL EDUCATION

A screening will be conducted at various times during the school year in attempt to locate and identify children who have a need for this special services program. Any child who will be three years old on or before July 31st is eligible for this screening. Dexter School continues to serve children age three and four who have been identified as needing special services placement. For more information about this program, please contact Amy James, Director of Special Services, at 614-1001. Some services will also be available for those students who have been enrolled in the Parent as Teacher Program.

GUIDANCE

The elementary school counselor works cooperatively with the teachers and administration to provide both group and individual testing of students. The testing program provides information to the staff that helps identify both the strengths and weaknesses of each student. If individualized testing is determined to be necessary for a student, the counselor will administer the tests after a conference with the child's parent(s), classroom teacher, and the principal. Our counselor also coordinates our Character Education Program, which promotes those character traits deemed most important by our community.

LIBRARY

The library is provided as a central resource center for students and teachers. Students visit the library regularly to check out and use the books and materials. Books are checked out for one week at a time and may be rechecked one time if they need to finish reading the book.

Any student who has an overdue book(s) or has damaged book(s) from the library will not be allowed to check out additional books until those have been returned or the fees have been paid. The school librarian can assist parents in these matters.

You can access the library homepage on the internet at <http://destiny.dexter.k12.mo.us> . Click on Southwest Elementary. From this site, you can use the catalog tab to find materials available in our library and access many **useful links**. A limited number of **eBooks** may be accessed and read online from this site as well. These are located in **FollettShelf**. The login to access these books is

swstudent, and the password is *southwest*.

COMPUTER TECHNOLOGY INSTRUCTION

Technology curriculum has been developed and adopted by the Dexter Public Schools in order to allow students to gain the level of technological literacy that is required to effectively research, learn and communicate ideas. Southwest classrooms are equipped with networked IBM compatible computers, which enable the students to develop the skills necessary to participate in an information-based society. A computer lab with 24 student stations is located in the West Wing and all students take part in computer instruction throughout the school year.

ACCELERATED READER PROGRAM

Second Grade students will participate in the Accelerated Reader Program at Southwest Elementary. They will work toward individual goals to earn various special prizes throughout the school year.

20

HEALTH

Besides being available for first aid, the school nurse also conducts these programs:

1. Weigh and measures all students.
2. Screenings for both vision and hearing.
3. Assists in the dental health programs.
4. Assists in the growth, development, and drug education programs.

5. Monitors the immunization program.
6. Promotes a safe and sanitary environment for children.

IMMUNIZATION REQUIREMENTS

The Dexter Board of Education established a policy that states that no student will be permitted to enroll or attend school until one of the following conditions is met:

1. All immunizations are complete.
2. Exemption from immunization has been arranged to provisions of the law.
3. Immunizations are determined to be in progress as determined by law.

According to Missouri Law, children are to be immunized against Diphtheria, Poliomyelitis, Measles, Rubeola, Mumps, and Hepatitis B.

D.P.T. (Diphtheria/Pertussis/Tetanus toxoid)

An infant should have a series of three doses with a booster dose one year after the third and a second booster dose due at kindergarten age for a total of five doses of DPT with a DPT booster due in 10 years. **A MINIMUM OF THREE DOSES IS REQUIRED WITH THE THIRD DOSE AFTER AGE THREE.**

O.P.V. (Oral Polio Vaccine)

An infant series of two doses with a booster dose one year after the second and the second booster due at kindergarten age for a total of four doses of O.P.V.

M.M.R. (Measles, Mumps, Rubeola or Red measles)

Two doses due after the child's first birthday.

Hepatitis B

Each child shall have three (3) doses. The second dose is required one month after the first and then followed by the third dose five months later.

Upon enrollment, parents will be asked to furnish the school with a health record listing the dates of all immunizations received by their child. Parents will be notified if their child needs additional immunizations before school starts or as soon as possible.

Varicella/varvax (chicken Pox)

SICK CHILDREN

Children who become ill at school will be sent to the school clinic. If they are too ill to remain at school, parents will be asked to pick them up. If your child is sent home with a fever, they will not be allowed to return to school until they are **FEVER FREE FOR 72 HOURS** without medication. If the parent cannot be reached, we will call the emergency number listed on the

pupil's information card. Please be sure that your child's information card is kept up-to-date, in order that it is always possible for us to reach someone who can act in your place.

MEDICINE AT SCHOOL

It is not customary for medication to be administered to a pupil by school personnel. Requests for medication to be administered at school shall be referred to the school nurse or principal if the nurse is unavailable. Normally, prescription medication that only requires three doses per day will not be administered at school unless a dose is required before a meal. If the medication can be administered at home, we respectfully ask that it be done so. Medication brought in by a parent to school for administering, must be in its own container with the physician's instructions and specific directions attached. Parents are responsible for providing any medications that need to be administered to students. The school does **NOT** provide any over the counter medication or prescribed medication. . If you have any questions, please feel free to contact the school nurse.

DOCTOR'S EXCUSE

If a parent feels that a child should remain indoors during recess times or is unable to participate in P.E. for a period to exceed three consecutive days, it will be necessary for that parent to furnish the school with an excuse from a physician. We believe that exercise and fresh air is important for a student's well-being whenever possible.

COMMUNICABLE DISEASES

Many illnesses of children are contagious. Often when a child shows signs of fever, sore throat, cough, or nasal discharge, it may be the incubation or beginning period of a contagious disease.

The following guide published by the Missouri State Board of Health shows the number of days it may take for your child to develop the disease. The third column of the chart indicates how long your child must remain out of school after the disease has been diagnosed by your doctor.

22

DISEASE	INCUBATION	TIME EXCLUDED FROM SCHOOL IF NECESSARY
CHICKEN POX	14 to 21 days	For at least one week from onset of eruption, or until all pox have reached scab stage.

MEASLES (Rubella) rash.	7 to 14 days	For four days after appearance of
MEASLES (Rubeola)	12 to 15 days	For a minimum of seven days after appearance of rash.
MUMPS	12 to 26 days	For at least nine days from date onset and until swelling is gone.
SCARLET FEVER	2 to 7 days	About seven days from onset to recovery.
WHOOPIING COUGH of cough.	7 to 14 days	From time of diagnosis until three weeks after development
PINK EYE	2 to 5 days	Students may return to school 24 hours after prescribed drops have have been administered
RINGWORM	10 to 14 days	Until under adequate and continuous care of a physician.

Medical treatment beyond first aid procedures is not usually the responsibility of the school and is illegal by non-medical personnel. **NO STUDENT IS ALLOWED TO HAVE MEDICATION IN THEIR POSSESSION FOR SELF-ADMINISTERING.** This includes aspirin. The danger of reaction and/or children accidentally taking medication by error necessitates the strict enforcement of this policy.

HEAD LICE

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. To support such a program, the following will be implemented:

1. When and if head lice/eggs are discovered on any student in the school district, it will immediately become a priority. All siblings of the infected student will also be checked.
2. If the school nurse or school personnel should discover head lice/eggs on a student in the classroom, the parent of the student will be notified, and the student will be removed from the classroom and from school.
3. The school nurse will instruct the parents concerning various shampoos and sprays and/or treatments that can be purchased for the head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
4. To be readmitted to school, a student must be accompanied by a parent/guardian or **relative by the next day**, and must be examined by the school nurse. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
5. Within six to ten days after being readmitted to school, the student will be re-examined by the school nurse. If head lice/eggs are found at that time, parents will again be called and instructed concerning treatment of the head lice/eggs.
6. The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
7. It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse is also responsible for recommending re-admission of the student after treatment is completed.
8. If it appears the parents of an infested student are failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or eggs under these procedures, resulting in a prolonged period of absence of the student from school, the matter will be reported to the appropriate family/youth services and law enforcement agencies.

STUDENT INSURANCE

The school does not carry medical insurance on students. Information concerning student accident insurance is available for purchase from a private insurance company. This information is provided to parents at registration. The school is not affiliated with the insurance agency.

SCHOOL PICTURES

School pictures will be taken each August during back to school registration. All children will have pictures taken for our school records, but parents are not required to make any purchase. Information regarding retakes will be provided when these dates become available. Pictures will also be taken in the Spring, but parents are not required to make any purchases.

LOST AND FOUND

Many personal items are lost by the children and never claimed. Coats, sweaters, and hats will be kept until the end of the school year. To help eliminate confusion and assist with identification, **please label all coats, jackets, and lunchboxes with your child's first and last name** . Such markings will greatly increase the chance of lost items finding their owner.

OPPORTUNITIES TO SERVE - VOLUNTEERS

There are many opportunities for parents, as well as other individuals in the community, to assist in the Southwest Elementary School education program. Good parent volunteers enable the school to provide greater services for the students. Under the supervision of the staff, volunteers help with tutoring, assisting the teacher with clerical work, and working in the library. Other volunteers serve as room mothers and assist with such things as field trips and parties. Contact the principal's office if you would like to help in these or other ways, or talk to your child's teacher.

25

SCHOOL PARTIES

Parents are encouraged to attend school parties at Southwest Elementary School. For Parents/Legal guardians that will be unable to attend, a grandparent may attend.

****Younger children/siblings will not be allowed to attend these parties.**

****NO HOMEMADE items will be served at school for any reason.**

Party Dates:

Fall Party- Friday, October 30
Valentine Party- Friday, February 12
Easter Party- Thursday, April 1

Schedule for Class Parties:

K- 11:15-12:15
1st- 12:30-1:30
2nd- 2:00-3:00

BIRTHDAYS

Birthday treats may be brought in the last hour of the day ONLY if prior approval is made with the classroom teacher. No homemade items are allowed- they must be store bought.

Students may NOT distribute birthday party invitations at school. This will need to be done outside of the school setting.

PTO

The Southwest Elementary School Parent-Teacher Organization (PTO) serves our school by providing many services for the children and sponsoring a number of projects and activities. We encourage you to show your support of our school by joining our PTO. A few of the many projects and activities that the PTO is involved in are listed below.

Parenting Nights

Southwest Shirt Sales

Open House Activities
Yearbook Sponsor
Grandparent's Day
Easter Parties

Education Week Activities
Book Fair
School Assemblies

CAFETERIA

The Dexter Public School District Food Program is now under the direction of OPAA and will be serving a breakfast and hot lunch program that meets Missouri State requirements. If special diets are necessary for your child, please contact the school nurse to fill out the proper medical forms.

The cost of breakfast is \$1.25 daily, or .30 at reduced cost. Lunches cost \$1.95 per day and reduced lunches cost .40 cents per day. Children may pay in advance by the day, week, month, semester, or for the entire year. It is preferred that student money be turned in on the first day of the school week. Payments should be made to the classroom teacher, not in the school office. **Please send any meal money in a sealed envelope with the student's name, amount, and teacher written on the envelope.**

STUDENTS WHO ACCUMULATE MORE THAN \$13.00 IN MEAL FEES WILL NOT BE ALLOWED TO ATTEND EXTRA CURRICULAR ACTIVITIES, SUCH AS FIELD TRIPS. Please contact the building principal for questions or concerns regarding this policy.

If a student brings a lunch to school, it should not be purchased at a local restaurant.

Lunches brought to school of this type create several problems. We also ask that soda not be provided as part of your child's lunch. Glass containers should also not be sent to school. We thank you for your cooperation regarding these matters.

FREE OR REDUCED COST MEALS

Our school cafeteria operates under federal laws and provides free or reduced cost meals for those children whose family income meets appropriate guidelines. Applications must be completed by parents seeking this assistance. Any meal costs incurred prior to approval will need to be paid in full. If your child receives free lunches any additional milk/juice will cost \$.40.

CLASSROOM TEACHER REQUEST

Parental request for a specific teacher is not permitted. The principal will, however, accept the following parental suggestions: (1) to not place a child with a teacher due to family relations or circumstances such as: closeness of families, previous school or business concerns, or any other relevant problems or concerns that might negatively affect the child educationally, and (2) to separate individual students if they are related, have a history of personal problems, share a common home, or have another special living situation, become related by marriage of their parents, or if there is an indication of other special problems. Please direct written suggestions or concerns to the attention of: Mrs. Jacinda Dewitt, Principal, Southwest Elementary, 915 W. Grant St., Dexter, MO 63841. . If you wish, you may call the principal, e-mail or send a letter to share this information. **The deadline for making requests is June 1st.**

STUDENT FILES AND RECORDS

Permanent records are kept on each child in the elementary principal's office. These confidential records include family information records, attendance, grades, test scores, health data, and a record of social and personal traits. Parents should report any changes in student record information. This includes a change of address or contact numbers.

COLD WEATHER DRESS

During extreme cold weather, the decision to have recess outside or to stay inside will be made each day just prior to recess time. Some of the considerations for making this decision include the temperature, chill factor, wind speed, amount of sunshine, and ground conditions of the playground. The general rule applied at Southwest is that if the temperature or wind chill is below 32 degrees, students remain inside during recess. In order to stay fresh and alert throughout the day, students need fresh air and exercise. We ask parents to dress their children appropriately for all weather conditions.

SCHOOL CLOSINGS

Whenever there appears to be doubt as to whether school will be in session because of severe weather conditions, the radio and television stations listed below will be notified. Parents are requested to tune into these sources when there is any doubt about school being in session. Announcements may be made in the evening and/or early in the morning. Tune to KDEX Radio at 1590 AM or 102.3 FM or KFVS TV Channel 12. The School Messenger phone system will be utilized as well.

SCHOOL MESSENGER

School Messenger is an automated phone system program that allows school personnel to send school related information to your home. All School Messenger messages from Southwest will be sent out in the evening, with exception of school cancellations due to weather.

SECURITY CAMERA SYSTEM

Southwest Elementary is now equipped with a security camera system that will allow us to monitor the interior and exterior of the building to ensure safety of our students. This system allows 24 hour recording surveillance.

29

DIRECTORY INFORMATION

Federal law allows school districts to disclose information from student records if: 1) the information is not considered harmful or an invasion of privacy; 2) the district has notified parents and eligible students that the information will be released without parental consent unless the district receives a written objection; and 3) the parent or eligible student has not notified (in writing) the school that the information should not be released.

As a parent or eligible student, you have ten (10) school days after this notice to provide notice in writing to the school district that you choose to not have this information released. **Unless notified to the contrary in writing within the ten(10) school-day period, the school district**

may disclose any of the items designated as “Directory Information” without the parent or eligible student’s prior written consent including in print and electronic publications of the school.

PROFESSIONAL REQUIREMENTS

As a parent/guardian of a student at Southwest Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the Missouri Department of Elementary and Secondary Education (DESE) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether DESE has decided the teacher can teach in the classroom without being licensed or qualified under the state’s regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees, and if so the subject(s) of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child, and if they do, their qualifications